

# OLD MUTUAL SPORTS CLUB

## CONSTITUTION

### 1. NAME

The name of the Club is the "OLD MUTUAL SPORTS CLUB", hereafter referred to as the "Club".

### 2. OBJECTS

The Club is established for the promotion of all or any of the objects of an Outdoor and an Indoor Sports and Social Club, and to do all such things and to carry out all such undertakings as may be necessary for and incidental to the promotion of such activities, and to provide and maintain all such facilities (including a liquor licence) as may from time to time be associated with, or conveniently combined with, an Outdoor and an Indoor Sports Club and a Social Club on such premises as may from time to time become available to the Club (whether by way of purchase, lease or in any other manner), and in particular and without derogating from the generality of the objects herein before set forth, the Club shall have power, in the manner hereinafter provided,

- (a) To buy, sell, let, hire, mortgage or otherwise acquire or dispose of or turn to account, land, buildings or other property, movable or immovable, in the furtherance of the objects of the Club;
- (b) To borrow money in such a manner and on such terms as the Club and/or the Executive Committee shall think fit and in particular by means of subscriptions, mortgage bonds and debentures charged upon the whole or any part of the property, assets or revenue of the Club, both present and future, or such other property and assets as the Club may be or become entitled to;
- (c) To make such donations, as the Executive Committee in its absolute discretion shall decide, to any section of the Club or any other bodies for the promotion of the objects set out above in this Clause.
- (d) To carry on a business.

### 3. POWERS OF THE EXECUTIVE COMMITTEE

The Executive Committee shall have full power and authority to do any act, matter or thing which could or might be done by the Club, excepting such matters as are in this Constitution specially reserved to be dealt with at a General Meeting of members or otherwise, and in addition to the general powers and authorities hereby conferred on the Executive Committee, and without in any way limiting such powers and authorities, the Executive Committee shall have the following special powers:

- (a) From time to time to delegate some or all of its powers including the disciplinary powers referred to in Clause 17 hereunder, to the General Committee as defined in Clause 12 (e) hereunder. From time to time the Executive Committee may likewise withdraw some or all of the powers thus delegated.
- (b) To make and give receipts, releases and other discharges for monies payable to the Club, and for the claims and demands of the Club; to effect insurances of all kinds in the interests of the Club. Except where otherwise provided in these rules, such receipts shall be signed by the Treasurer or some person authorised so to do by the Executive Committee.
- (c) To open and operate upon a banking account in the name of the Club, and to overdraw such banking account for the purposes of the Club, to invest surplus funds in a savings account or fixed deposit or any other investment approved by the Executive Committee and to draw, accept, endorse, make and execute bills of exchange, promissory notes and other negotiable instruments connected with the business of the Club. Such bills of exchange, cheques and other negotiable instruments including documents relating to any savings account or fixed deposit shall be signed by any two of the following persons, namely the Chairman, Vice-Chairman, Treasurer, Secretary or any other persons nominated by the Executive Committee.
- (d) To make, vary, suspend and repeal bye-laws for the regulation of the affairs of the Club, its officers and servants, or the members of any class of the Club, provided that such bye-laws do not conflict with the Constitution of the Club.
- (e) To buy, sell and deal in all kinds of equipment and all kinds of provisions, liquid and solid, required by persons frequenting the Club, and to apply on behalf of the Club for and obtain such licences as may be necessary for selling liquor, mineral and aerated waters, cigars, cigarettes, tobacco and other articles and commodities as are usually and customarily dealt with by Outdoor and Indoor Sports and Social Clubs.

- (f) To appoint, suspend and discharge any servants or employees as may be deemed necessary, and to fix their remuneration and conditions of employment.
- (g) To institute, conduct, defend, compound or abandon any legal proceedings by and against the Club, or its officers, or otherwise concerning the affairs of the Club.
- (h) To fix and vary subscriptions or fees payable by Temporary Members and Youth and Student Members.
- (i) To arrange terms of reciprocity with other clubs.
- (j) The Executive Committee shall have power to fill any casual vacancies on the Executive and General Committees until the next Annual General Meeting.

#### **4. MEMBERSHIP**

- (a) Membership of the Club shall consist of Ordinary, Life, Honorary, Temporary and Reciprocity Members, and Youth and Student Members.
- (b) Ordinary Members shall be all those members who were at the date of adoption of this Constitution registered in the books of the Club as members (save for Youth and Student Members whose position shall be as provided in (f) hereunder) or are hereafter elected as Ordinary Members as provided hereunder. An Ordinary Member shall on election as an Honorary Member cease to be an Ordinary Member.
- (c) Life Members shall be such members as are from time to time elected by virtue of their having rendered some special service to the Club or to sections of the Club. Such election shall be by the Executive Committee and such membership shall be granted only with the unanimous consent of all the members present at the meeting of the Executive Committee at which such election is considered.
- (d) Honorary Members shall be such persons as are from time to time elected as such by reason of their holding some public office or having conferred some special benefit upon the Club. Such election shall be by the Executive Committee and such membership shall be granted only with the unanimous consent of all the members present at the meeting of the Executive Committee at which such election is considered.
- (e) Temporary and Reciprocity Members shall be those who become such on such terms and conditions as the Executive Committee shall think fit: provided that no person residing within twenty kilometres of the Club shall be eligible as a Temporary or Reciprocity Member of the Club save where –
  - (i) Such person is a bona fide candidate for membership, in respect of whom an application form has been lodged with the Secretary; or
  - (ii) By resolution of the Executive Committee such person is allowed the privileges of membership while engaged in any match or competition.
- (f) Youth and Student Members shall be all those Members who were registered in the books of the Club as such as at the date of adoption of this Constitution and who are at school, college or university and who are not self-supporting, and any such persons as the Executive Committee shall hereafter admit as Youth and Student Members. These members shall not be liable for the annual subscription and shall use the Club only on such conditions and on such basis as may be decided upon from time to time by the Executive Committee and the number of such members shall be at the discretion of the Executive Committee. Youth and Student Members shall not be entitled to vote at any meeting of the Club or at the meeting of any Section. Should Youth and Student Members who have attained the age of 18 years require unrestricted privileges of the Club, they shall be eligible for election as Ordinary Members on the basis provided in (a), (b), (c) and (d) of Clause 5 hereunder as the case may be in which case, upon election, they shall be entitled to the rights and privileges of Ordinary Membership.

#### **5. ELIGIBILITY FOR MEMBERSHIP**

The following persons shall be eligible for election as Ordinary Members, namely:

- (a) All permanent staff of the Companies within the Old Mutual Group in South Africa and their spouses and dependant children. The word staff shall be deemed to include the Board of Directors of Old Mutual Plc.

- (b) All permanent staff of wholly owned subsidiary companies and their spouses;
- (c) Pensioners of the Companies within the Old Mutual Group in South Africa and wholly owned subsidiary companies and their spouses;
- (d) Anyone including a staff member who does not qualify in terms of (a), (b) and (c) may, with the consent of the Executive Committee, be nominated for election. If elected, such person shall be termed an Ordinary Member.

## **6. SUBSCRIPTIONS**

The liability of a member shall be limited to the amount unpaid in respect of subscriptions and to such other amounts as he may from time to time owe in respect of fees and charges;

The annual subscription payable on 1st March each year shall be -

- (a) In the case of an Ordinary Member, decided upon by the Executive Committee but shall not be less than the minimum figure laid down in the Liquor Act, from time to time for Club subscriptions. Any member who is elected after 1st March shall be liable to pay a proportionate amount for the period from date of election up to the 1st March next following and he shall not be accepted as a member until such payment has been made.
- (b) Nil in the case of an Honorary Member, Life Member or a Reciprocity Member, and in respect of a Temporary Member or Youth and Student Member such amount as may from time to time be fixed by the Executive Committee.
- (c) The annual subscriptions shall be due on 1st March in each and every year. Any member who fails to pay his subscription on or before 24th April shall automatically be suspended from membership. While a member is under suspension, he may not participate in any activity or competition of the Club, nor may he under any circumstances be allowed entrance into the Club's Licensed Premises, except with the special permission of the Executive Committee. If the annual subscription has not been paid by 1st May of such year, his membership shall be automatically terminated. In such a case, a former member may re-apply for membership in accordance with the procedures laid down in Clause 7 of the Constitution (but an application in such circumstances does not necessarily imply that he will be re-accepted as a member).
- (d) In cases of resignation, a member shall, at the discretion of the Executive Committee, forfeit the right to a refund of subscriptions paid by him for the financial year during which the resignation is tendered.

## **7. ELECTION OF ORDINARY MEMBERS**

- (a) A candidate for election as an Ordinary Member must be proposed by one Ordinary Member and seconded by another in writing. The application form shall be signed by the candidate, his proposer and seconder and shall contain such particulars as the Executive Committee may from time to time decide upon.
- (b) The Executive Committee shall not proceed with the election of any candidate less than fourteen days after nomination and unless his application has been screened on the Club premises for at least seven days.
- (c) Existing members may not propose a candidate for election as an Ordinary Member unless the existing Member concerned has had at least three years unbroken membership of the Club nor may any such existing members propose more than two candidates during any one financial year for election as Ordinary Members.
- (d) The election of members shall be by ballot of the Executive Committee. Any candidates shall be rejected if there is an adverse vote of two or more members of the Executive Committee.

## **8. REGISTER OF MEMBERS & KEEPING OF ACCOUNTS**

The Executive Committee shall keep or cause to be kept a Register of Members wherein the names of all members (of whatever kind) shall from time to time be entered and shall also keep or cause to be kept proper accounts (of all sections as well as of the Club as a whole).

## **9. PAYMENT OF REFRESHMENTS OR ACCOMMODATION**

Only members of the Club (including bona fide Reciprocity Members) shall be permitted to pay for refreshments or accommodation supplied therein.

## **10. PROFITS FROM ACTIVITIES**

No profits from any activities conducted by the Club shall accrue to any member thereof but shall accrue solely to the Club. Save under any written agreement approved of by the appropriate Liquor Board, no profit from the selling of liquor by the Club shall accrue to any individual.

## **11. PARTICIPATION IN ACTIVITIES OF SECTIONS**

Members may participate in any or all Sections of the activities of the Club subject to their conforming to the rules and conditions applicable to each such Section; provided that the participation of Youth and Student Members may be limited by the Executive Committee as provided above.

The participation of members in the activities and the use by members of the facilities of the Club shall be subject to any restrictions and/or conditions imposed in terms or by virtue of the Club's liquor licence and any privileges and/or authorities granted thereunder.

## **12. CONTROL AND MANAGEMENT**

### **Executive Committee**

- (a) The affairs of the Club shall be controlled and managed by an Executive Committee all of whom shall be members of the Club. The members of the Executive Committee shall be: Chairman, Vice-Chairman, Secretary, Treasurer, a representative from Old Mutual, and the Chairman (or a nominated representative) of the Old Mutual sponsored sports and the Chairmen of the 3 sections with the largest membership base to represent their relative sections whilst the balance will be represented by an elected member from the remaining sections.

The Secretary shall automatically be the Club Manager and Licensee.

The Club Manager is appointed by the Executive Committee.

The Chairman, Vice-Chairman and Treasurer are to be elected at each Annual General Meeting. The Chairman shall be elected for a period of 2 years and may be re-elected for a further term with a maximum of 3 consecutive terms. The Auditor shall also be elected at each Annual General Meeting.

- (b) The Executive Committee shall hold regular meetings of which proper minutes are kept. It shall, however, be in the discretion of the Executive Committee as to how it will despatch its business and when and where it shall meet.
- (c) Should any member of the Executive Committee fail to attend three consecutive meetings without adequate reason, such member may be removed from office but only by majority vote of the Executive Committee. The Executive Committee shall have power to fill any casual vacancies until the next Annual General Meeting.
- (d) The social activities of the Club including any sport not represented by any Section shall be under the control of the Executive Committee which may co-opt such assistance as it may deem necessary for the functioning of these particular activities.

### **General Committee**

- (e) The General Committee shall consist of the Chairman, Vice-Chairman, Secretary and Treasurer of the Executive Committee as defined in Clause 12 (a) above together with one representative of each section of the Club. Such representative shall automatically be the Chairman or Vice-Chairman of each section. Three members of the General Committee, other than the Chairman, Vice-Chairman, Secretary and Treasurer shall be elected by the General Committee to serve as the "Elected Members" on the Executive Committee as defined in terms of Clause 12 (a) above.
- (f) The Elected Members shall be elected at the first meeting of the General Committee which takes place after the Annual General Meeting each year and shall hold office for a period of three years, subject to them remaining as members of the General Committee.

- (g) A retiring Elected Member shall not be eligible for re-election as an Elected Member for a period of at least two years.
- (h) In the event of an Elected Member being elected as an office-bearer or ceasing to be a member of the General Committee, then he shall automatically cease to be an Elected Member and his place shall be filled at the next meeting of the General Committee. Such member elected to take his place shall hold office only for the balance of the period for which the outgoing member would have served, but notwithstanding the provisions of Clause 12 (a) above, such Elected Member shall be eligible for re-election when his period of office has expired, if such period was less than eighteen months in aggregate.
- (i) The General Committee shall hold regular meetings of which proper minutes are kept. It shall, however, be in the discretion of the General Committee as to how it will despatch its business and when and where it shall meet.
- (j) Should any member of the General Committee fail to attend three consecutive meetings without adequate reason, such member may be removed from office but only by majority vote of the General Committee.

### **13. SECTIONS**

- (a) Permission must first be obtained from the Executive Committee before any new Section is formed, and such formation shall take place on such conditions as may be approved of or determined by the Executive Committee. Only members of the Club are eligible to be a member of a Section.  
Rules and conditions applicable to each Section must be drawn up and approved by a general meeting of that Section and thereafter sanctioned by the Executive Committee. Rules and conditions already in force at the coming into operation of this Constitution shall remain in force. Any rule or condition whether passed before or after the coming into force of this Constitution shall be invalid if it conflicts or is inconsistent with any provision of this Constitution.
- (b) Each Section shall be controlled by a committee consisting of at least three members elected annually by the members of such Section which shall hold regular Annual General Meetings.
- (c) The Committee shall be responsible to the Executive Committee for the affairs of its Section.
- (d) The Chairman or Vice-Chairman of each section shall be the representative appointed to the General Committee. Should he/she be unable to attend any General Committee Meeting he/she shall be substituted by the Secretary of the section, such substitute shall have the same powers as a representative to the General Committee for the purposes of such meeting only.
- (e) The Executive Committee shall have the right to veto any action of any Section or General Committee.

### **14. FUNCTIONING OF COMMITTEES - SECTIONAL, GENERAL AND EXECUTIVE**

- (a) All decisions shall be made by majority vote, the Chairman having a casting as well as a deliberative vote.
- (b) Committees shall have the power to fill such vacancies as may occur during the term of their office. They may co-opt such members as they may think necessary from time to time either for specific or general purposes.
- (c) The Chairman and/or Vice-Chairman and/or Secretary of the Executive Committee or a nominated deputy may by right ex officio, or by invitation, attend any meeting of a Section for liaison, advisory or other purposes. He or his nominated deputy shall have the right of discussion at such meetings but shall have no vote except insofar as he may be a member of the Section.
- (d) All Committees except the General Committee shall meet at least once a month excepting that in the case of sporting Sectional Committees, this will only apply during their recognised playing season. They shall keep proper minutes of their deliberations and proper accounts of all financial transactions they may undertake after the sanction of the Executive Committee.
- (e) Should any member of a Committee fail to attend three consecutive meetings without adequate reason, such member may be removed from office but only by a majority vote of the members of the Committee concerned.

## 15. QUORUMS

- (a) At Annual General or Special Meetings of the Club not less than twenty five of the Ordinary Members of the Club are required to be present to form a quorum.
- (b) At Committee Meetings of the General Committee, Executive Committee or Section Committees not less than half of the members shall form a quorum.
- (c) At Annual or Special Meetings of the Sections not less than ten percent of the members of such Sections are required to form a quorum unless otherwise agreed to by the Executive Committee.

## 16. ANNUAL & SPECIAL GENERAL MEETINGS

- (a) The Annual General Meeting of the Club shall be held by not later than 30th June in each and every year. The Secretary shall give notice in writing of such meeting of the Club at least twenty one days prior to the date fixed for the meeting. Such notice shall be given by being affixed to the notice board of the premises of the Club and by giving copies to the Secretary of each Section.  
The Annual General Meeting shall be held for the transaction of ordinary business, election of office-bearers and any special business of which due notice has been given in writing to the Secretary not later than 1st May in such year. The office-bearers to be elected at the Annual General Meeting shall be: Chairman, Vice- Chairman and Treasurer. The Auditor shall be elected at each Annual General Meeting.  
All proposed nominations for office including nominations for additional Patrons and Vice- Presidents shall be given to the Secretary in writing at least fourteen days prior to the date of the meeting.  
Any matters brought forward by the Executive Committee shall be regarded as ordinary business.
- (b) Special General Meetings may be called by the Executive Committee. The Executive Committee shall also call such meetings within fourteen days of receiving a requisition signed by not less than fifty Ordinary Members of the Club. Such notice shall be given in the manner provided in (a) above provided that in addition, a copy of the notice shall be sent to each Ordinary Member's last known address except for staff members of the Society in which case a general circular will suffice. An accidental omission to send a notice to any member shall not invalidate the meeting in question. The Executive Committee and/or such requisitioning members shall clearly set forth the purpose for which such a meeting is to be called. The Secretary shall give fourteen days notice in respect of such meeting.
- (c) All decisions at Annual and Special General Meetings shall be by majority vote, the Chairman having a casting vote in addition to his deliberative vote.

## 17. DISCIPLINE

Should any member in the opinion of the Executive Committee commit any wilful breach of the rules of the Club or be guilty of improper, dishonest, unsportsmanlike or ungentlemanly or unladylike conduct, or fail to make any payment of monies due to the Club, other than the annual subscription, or to the Club's officials or servants after due notice, or be guilty of conduct unbecoming or prejudicial to the interests of the Club, whether within the Club's precincts or outside them, the Executive Committee shall have the following powers:

- (a) To reprimand any such member;
- (b) To deprive such member of any or all of the rights and advantages of his membership during such time or period as the Executive Committee in its absolute discretion may deem fit and advisable;
- (c) To call upon such member in writing through the Secretary to resign and if he fails to resign within seven days to expel such member;
- (d) To expel any member;
- (e) In the event of any member ceasing to be a member by reason of the powers of this rule, the said person shall not have any right to a refund of any contribution, subscription or fee paid by him provided, however, that no member shall be expelled or otherwise dealt with in terms of this rule unless and until the Executive Committee shall have given him an opportunity to appear before it or a sub-committee appointed by the Executive Committee at such time and place as in

its discretion it may deem fit to explain his conduct. At any such hearing, the Executive Committee or sub-committee shall have power to summon any member or any other person to appear before it to give evidence for or against such member and any such member shall have power to cross-examine any such witness and shall have the like power to tender the evidence of any other member or person he may deem fit.

- (f) The Executive Committee's decision in each instance shall be final.

## **18. VOTING RIGHTS**

Voting rights may be exercised at Annual and Special General Meetings and on Committees only by Ordinary Members.

## **19. FINANCIAL YEAR**

The Club's financial year shall be from 1st March in any year to the last day of February of the following year.

## **20. INTERPRETATION OF CONSTITUTION & RULES**

The Executive Committee's interpretation of the Constitution and Rules of the Club shall at all times be final.

## **21. COLOURS**

The registered colours of the Club are green and gold or green and white.

## **22. GUESTS**

Guests may be introduced into the Club by members subject to such conditions as may be prescribed by the Executive Committee provided that:

- (a) A member introducing a guest shall forthwith enter his or her name and that of his or her guest in the Guest Book provided for that purpose;
- (b) No guest shall enjoy the privileges of the Club except in the company of the member introducing such guest;
- (c) Every member introducing a guest shall be responsible for the conduct of such guest while on the Club's premises.

## **23. AFFILIATION TO OUTSIDE BODIES**

Prior consent of the Executive Committee shall be obtained before any Section shall be allowed to affiliate any team under its control to any other body.

## **24. AMENDMENTS TO CONSTITUTION**

The Constitution of the Club may be altered from time to time, provided that:

- (a) Notice of the proposed amendment and meeting to consider same has been sent to each Ordinary Member at his last known address, except for staff members in which case a general circular will suffice, not later than fourteen days before the meeting at which the proposed amendment is to be considered, provided that an accidental omission to send a notice to any member shall not invalidate the meeting in question;
- (b) The amendment is adopted by at least two thirds of the Ordinary Members present at the General Meeting summoned to consider the said amendment;
- (c) Not less than twenty five Ordinary Members are present thereat; provided that if no quorum as herein fixed be present within half an hour after the time fixed for the holding of a meeting to consider such amendment, the meeting shall be postponed to the same day and hour in the following week, and at the adjourned meeting the Ordinary Members present shall be deemed to be a quorum for the purposes of this Clause;

## **25. COMMITTEE LIABILITY**

All acts done by the Executive Committee or the members thereof in bona fide execution of their duty shall be deemed to have been done by the Club as a whole and the members of the Executive Committee in their individual capacities shall incur no further liability in respect of such acts other than would be incurred by any other Ordinary Members of the Club in their individual capacities.

## **26. CONTINUANCE IN OFFICE OF EXISTING OFFICE-BEARERS**

Every member of the General Committee, Executive Committee and of all the Section Committees holding office as such as at the date of adoption of this Constitution shall (unless his holding of office conflicts with any provision of this Constitution) continue to hold such office as though appointed under this Constitution.

## **27. PRESIDENT, VICE-PRESIDENTS & PATRONS**

The Chairman of the Old Mutual Plc South Africa shall be the President of the Club. All the past Chairmen of the Club shall be the Patrons of the Club. It shall be competent for the Annual General Meeting to elect other Patrons provided that nominations for these are received in the prescribed manner as defined in Clause 16 (a).

## **28. DEFINITIONS**

In this Constitution, words importing the singular shall include the plural; words importing the masculine gender shall also include the female gender; and words importing persons shall include partnerships and bodies corporate; and vice versa in each case.

## **28. POWERS OF VETO**

The Executive Committee has the power to veto any decisions taken by any of the Sectional Committees.

## **CLUB RULES**

### **I. DEFINITIONS**

1.1 Club means Old Mutual Sports Club.

1.2 Licensed Premises means the areas demarcated on plans lodged with the relevant authorities.

### **2. BAR HOURS**

As displayed on the Club's notice board from time to time.

### **3. GUEST REGISTER**

No liquor shall be supplied to a club member for consumption by his guest unless the initials, surname and residential address of such guest and the date has been entered in ink in the guest register by the member concerned who shall at the same time print and sign his own name opposite such entry.

### **4. GUESTS**

No person may be introduced as a guest into the Licensed Premises more than once in any calendar month. The guest shall be the responsibility of the member by whom introduced whilst in the Licensed Premises. Any person who has been expelled, has had their membership terminated, has been asked to resign or who has been rejected as a candidate for membership shall not be introduced as a guest.

### **5. PROPER DRESS**

No member or his guest shall be admitted entry into the various areas of the Licensed Premises unless suitably dressed in the opinion of the Executive Committee.

### **6. LIQUOR AND OTHER REFRESHMENTS**



No liquor or other refreshments may be sold to any member to be taken away from the Licensed Premises. No member or guest may bring their own liquor or other refreshments to the Licensed Premises for consumption.

#### **7. GAMES OF CHANCE**

No games of dice, baccarat or mere chance shall be played within the Licensed Premises.

#### **8. NOTICE OR ADVERTISEMENT**

No notice or advertisement may be put in the Licensed Premises except by permission of the Clubhouse Manager. No member may make use of the address of the Club in any advertisement or for any business matter whatsoever or use the Licensed Premises for business purposes.

#### **9. CONTRAVENTION OF LIQUOR LAWS**

Any member causing any contravention of any liquor laws in force from time to time shall be liable to the Club for any costs and/or damage caused thereby.

#### **10. LOSS BY THEFT**

The Club shall in no way be responsible for any act or omission by any agent or employee of the Club occasioning the loss by theft or otherwise of any property of any member or their guests brought onto the premises of the Club.

#### **11. COST OF DAMAGE**

A member shall be responsible for the replacing or repairing of any article. etc. (which is the property of the Club) broken or damaged by him or his guests, as determined by the Club Manager .

#### **12. BREACH OF RULES**

If any member shall commit any wilful breach of any rules, etc. in force from time to time, such member shall be dealt with as provided for in the Constitution of the Club.

#### **13. PRIVILEGES**

No member shall acquire right, title, interest or demand in or to any monies, property or assets of the Club, but shall only acquire the right and privilege of entering in and upon the Licensed Premises, and of using and enjoying the same free of charge in accordance with the use as directed by the Executive Committee of the Club and subject to the rules and regulations in force from time to time. Provided, however, that nothing herein contained shall prevent the Club from charging any fee or allowing any fee to be charged in respect of any portion of the Licensed Premises.

#### **14. PAYMENT FOR LIQUOR AND REFRESHMENTS**

Unless previously arranged with the Club Manager, no credit will be given to members nor will cheques be accepted for the payment of liquor and other refreshments.

### **A PRACTICAL GUIDE TO THE OPERATING POLICIES, RULES AND PRACTICES**

This guide has been compiled as an aid to Sectional Committees in the running of their Sections. To obtain further clarification on any point please always refer in the first instance to the Secretary or Sports Secretariat. These notes are only a guide and do not bind the Sports Club, its office bearers or Sports Secretariat in any way.

#### **I. THE PURPOSE OF THE OLD MUTUAL SPORTS CLUB**

The Old Mutual Sports Club was formed to promote the social and sporting activities of its members. To this end it co-ordinates and manages the social and sporting facilities available to it and seeks to encourage members to actively participate in Club activities.

## **2. THE MANAGEMENT OF THE SPORTS CLUB**

### **2.1 The Executive Committee**

The Executive Committee of the Sports Club is ultimately responsible to the Society for managing the affairs of the Club and consists of a Chairman, Vice-Chairman, Secretary, Treasurer and 3 other Members of the General Committee. The Chairman, Vice-Chairman and Treasurer are elected annually at the Annual General Meeting of the Club, which is held not later than the 30th June each year.

### **2.2 Sectional Committees**

It is normal for members interested in the various types of sport to form individual Sections to promote participation in the sport concerned. Each Section forms its own Committee and runs its own affairs.

### **2.3 General Committee**

The General Committee consists of the Executive Committee and one representative of each properly constituted Section of the Sports Club. The General Committee meets regularly to elect a Member to serve for a 3-year period on the Executive Committee.

### **2.4 Sports Secretariat**

The Executive Committee looks to the Sports Secretariat to implement the policies of the Club and to handle the day-to-day matters of the Club. All matters for the Executive Committee are therefore expected to be referred, in the first instance, to the Sport Secretariat who will bring them before the Executive Committee should this be necessary.

## **3. MEMBERSHIP**

All applications for membership must be approved by the Executive Committee before membership of the Club can be granted.

- 3.1. All permanent staff within the Old Mutual Group as well as staff of wholly owned companies are eligible for membership.
- 3.2. Other persons wishing to join the Club must apply via a Section of the Club, which may recommend them for acceptance to the Executive Committee.

## **4. MEMBERSHIP CARDS**

Entrance to, and the use of, the Club facilities are always subject to the presentation of a current membership card. Members are required to present their membership cards whenever use is made of the Club's Licensed Premises.

## **5. TEMPORARY MEMBERSHIP**

Temporary membership of the Club is granted to the following groups on the conditions set out below:

- 5.1. Visiting sportsmen and women and their guests.
- 5.2. Persons who hire any of the Club's function rooms, and their guests. The temporary membership granted to the groups in 5.1 and 5.2 is subject to the following conditions:
  - (a) Temporary members shall enjoy full privileges of membership save that they shall have no right to admit guests to the Licensed Premises.
  - (b) Temporary membership is valid only on the day of the sports meeting or function concerned.

## **6. SECTIONAL FINANCES**

### **6.1 Trust Accounts**

- (a) Sections must make use of the centralised Trust Accounts maintained by the Sports Secretariat.
- (b) Interest on Trust Account balances is paid at a rate decided upon by the Executive Committee after the end of each financial year.
- (c) During the off-season, small amounts can be retained by Sections in a sectional account to cater for incidentals.
- (d) Sections are required to transfer all amounts exceeding R500 in their sectional accounts to their Trust Accounts.

### **6.2 Coaching Grants**

The Executive Committee will consider applications for assistance with the payment of coaching fees. Each case is considered on its merits.

### **6.3 Annual Financial Grant**

The Sports Club may grant financial assistance to Sections on a yearly basis. These grants are usually a proportion of the Section's running costs for the preceding year.

For this purpose costs normally include the cost of equipment required and affiliation fees, but exclude purely personal equipment. The grants are determined on request by the Executive Committee. Guidelines for financial assistance may be obtained from Sports Secretariat. Requests for financial assistance must be directed to the same department.

### **6.4 Sponsorships**

In terms of the Title Deeds and of the agreement between Garden Cities and Old Mutual no permanent advertising is allowed around the sportsfields. Individual Sports Sections may not accept outside sponsorship and no advertising is normally allowed on persons, grounds or equipment. If exemption from the "no advertising" rule is desired, application must be made through Sports Secretariat.

## **7. SPORTSFIELDS AND FACILITIES**

- 7.1. The Sports Club seeks to provide both the playing surfaces and the fixed equipment, e.g. soccer posts, nets, etc.
- 7.2. All revenue from the sale of squash stickers, golf course green fees and fees for the floodlights accrues to the Sports Club and not to the Section concerned.

## **8. SPORTS CLUB LOGO**

- 8.1. The Club seeks to ensure that wherever possible the Old Mutual's logo is incorporated into items sold by the Club.
- 8.2. The Executive Committee encourages the Sections to develop a distinctive logo for their sport which incorporates the Sports Club logo.
- 8.3. As all such logos must conform with the Society's corporate identity standards, all proposed logos must be approved by the Executive Committee before their adoption.

## **9. CLUB HONOURS**

### **9.1. The Werdmuller Cup**

The Werdmuller Cup is awarded annually to the Section who in the opinion of the Executive Committee has had the best overall performance in the year.

The Cup is presented to the winning section at the "Sports Person of the Year" function.

## **9.2 Sports Person of the Year Function**

Each year awards are made by the Club in five categories and Sections are asked to make nominations for these awards. The winners are selected by a neutral panel of judges not connected with the Club and receive their awards at the "Sports Person of the Year" function.

The categories are:

- (a) *Sports Person of the Year*-  
Awarded to the outstanding individual sportsman/-women.
- (b) *Team of the Year* -  
Awarded to the team with the best performance.
- (c) *Administrator of the Year*-  
Awarded to the outstanding administrator.
- (d) *Junior Achiever of the Year* -  
Awarded to the outstanding junior.

These awards are open to all Sections.

In addition the Chairman, at his discretion, may make an award, known as The Chairman's Award, to a person who, in his opinion, has delivered an outstanding service to the Club and who does not necessarily qualify for one of the above mentioned awards.

## **10. GENERAL**

### **10.1 Secretary's Report**

The Secretary's Report is compiled for each General Committee meeting and distributed to the Executive Committee and to all Sports Sections.