GREAVES CLUB RULES

THE CLUB shall be called "Greaves Club" and shall be used for recreational and social purposes and will open daily as permitted in the premises licence. Alcohol, soft drinks and light snacks will be supplied to club members and guests. Club members and guests must not bring any liquid refreshments into the club for consumption on the club premises.

Profit: Any profit arising from the sale of goods normally sold from behind the bar will be added to the funds belonging to the club. No individual will obtain any monetary gain from sales of goods made on the premises.

Credit & Bar Tabs: Credit or bar tabs can be arranged but must be paid in full on the same day and must not be carried over otherwise further service and club benefits will be suspended until all money owed is cleared in full.

Events: All events held within club premises must be agreed by both the Club Steward and the Committee Group.

Money Raising: All money raising including raffles and name cards must be agreed by the Committee Group. A list of authorised fundraising and causes will be available on the notice board and no other forms of money raising will be allowed on the club premises until authorised by the Committee Group.

Purchases & Maintenance: Purchases of furniture, changes to décor, maintenance or building works must be agreed by the Committee Group.

Club Members & Visitors: All persons aged 16 years of age and above shall be eligible for club membership. However, no club member under the age of 18 shall be served alcohol from the bar or be allowed to consume alcohol on the club premises. New club members are required to complete a membership form which has to be proposed and seconded by two active club members and the new member must then wait two days from acceptance as a member before receiviserng membership privileges. Children under the age of 16 years old, may use the premisses but must be accompanied by a club member. The club member is fully responsible for the visitor. Team captains/managers are responsible for members and supporters of visiting games and sports teams before, during and after played matches. Visitors are to respect the premises and other club members.

Membership Subscriptions: Membership for clubs, teams and associations sponsored by the Greaves Club must be paid all together as a group. Club membership subscriptions are payable by 31st January each year. After this time, subscriptions fees are increased. It is the responsibility of each individual club member to ensure their own subscription fee is paid before expiry to avoid losing points, discounts or rights to vote. Any club member ceasing membership shall forfeit all rights to claim upon the club, its property and any funds.

Expulsion & Banning of Members: Drug use, fighting, unauthorised gambling, over drunkenness, disorderly conduct and unseemly or improper language are strictly prohibited on the club premises. The Club Steward and any member of the Committee

Group reserve the right to refuse service or entry and are authorised to ask any person to leave the premises if they are seen to be causing a nuisance or breaching club rules. All incidents are to be reported to the Committee Group and further actions agreed. CCTV is installed throughout the club premises and coverage may be supplied to the police should there be a significant incident. If the Committee Group need to implement a ban, then the person in question will receive details of the ban in writing from the Club Secretary. The person receiving the ban has a right to appeal the decision by using the appeal process which is set out in the following three stages:

Stage 1: Person in question to write a letter to the Committee Group stating why they feel the ban should be reviewed.

Stage 2: The Committee Group will consider the points made within the Stage 1 letter to form a decision. If a decision is made at this stage, then the person in question will be notified of the outcome in writing.

Stage 3: If a decision is not made at Stage 2 then the person in question will be invited to attend the next scheduled monthly Committee Group meeting to discuss the appeal face-to-face. Following this, the Committee Group will take a vote to agree a final outcome which will be provided in writing to the person in question.

However, the appeal process cannot be used if the person in question already has a ban or restriction in place, nor can it be used against a decision already made from an appeal.

Election of Officers & Committee Members: The Committee Group may function with a maximum of eleven members to include three Officers and eight Committee Members. Committee Members can be co-opted by the Committee Group at any time to make up the maximum eight members. The three Officers include: Treasurer, Chairperson and Secretary who will all act as the official Trustees of the Greaves Club and by doing so will receive an honorarium for the responsibility. Officers will remain in post for three years once elected and are required to serve a minimum of twelve months on the Committee Group prior to taking a position as an officer. Officer roles will be voted and elected separately at the Annual General Meeting (AGM) which will take place at the Greaves Club annually. Details of the AGM will be advertised well in advance and members will be able to add agenda items by providing written details to the Secretary at least one week before the date of the AGM. All other Committee Group members will be required to apply annually by adding their name and signature to the nomination list. All nomination lists will be added onto the notice board for a period of fourteen days and will be removed at 6pm seven days before the AGM. Eight or less names added to the nomination list for Committee Member roles will be agreed and elected at the AGM. If more than eight nominations are added to the list at the time it is removed then voting will be undertaken during the AGM either by raise of hands or ballot. All nominations are required to add their details to the list in person and be present at the AGM, although a written apology with genuine reason may be accepted during absence. Nominations are to be proposed and seconded by active club members. No new Committee Member will be eligible to join the Committee Group outside of this

timeframe. All votes received and nominations put forward must be from fully paid-up Club Members who are 18 years old and above and have held a full club membership for a minimum of one year. Nominations and votes will not be accepted from members who are currently banned.

Committee Meetings: The Committee Group shall meet at least monthly which is usually the last Thursday of the month unless there is a requirement to re-arrange. The time and date of meetings will be noted on the minutes of the previous meeting and displayed in advance on the club's notice board. Committee Members who are absent from three consecutive committee meetings shall no longer be considered a member of the Committee Group, unless they provide satisfactory reasons for their absence. Any member of the group found to breach confidentiality conditions will be excluded from the group with immediate effect. Special General Meetings (SGM) can be requested by any Club Member who provides reason in writing to the Secretary. The SGM request will be posted on the notice board for 14 days prior to the meeting and must be supported by the names of twenty active Club Members.

Roles & Responsibilities: Duties of the officers are varied between roles, the Treasurer shall attend all committee meetings, arrange payments for bonified bills, manage all incoming and outgoing financial transactions, oversee and monitor the club bank accounts, advise the Committee Group on the club's financial status, prepare and present monthly accounts at Committee Group meetings and produce annual balance sheets. The final yearly accounts of the club will be inspected by an independent accountant chosen by the Committee Group who will provide an accountant's certificate of confirmation. These annual accounts will be presented to the Club Members at the AGM. The Chairperson is to attend and chair all committee meetings, make decisions to vote and provide information to the Committee Group. The Secretary is to attend all committee meetings, provide comprehensive minutes, update the Club Rules, arrange notices and correspondence under the direction of the Committee Group and keep documents within the Quality Management System (QMS) up to date. The Committee Group will attend all committee meetings, share innovative ideas and any concerns and be ambassadors of the club. The Committee Group shall amend and implement new rules as necessary for the proper conduct of the club, and shall ensure that any amendments added do not contradict another rule. The Club Steward will fulfil items set within the contract of employment and be supported by the Group Committee. They will be line manged by the Club Secretary.

Flouting any of the above rules may violate membership privileges.
The Club Steward & Members of the Committee Group
reserve the right to refuse entry.

GREAVES CLUB RULES - AMENDMENT HISTORY

Amendment No.	Date	Author	Approved By	Description
01	N/A	Josie Worrall	Committee Group	Rules generated - Initial creation of Greaves Club Rules document
02	26-04-2023	Mailin Li-Philips	Committee Group	Consolidation and restructure of rules, altering the process of how officers are chosen to protect the roles vital to the club. Officers designated as Trustees with three-year terms and honorarium. Officers must serve minimum 12 months on Committee before taking officer role.
03	15-01-2026	Jordan Milne	Committee Group	Updated days prior to a Special General Meeting (SGM) from 21 days to 14 days

Note: All amendments must be approved by Committee Group and recorded in this log. Amendments must not contradict existing rules.