

ST ALBANS SUB-AQUA CLUB LIMITED

COMPANY NUMBER 1569822

TERMS AND CONDITIONS OF MEMBERSHIP

St Albans Sub Aqua-Club Limited (SASAC) is a limited company. Whilst it operates as BSAC Branch 311 it is open to all divers subject to the conditions laid down in this document.

Every member is a member of the limited company and additionally those members who also join BSAC are members of the Branch 311.

As a limited company we are bound by Memorandum and Articles of association (a copy of which may be obtained from the Secretary) which set out the high level rules for meetings etc.

Membership is also subject to adherence to the Terms and Conditions in this document. (Article 6 refers).

These Terms and Conditions are adopted by the club at a General Meeting and this version was adopted on **5th April 2006**.

From time to time the committee may make additional decisions regarding the running of the club – these can be found in the minutes of the committee meetings

CONTENTS

A – Relationship with the British Sub Aqua Club

B – Membership

C- Diving Activities

D – Committee matters

E – Equipment

F- Social Activities

G – Premises

H- Bar

I - Finances

J – Risk Assessment

K- Welfare

L- Changes to these rules

A – Relationship with the British Sub Aqua Club

1. As an open club SASAC welcomes members of all diving organisations. However training and diving activities are provided in accordance with British Sub Aqua Club guidance and practice. The club is also branch number 311 of BSAC.
2. Generally we will comply with the current edition of the Branch Officers Handbook except where in the view of the committee it conflicts with our status as a Limited Company or other terms and conditions laid down by AGM.

B – Membership

1. Applications for membership and the renewal thereof shall be subject to approval by the Committee at the next meeting following the receipt of application for membership or renewal. Prior to approval members may make use of the facilities of but not before 48 hours has passed after the receipt of the application by the Membership secretary. All applications must be accompanied by payment of the relevant subscription.
2. Any member who fails to comply with any rule or regulation laid down by the club or the committee will have his/her membership withdrawn immediately, forfeiting any balance of subscription outstanding. Any person in charge of a club activity, diving related or not, may temporarily suspend for the duration of the activity any member who misconducts himself. Any such suspension shall be discussed at the next committee meeting at which the individual affected may speak. Any decision to permanently withdraw membership from an individual will be subject to a vote of two thirds of the committee present at the meeting at which the matter is tabled. Persons whose membership has been suspended or withdrawn, or whose application for membership has been refused, shall not be entitled to use the club as a guest, unless the refusal was the result of any rule or policy restricting the proportion of social or any other classes of members in the Club.
3. Any member of the Club who is also a full or abated member of the British Sub-Aqua Club is automatically a member of BSAC Branch 311.
4. The club also welcomes non-BSAC members who, if active divers hold recognised diving qualifications (as decided at the discretion of the Diving Officer) and who hold third party insurance cover for diving activities equal to or better than that provided by BSAC membership. Non-BSAC members may not hold the posts of Chair, Club Secretary, Treasurer, Membership Secretary, Diving Officer or Training Officer, nor constitute more than 25% of the committee.
5. The committee will set the levels of membership subscription on an annual basis and at the discretion of the committee may allow payment by instalments. Levels of subscription may reflect the individual member's level of diving qualification.
6. The categories of membership offered by the Club are as follows:
 - a) Full Members are members of St Albans Sub-Aqua Club Ltd. This category may be further sub-divided by the committee, who will also set the associated benefits and subscriptions. The minimum age for Full Membership of the Club is 18.
 - b) Associate Members have partial rights or subordinate status. An Associate Member is NOT a member of the Association, but may have limited benefits

of membership as determined by the Committee. Associate members may not vote at any meeting of the association or branch, nor be eligible for membership of any sub committee. The minimum age for Associate Membership of the club will be decided by the committee. Classes of Associate Membership shall be:-

- (i) Junior Membership - available to those under eighteen years. Subject to the restrictions contained in these Terms and Conditions, rights and benefits shall be the same as Full Membership. Junior membership will be subject to conditions made by the committee at any time.
- (ii) Abated Membership – available to those who are members of the same household as a Full Member.
- (iii) Members of the following Clubs or Associations who are attending an official sporting, training, recreational or social event at the Club's premises, provided that all such clubs are bona fide members' clubs, and that all members have been members of such clubs for more than 48 hours:-
 - The British Sub-Aqua Club (BSAC) including its branches
 - Any other Club or Association, British or foreign, with similar or associated aims and interests.
 - Any Club, Association or Team playing any organised game against the Club, including any bona fide supporters accompanying such teams.
 - Any club affiliated to the St Albans District Sports Partnership which, with the prior approval of the Committee, has been allowed to use the Club's Swimming Pool facilities for its sporting activities.

Provided always that such clubs are recognised clubs as defined by section 193 of the Licensing Act 2003.

7. The following categories of Guest shall be entitled to make use of certain Club facilities as determined by the Committee:-
- a) Members' Guests - Members of any class may personally introduce bona fide guests up to a maximum of three per member at any one time. Members introducing guests will be held responsible for their conduct whilst on the Club premises, and such guests will be amenable to the rules of the Club. Members must remain on the premises for the entire duration of their guests' visit. No person shall be introduced as a guest more than three times in any twelve month period, except with special permission from the Committee.
 - b) Committee Guests - The Committee may invite any number of guests to any event of a social, sporting, training, fund-raising or recreational nature. A list of persons so invited shall be provided to the Secretary, or his appointed deputy, at least 48 hours before the event and shall be available for inspection on the premises during the event. This list shall include the ages of all persons less than 18 years of age.

- c) Visiting Guests - Any person visiting the club for the bona fide purpose of enquiring or seeking information about training courses or membership of the Club, on a maximum of three occasions in any twelve month period.
- 8. Members may, if they wish, supply an e-mail address to the Club, but by so doing, they are agreeing to receive electronically, official notifications from the Club to that address, advising them that certain specified documents are available for viewing and retrieval on the Club's website at www.sasac.co.uk. It is the Member's responsibility to ensure that the Club is informed of any change to this e-mail address. If no e-mail address is supplied to the Club, official notifications will be sent by post.
- 9. Every Full Member of the Club is a member of St Albans Sub-Aqua Club Limited (the Association) and undertakes to contribute to the assets of the Association, in the event of the same being wound up while he is a member, or within one year after he ceases to be a member, for payment of the debts and liabilities of the Association contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding £10.00.

C- Diving Activities

- 1. All diving activities shall take place in accordance with procedures and practice of the British Sub Aqua Club and with the prior agreement of the Branch Diving Officer
- 2. The Branch's Diving Officer derives his authority in training and diving matters from the National Diving officer of the British Sub Aqua Club. He shall have responsibility for the training and diving activities of the branch and the safe conduct thereof, and he shall ensure that the said activities are carried on in accordance with such practices and procedures as may be recommended from time to time by the National Diving officer or pursuant to his authorisation. The Diving officer may delegate training duties to a training officer, who shall be responsible to him for performance thereof. The Diving Officer's decision in respect of his responsibilities shall be final in the branch, subject only to such guidelines consistent with this rule as may be established from time to time by the Committee.
- 3. At the discretion of the Diving Officer, Branch diving and open-water training activities shall be open to members of other Branches and to guests.
- 4. Subject to such regulations as may be established from time to time by the Committee, any Branch member and, with the prior approval of the official in charge of the session, any visitor from another Branch or any guest may use the training pool for training, testing equipment, swimming with basic equipment and free swimming. No-one shall use any equipment other than basic equipment without the prior approval of the official in charge of the session.

D – Committee Matters

- 1. The committee represents the membership and is responsible for the management of the club. The proceedings of the committee are laid down in the Articles of Association to which reference should be made.

2. Committee meetings, which are held at approximately six weekly intervals, are open to all members to attend. The committee reserves the right to exclude members of the club from sections of meetings when items of a personal or sensitive nature are being discussed.

E – Equipment

1. All club diving related equipment is the responsibility of the Equipment Officer who may delegate responsibility to other persons
2. If a member damages or loses Branch equipment the Committee may charge that member the cost of repairing or replacing the article. The Committee may similarly charge a member who damages or loses private property used in connection with Branch activities.

F- Social Activities

1. The Social activities of the club are the responsibility of the Social Secretary who may delegate responsibility to other persons.

G – Premises

1. The Headquarters of the Branch shall be at Cottonmill Swimming Pool, St Albans, or at such other location as may be decided by the Branch in General Meeting, provided however, that the Branch's committee may at any time designate an alternative venue which shall be the interim Headquarters until the change of venue has been voted upon by the Branch.
2. The Committee shall maintain a clubhouse or appoint another meeting place for the convenience of members; provided, however, that no change in clubhouse or meeting place shall be final unless and until it has been "ratified by the Branch in General Meeting.
3. The club premises shall be open at the discretion of the committee

H- Bar

- 1 The Committee may establish and manage a bar in accordance with the Registered Clubs provisions of the Licensing Acts for the purchase sale and supply of intoxicating liquor to Full Members, Associate Members and Guests as defined below.
- 2 Providing that, under no circumstances shall intoxicating liquor be sold or supplied to:-
 - a) Members of the general public.
 - b) Those under the age of 18.
 - c) Those who, under Rule B have been expelled or suspended from the Club, or have had an application for membership of the Club refused, unless such expulsion, suspension or refusal has been rescinded by the Committee.

- 3 Bar staff must be Full members. Non members are not permitted behind the bar.
- 4 Payment to bar staff is not permitted.
- 5 The bar shall be open during such hours as the Committee shall from time to time determine within the permitted hours authorised by the local Licensing Authority.
- 6 No intoxicating liquor shall be consumed on the premises other than that which is supplied by the Club.
- 7 A member authorised by the Committee to hold bar keys, must be present at all times the bar is open, and must lock the bar securely on departure, or hand over the responsibility for so doing to another such authorised member.
- 8 The Committee shall draw up and update as necessary, a Considerate Neighbour Policy, which shall stipulate the measures that are to be taken to avoid any nuisance being caused to the Club's neighbours

I – Finances

1. The Treasurer is responsible for:
 - a) the maintenance of the accounts of the Company in accordance with general accounting practices
 - b) the collection of income
 - c) the payment of all amounts due and authorised by the committee.
2. All instructions to the bank to pay funds away shall be signed by two members of the committee.
3. The committee will annually, at the first meeting following the AGM agree a level of payments that can be made without reference to the committee.
4. The Treasurer is responsible for maintaining suitable insurances for the assets of the club. This may be delegated to other members for specific assets (e.g. boats)
5. The Treasurer will prepare annual accounts for the Company in accordance with accepted accounting practices – these are for presentation to the AGM
6. The Company normally takes advantage of the exemption from audit available under the Companies Acts – this is confirmed by the AGM each year

J- Risk Assessment

1. All Club activities will be subject to Risk assessments as determined from time to time by the committee.

K – Welfare Policy

1. The club will adopt the current policy of the British Sub Aqua Club in respect of the welfare of vulnerable persons.
2. Members applying for new or renewed membership of the Branch (in any/all of the capacities listed below) will be required to give their permission for their criminal record to be checked through the Criminal Records Bureau. Original

results will be sent to the member in question. A copy will be sent to the BSAC Welfare Officer, or other nominated person, who will then provide a "yes/no" answer to the question:

"The applicant will have significant contact with children and vulnerable adults. Is there anything within this person's criminal record that suggests that they are not suitable for BSAC membership?"

No other correspondence on this issue will be entered into.

The capacities referred to above, to which this clause applies, are:

- All Instructors (Those who have attended the ITC/IFC and wish to act as instructors within the branch)
- All committee members

This clause shall be proposed for annual re-acceptance at each AGM. If accepted, the minutes of this AGM shall be provided to the BSAC.

L – Changes to these Terms and Conditions

1. These Terms and Conditions may only be amended in a General Meeting in accordance with the affirmative votes of a majority of 51% of those voting members of the Branch who are present at the Meeting. Notwithstanding this amendment to section A requires a majority of 75% of those voting members of the branch who are present at the meeting. Changes in these Terms & Conditions must be advised to the relevant licensing authority.
2. Notwithstanding anything to the contrary contained in these Terms & Conditions, no amendment may be made to sections A or C, unless prior to the meeting at which such amendment is proposed an Officer or the Chief Executive of the British Sub-Aqua Club shall have notified the Branch in writing of the British Sub-Aqua Club's approval of the subject and text thereof.