

For discussions comments and adoption

KENYA RAILWAY GOLF CLUB

RULES AND BY-LAWS

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KRGC CLUB BY LAWS AND RULES

1. PREAMBLE

These Rules and By-laws are adopted by the Kenya Railway Golf Club (KRGC) in accordance with the Club's Constitution. The obligation of enforcing these Rules and By-laws for the good of all Members is placed primarily in the hands of the Board and selected management staff. Their principal responsibility is to afford all members courtesies, comforts, and service. It is, however, the duty of each member of the club to know these Rules and Bylaws and to co-operate with the Board and Management in their enforcement. Members and staff are encouraged to report any violation of these By-Laws and Rules.

2. CODE OF CONDUCT

- i) **General** - As stated in the Club Constitution, KRGC is a private members' social and sports club. The club's sustenance is supported by membership subscriptions, dues and levies for the pleasure, recreation and fellowship of its members. All members, staff, visitors and Guests are expected to conduct themselves in a manner that:
- a) Creates an environment and culture that is courteous, considerate, respectful, reflective of integrity, and good will.
 - b) Acknowledges the Club as a friendly family environment and, therefore, refrains from using inappropriate language.
 - c) Respects the need to maintain confidentiality and protects individuals' right to privacy in appropriate circumstances.
 - d) In entertaining non-members as guests within the bounds of the rules, members are expected to be sensitive to the views of other members as to what is in keeping with the nature of the Club.

3. Members' Interaction with Employees

- (i) Members are to treat employees with dignity and respect at all times.
- (ii) Members are not to abuse any employee, verbally or otherwise. Members should refrain from instructing, criticizing or berating employees of the Club. Any suggestions or complaints regarding any phase of the operation or individual employee performance should be submitted to, or discussed with, the General Manager.

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4. Harassment

- (i) The Club is committed to an environment that is free of discrimination and harassment with respect to members, guests and staff. Employees of the Club are protected from harassment by members and guests. The Club is committed to providing employees with a safe and trusting working environment..
- (ii) Harassing conduct includes, but is not limited to epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.
- (iii) Sexual harassment includes, (but is not limited to), behaviours that involve unwanted sexual advances or requests for sexual favours; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual characteristics or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

5. Conduct and behavior

- i. Members are required to at all times observe the highest standards of decorum and good manners both in the Clubhouse, sports facilities, and on the Golf course.
- ii. Abusive/ foul language to fellow members and/or staff is strictly prohibited.
- iii. Members are required to dress modestly and reflect good standards of social behavior. Skimpy dressing, wearing of T-shirts with no collars, men's sandals and open shoes is strictly prohibited in the main Clubhouse. This rule excludes Sundays when sandals/open shoes and any form of traditional wear is allowed.
- iv. No member/guest is allowed to enter into the main clubhouse while wearing a hat or Golf Shoes. Breach of this rule shall attract a penalty as determined by the Board.

6. Complaints, Discipline and Loss of Privileges

Complaints by members regarding abuse of any club facility or rule should be reported in writing to the Honorary Secretary.

- i) Members are not allowed to solve any misunderstanding or unbecoming

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conduct of any member of staff save as provided for in clause (viii) hereof.

- ii) The Board of Directors of the Club has charged management with the task of enforcing all Club rules.
- iii) When a member or guest is approached by a Manager or Director concerning an issue of behaviour, that member or guest is expected to be courteous and responsive.
- iv) If any member or guest fails to act appropriately after a warning, and persistently violates the spirit of these By-laws, that person will be subject to suspension, limitation or loss of Club privileges, or such other measures as deemed appropriate by the Board of Directors and/or as provided by the Constitution.

7. RIGHTS, PRIVILEGES AND OBLIGATION OF MEMBERS

- (i) A fully paid-up member is entitled to quiet enjoyment of club facilities in accordance with their class of membership.
- (ii) If you at any time, experience unsatisfactory service, please report it immediately to the General Manager or other supervisory staff. Management will assess the situation and resolve the problem as quickly as possible.
- (iii) Only fully paid up members with valid membership card shall be entitled to access the Clubhouse and Golf Course and use facilities therein.
- (iv) Members in default and/or in arrears of subscriptions for any particular quarter **SHALL NOT** be entitled to access the Club and its facilities. Such member(s) shall be posted on the Club's Notice Boards and will be required to make good the defaulted sums/arrears within thirty (30) days thereof. In case of non-compliance the Board shall proceed to suspend the member in default till payment is made.
- (v) The Management reserves the right to request a member to produce his/her card in adherence to clause (iii) above.
- (vi) Security personnel manning entry points to the Club are likewise mandated by the Board to request for production of membership card and carry out vehicle searches for purposes of security for basic health checks. A member who is serving a suspension /expulsion shall not be allowed access into the Club premises. For the health and safety of Members and Guests, at no time can food or beverages be brought onto

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the premises other than those purchased by the Club from approved suppliers. Liquor and wine from outside the Club may be allowed upon payment of the prescribed corkage fee.

8. RIGHTS AND OBLIGATIONS OF FAMILY MEMBERS

- (i) Spouses and children of members who are by themselves not members are allowed to patronize the Clubhouse but **MUST** be accompanied by the member. Such a spouse/ child shall be signed in by the member who will ensure that their conduct is in accord with the Club rules.
- (ii) No spouse or children of a member who are not by themselves members shall be allowed into the Club and use a membership card belonging to such member. They may only patronize the Club as guests through use of a guest card in which case they **MUST BE** signed in as guests.
- (iii) Children below the age of fourteen (14) years shall not be allowed in the Club house beyond 7.30 PM.
- (iv) A member whose spouse/child engages in an act of misconduct or unbecoming behavior shall be held liable and face disciplinary action for such breach.
- (v) No spouse/child of a member and who are by themselves not members are permitted to bring guests to the Club.

9. ADMISSION OF NEW MEMBERS

- i) Pursuant to procedural requirements contained in Article (8) **RULE (vii)** of the Club's Constitution, no Applicant for new membership shall be deemed admitted till certified so after vetting/balloting.
- ii) Upon application and meeting requirements for joining such applicant will be issued with a temporary membership card which shall be returned once vetted/balloted and admitted. On admission a membership card will be issued.

10. RECIPROCITY

- (i) The Club may, at the discretion of the Board of Directors, extend on a reciprocal basis, club privileges to members of approved reciprocating Clubs, for use of the Clubhouse and other Club facilities.
- (ii) Reciprocating members are allowed the use of the Clubhouse, the Gym and other club facilities upon payment of the applicable charges where applicable. Reciprocity on the use of the Golf Course is only permitted to

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those reciprocating members who are handicapped in the Club they are using for reciprocation. In all other cases, full green fees shall apply.

- (iii) Social Members of KRGC are not allowed to reciprocate from any other club for the purposes of accessing golfing services.
- (iv) Reciprocity is only allowed for one(1) visit per month per member.

11. GUESTS

- (i) While KRGC is an exclusive private members' Club, we encourage Members to introduce their friends and associates to the Club.
- (ii) Save for temporary and junior members, any other category of membership is permitted to introduce and sign in guests to the Club house.
- (iii) Such guest (as stated in ii above) shall be in the company of the member at all times. Under no circumstances will such guests be allowed to remain in the Club after the host member has departed. Frequency of each individual guest(s) is limited to no more than four (4) visits per month.
- (iv) Expelled/suspended members or any person whose application for membership has been declined will not be allowed into the Club as guests.
- (v) It shall be mandatory for a member to register and sign in such guest in a guest register to be maintained at the reception. Failure to do so will result in disciplinary action.
- (vi) A member introducing a guest(s) into the Club house shall be liable for the guest(s) misconduct or breach of Club rules.
- (vii) Save for a member's or sponsor's guest no person(s) SHALL BE allowed into the club and its facilities and no member of staff is authorized to issue a guest card to such person(s).

12. ACTIVITIES AND EVENTS

- (i) Social activities, special events, parties and banquets requiring use of the Clubhouse may be scheduled with the General Manager.
- (ii) No member or organization may reserve the entire Clubhouse for private entertainment without approval of the Board of Directors.
- (iii) In all cases the individual must sign an appropriate contract and pay a required deposit prior to the scheduled date of the function.
- (iv) Reservations for all Club sponsored special events may be canceled without penalty prior to twenty four (24) hours before the start of event or

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such other period established for the event. Members who cancel reservations within that period of the start of the event or who fail to appear at the event without cancelling their reservations are subject to a charge of 100% of the cost of the event.

13. PAYING FOR CLUB SERVICES

(i) Membership cards

- (a) All members shall initially be issued with a membership card at no cost to the member. Subsequent to initial issue, if a member's card is lost, defaced or unusable, a replacement card shall be issued at a cost to be determined by the Board from time to time, and which shall be charged to the member account.
- (b) Members are to charge Club services to their Messing Account.
- (c) No cash payments are accepted at the Club. To this end, the club runs a "No Card, No Service" policy and all employees have been instructed not to offer services to any member without a valid membership card.
- (d) All services at the club are pre-paid and members must ensure that their member account contains sufficient credit to cater for the services requested.
- (e) Member account top-up is available at the cashier and can be paid in cash, using a credit card, cheque or through M-PESA. Top-up of members account should be done personally by the member and not the club employee.

(ii) Guest cards

- (a) Guest of members shall be eligible to obtain a guest card from the Cashier upon payment of a refundable deposit.
- (b) Guests can top up their cards at the cashier with amount they plan to spend on Club services.
- (c) Top-up by guests can be paid in cash, using a credit card, or through M-PESA. At no time will guests be allowed to pay using their personal cheques.
- (d) All services rendered to guests shall be debited to their guest Card account.
- (e) Guest cards are valid on the date of issue and must be returned to the Cashier or the Head Barman. If a guest does not return a guest card on the day of issue, the Card deposit and any unused credit on the guest card account shall be forfeited.
- (f) Guest card deposit and any unutilized credit on the Guest card account shall be refunded to the Guest either in cash or through M-PESA, upon return of the Card.

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- (g) No member will be issued with a guest card for whatever reason.

(ii) Annual subscriptions and development levies

- (a) Applicable annual subscriptions for the various membership categories and development levies shall be approved by members at a General Meeting.
- (b) Annual subscriptions shall be billed every Quarter beginning January 1st of each financial year and shall be payable quarterly in advance.
- (c) Members may opt to pay their subscriptions at once or in lesser intervals than quarterly.
- (d) Members who settle their full year subscriptions before 31st October of each year, shall be entitled to a 3% discount which shall be credited to their messing account.
- (e) Any approved annual levies are due on or before December 31st of the financial year in which they relate.

(iii) House Minimum spend

- (a) The house minimum spend may be set by members at a General Meeting.
- (b) The objective of the monthly minimum spend is to provide a system that guarantees income on a consistent basis to offset the fixed costs of operating the club.
- (c) In determining whether a member has met the monthly minimum spend for any particular month, all club services consumed including Bar and catering purchases, carwash services, competition and ranges fees, etc. are considered. Subscriptions for the use of the Gym are not considered in determining minimum spend.
- (d) Minimum spend charge shall be billed to a member's account. The amount billed shall be the difference between the limit set and the amount spend in any particular month, if the amount spent is less than the set limit.
- (e) A member who by reason of illness or other justifiable reason, may apply to the Board of Directors to consider him for exemption from minimum spend during the expected period of absence. The decision of the Board in this case shall be final.

(iii) Member Statements:

- (a) A statement will be e-mailed to each Member each month. The statement will set forth all charges incurred through the closing date of such

For discussions comments and adoption statement. Any outstanding balances are due and payable upon receipt of each statement. Past due or delinquent accounts will be handled according to the Club Constitution.

14. GOLF COURSE RULES

The Sport of Golf is governed by rules set out by R&A or other recognized bodies approved by the Board. Members are encouraged to download the latest rules from the R&A website and keep themselves abreast with the Rules of Golf. Rules of Golf are comprehensive and provide answers to the many issues that arise in a game that is played worldwide on many different types of courses by players of all abilities.

In addition to the Rules of Golf, the following rules are specific to KRGC:-

(i) Club Competitions

- (a) Booking for competitions shall be done using the club's/WHS booking portal.
- (b) The Golf Committee shall have full power and control over the golf course, practice range and green and may open, close or reserve the same whether for particular classes of play or for particular periods or by starting times or otherwise as they may think fit.
- (c) The Golf Committee shall have full power to draw up or change guidelines, rules and regulations of play during competitions.
- (d) All players, including those using the practice range or putting greens, must stop play immediately upon the siren being sounded indicating closure of the courses due to inclement weather or lightning. Play may only resume when the siren is sounded followed by an announcement indicating re-opening of the golf course.
- (e) No member/Guest shall be allowed to play on any competition day unless the prescribed competition fee has been paid and a receipt given to the starter who in turn will issue a scorecard.
- (f) Members/Guests or visitors shall be required to strictly observe tee-off time allocated by the Competition Committee or as may be instructed/directed by the Club pro and starters. Breach of the rule will result in such member/ guest or visitor waiting until the last tee-off time for availability of a slot (if any).
- (g) Members without a valid golf handicap shall not play during competitions. All guests must possess a valid golf handicap before being permitted to play during Competitions. Guests may be required to show proof of handicap before or during their golf round.

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(h) A member is not eligible to play if they are posted, suspended or expelled.

(ii) Pace of play

All slow players **MUST** give way to the team behind if such team has a fast pace of play. Non-observance of the rule will lead to instant disqualification of the slow team, which may be requested to exit from the course. Course marshals will have powers to report and cause such disqualification.

- (a) It is a group's responsibility to keep up with the group in front. If it loses a clear hole and it is delaying the group behind, it should invite the group behind to play through, irrespective of the number of players in that group.
- (b) Unless otherwise determined by the Committee, priority on the course is determined by a group's pace of play. Any group playing a whole round is entitled to pass a group playing a shorter round.
- (c) Non- handicapped players shall at all time give way to handicapped players.

(iii) Club Pro, Starters and Marshalls

The Club Pro, Starters and Marshalls shall have power to stop, disqualify and recommend a member to the Captain if:

- a) A Member is dressed in attire/shoes that are undesirable in the game of golf.
- b) Where a member fails to observe good etiquette and behaviour on the course and rules prevailing under the Royal and Ancient Golf rule or any other local rules as maybe prescribed and notified from time to time.

(iv) Use of trolleys

- (a) Trolleys and Golf carts will be allowed in the course unless otherwise stipulated by the Golf Committee who may restrict their use in certain weather conditions.
- (b) Carts and trolleys must be kept off the tees, the aprons of the greens, the greens and all grounds under repair.

(v) Use practice Range and practice Green

- (a) Members must purchase practice golf balls from the designated point and obtain a valid receipt. Range balls shall be used only at the Driving Range and not on the golf course.

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- (b) All Members are absolutely prohibited from buying new or second hand golf balls from the Club's workers, caddy's or any other persons on or near the course other than directly from the Club.
- (c) The Club charges for golf lessons and storage of Members' golf equipment and an official receipt must be obtained from the Golf admin office. Only approved Club Professionals are authorized to conduct golf lessons in the Club and members are specifically prohibited from getting lessons from caddies or other unauthorized persons.
- (d) Players using the Practice Range shall at all times direct their shots towards the targets and markers on the Driving Range. Aiming or hitting practice balls intentionally away from the targets and markers on the Driving Range and onto the golf course is strictly prohibited.
- (e) The chipping areas and putting greens shall be used only for their designated purposes.
- (f) Non-members shall pay the green fees applicable before using the Practice Range.

(vi) Handicapping

- (a) The handicap of members shall be based on the WHS Handicap System or an equivalent handicap system approved by the Kenya Golf Union (KGU). Such handicaps shall be recorded in the Club V1 and updated after each qualifying competition
- (b) A Member shall return or electronically post their score every time they play a qualifying round of golf at the Club or any other approved golf course.
- (c) Non- handicapped members shall be issued with a Proficiency Certificate pending their obtaining a valid WHS Handicap.
- (d) Proficiency certificates shall be issued by the Golf professional or his representative. A Member shall be required to fulfil the following conditions before being issued with a proficiency certificate:
 - (i) The Member shall satisfy the Golf professional or his representative that he/she is conversant with rules and etiquette of golf.
 - (ii) The Member shall satisfy the Golf professional or his representative that he/she is reasonably proficient in hitting a golf ball in the course of a golf
- (e) A Member with a proficiency certificate shall not be entitled to take part in any competitions held by the Club.
- (f) A Member holding a proficiency certificate may be awarded an official handicap after fulfilling the requirements set by WHS Handicap System or an equivalent handicap system approved by the KGU.

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(vii) Course care

- (a) Players are expected to take pride in their course by observing the following simple rules:
 - (i) Repair all divots made when practicing or hitting; (ii) Repair ball marks made by ball hitting the green;
 - (iii) Rake sand bunkers after use and replace the rake in the bunker.
- (b) Golf bags and pull carts are not allowed on Greens, Fringes and Tee Boxes.
- (c) Retrieving Golf Balls from Water Hazards is prohibited.
- (d) Damage to Club property or removal of Club property will be charged to the responsible member.

(viii) Dress code

- (a) Members and guests are expected to dress in an appropriate manner when using the golf course or any of the practice facilities. Clothing worn by players shall be consistent with currently accepted golf fashion.
- (b) Men and Boys: For men, an acceptable shirt must have a collar – a traditional fold down, a raised crew neck, or a mock turtleneck that clearly differentiates it from a T-shirt. Cut-offs, gym shorts, baggy cargo pants/shorts, running or tennis shorts, swimming suits and sweats are prohibited.
- (c) Women and Girls: Golf shirts with collar preferred; tank tops and halter-tops are not permitted. Gym shorts, sleeveless shirts without collars, cutoffs, short-shorts, swimming suits and sweats are prohibited.

(ix) Complaints and discipline.

- (a) The Golf Committee is charged with complete responsibility for enforcing golf course rules. They have the authority to suspend course privileges or to expel, at their discretion, any person whose conduct is discourteous or jeopardizes the safety and enjoyment of others.
- (b) Parents are requested to review golf rules with their children and remind them that the golf committee instructions must be obeyed.
- (c) Any complaints regarding golf course rules or operations should be reported immediately to the Golf Captain or Golf Professional or, in their absence, any member of the Golf Committee.

15. GYMNASIUM AND SWIMMING POOL

- i) The Gymnasium and the swimming pool shall be open for use by members, their spouses and junior members above the age of

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eighteen only. Persons under the age of eighteen will not be allowed into the gym, except with the special permission of the management.

- ii) Members may only use the gym and the pool after paying the applicable subscriptions. Membership cards must be produced for identification when required by any member of staff.
 - iii) Members are not entitled to introduce guests to the Gym.
 - iv) Members, their spouses and junior members (collectively "Gym Users") are strongly advised in their own interest, to seek medical clearance before commencing on any course of exercise in the gym.
 - v) Gym Users enter the gym and use the equipment at their own risk.
 - vi) Gym Users are requested to exercise with due care and consideration when using the equipment.
 - vii) Members shall be fully responsible for the conduct and behavior of their spouses and junior members using the gym and shall be liable to the Club in respect of any damage or injury caused by such user. Member shall keep the Club fully indemnified in respect of any claim or demand arising by reason of any act or omission by them, their spouses or junior members whilst using the gym.
 - viii) Gyms Users must be properly attired. Rubber-soled shoes and proper gym attire (gym singlet, T-shirt, shorts, track suit, leotard) shall be worn when using the gym. Management reserves the right to refuse entry if members are not in proper attire. For avoidance of doubt, jeans, bare feet and slippers are not considered proper attire.
- IX) Gym Users are requested to return the equipment to their respective places after use including weights to their original weight rack.
- x) Gym Users are to observe the instructions and safety precautions pertaining to the use of equipment.

The following are prohibited in the Gymnasium: -

- (xi) Smoking
- (xii) Food and beverage, except sports and energy drinks contained in non-spill sports bottles or containers.
- (xiii) Bags of any sort or other objects that may cause obstruction; and
- (xiv) Any other items that may be decided by Management from time to time.

16. MISCELLANEOUS PROVISIONS

(i) **Opening Hours:**

The Clubhouse and Golf Course shall open at 6:30AM on all days or as shall be directed by the Board of Directors from time to time. On Mondays, Tuesdays and Thursdays the bars shall close at 11:00PM (or as the prevailing government regulations may determine) if not more

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than five (5) members are using the facility. The Gym and swimming pool shall open at 6.00AM and close at 8.00PM on weekdays, 8.00AM and close at 8.00PM on Saturdays and 9.00AM and close at 6.00PM on Sundays and public Holidays.

(ii) Use of electronic gadgets:

Use of communication equipment (e.g., mobile phones, laptops, iPads etc) inside the Club House and Golf Course is prohibited. Use of the said equipment is allowed on the verandah/terrace area after 6:00PM, save that the level of noise emanating therefrom shall be low and not intended to be a nuisance for other members. The use of electronic equipment is allowed at all times in the Sports Bar.

Doctors, Golf Captains and any Board Member may use talking devices (cell phones) on the Golf Course to deal with emergency situations or deal with Golf related issues for advancement of proper play of the game.

Any member flouting this rule shall be liable to a penalty of Kshs 1,000 (or as may be determined from time to time) in the first instance. Thereafter and on subsequent occasions if such breach is repeated the offending member shall stand suspended from the Club and its facilities for a period of one (1) month.

(iii) Alcohol:

Instances of intoxication on Club property may be subject to appropriate disciplinary action. Club employees may refuse service of alcoholic beverages to any individual they feel is intoxicated or on the verge of becoming intoxicated.

(iv) No Club Liability:

The club assumes no responsibility or liability for the loss of, or damage to, property of members, guests, or visitors, or for any other loss or damage sustained by members or their guests in the clubhouse or on the grounds. Lost articles not claimed within thirty (30) days may be disposed of at the discretion of the General Manager. The conduct and safety of children are the direct responsibility of their parents while on KRGC property.

(v) Parking:

Members and their visitors shall park their cars in designated parking areas. They are under duty of care not to obstruct free movement of

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vehicles as they park. Any member flouting this rule shall be liable to a penalty of Kshs 1,000 in the first instance. Thereafter and on subsequent occasions if such breach is repeated, the offending member shall stand suspended from the Club and its facilities for a period of one (1) month.

(vi) Smoking:

All interior portions of the Club are designated non-smoking areas. Smoking is only permitted at designated smoking zones.

(vii) Advertisements:

Advertising in any form and posting of notices is not permitted on Club premises unless approved in advance by the General Manager or Board of Directors.

(viii) Landscaping;

Cutting or pulling of flowers or shrubbery or trees on the Club grounds is not permitted.

(ix) Gifts, tipping / gratuities to Employees

Members may not provide anything of value to any employee that is too repetitive; involves any quid pro quo; or carries the perception of influence or obligation of any type.

(x) Security

The Club shall endeavour to provide reasonable security to members in the Clubhouse and Club grounds. Use of private bodyguards on the Golf Course and club facilities is strictly prohibited.

17. AMENDMENTS

These Rules and By-laws are subordinate to the provisions of the Club Constitution. Where there is any conflict between the Club Rules and By-laws and the Club constitution, the provisions of the Club Constitution shall prevail.

The rules and By-laws may be amended from time to time as circumstances may require.

**BY ORDER OF
THE MANAGEMENT COMMITTEE.**