



CODE OF CONDUCT FOR MEMBERS

Revision 1 – June 2007

INTRODUCTION

Durban Country Club officially opened on 9 December 1922 and offers a variety of social, recreational and sporting facilities to its members. The club presently boasts three restaurants, the Grill Room, the Bistro and Sportsman's Verandah, as well as excellent pub facilities at both of its clubhouses. Well-appointed function rooms are available for hire to members for both business and social events. The sporting and recreational facilities offered by the club to its members are golf, tennis, bowls, squash, bird watching, cards, petanque, billiards and snooker.

The Durban Country Club golf course has achieved international recognition and is the pride of Durban Country Club. On this course the club has hosted more SA Open Championships than any other South African club and the course has been consistently ranked amongst the top 100 courses in the world

A short distance up the road, in early 1930, Beachwood Country Club opened its golf course for play. Originally designed by Sid Brews, the course carves its way through the unique Beachwood mangrove eco-system.

Both clubs prospered over time, each taking its place in provincial league and competitive events. In 1996, the two clubs merged and Beachwood Country Club ceased to exist. The Beachwood course was redesigned by the Gary Player Design Group and upgraded. Durban Country Club now boasts two of the country's top ranked golf courses and the unique combination of separate clubhouses to support each golf course.

More detail about the club, its management and facilities, is available on the club website: <http://www.dccclub.co.za/> This website also offers a means for Internet communication between members and the club.

The Vision of Durban Country Club is neatly encapsulated in the opening of its constitution:
...a member driven club providing its members with world class sports and leisure facilities in a people friendly environment that provides fun and relaxation with family and friends...

These marvelous sport and leisure facilities are there for all our members to enjoy. With a large membership, it is important to ensure that the use of these facilities is set within guidelines understood by all and for the benefit of all. The purpose of this Code of Conduct is to provide members with a guide for the friendly sharing of these facilities. Here, our most important guidelines are the Values adopted overwhelmingly by the members in June 2005.

Our Values:

- Integrity
- Respect
- Fairness

This Code of Conduct is not intended to create a bureaucratic, regulatory environment, but rather, to promote and enhance our club Values.

Each section in this Code of Conduct is designed to promote honesty, civility and equality and to serve as a constant reminder to members to show due consideration to fellow members sharing in our wonderful club facilities.

Courtesy and consideration - if every member treated every other member with courtesy and consideration there would hardly be a need for this Code of Conduct.

Mindful of the fact that even the most courteous and considerate of people like a predetermined code of acceptable conduct, this Code of Conduct is recommended for your reading.

THE CLUB HOUSES AND SURROUNDS

1. Opening Hours

The clubhouses open and close daily at such hours as may be determined by the club CEO. The use of any portion of the club premises may, at the discretion of the club CEO, be closed to members for particular functions.

2. Children

In keeping with the Vision of the club to offer its members fun and relaxation with family and friends, children are welcome. Parents or custodians are requested to ensure that their children adhere to this Code of Conduct.

3. Dress Code

Members and their guests should dress in a manner befitting a club of our standing. Inappropriate dress shows a lack of courtesy to fellow members. The general rule is smart casual, appropriate to the occasion and time of day. The various club sports sections prescribe their own specific dress codes.



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4. Cell Phones

The discreet use of cell phones is permitted on the club premises but members are requested to exercise good manners and consideration to fellow members.

5. Business Transactions

Any business transacted at the club should be done discreetly and in a manner that does not interfere with the sport and leisure activities of other members. Business transacted at the bar should be confined to discussion only without documentation.

6. Club Property

Members should not remove any items such as towels, books, magazines, newspapers, or any other articles from the club premises.

7. Members' Property and Sports Bags

Members are requested to store their property (in particular, sports equipment and sport bags) in designated storage areas. Sport bags should not be brought into the bar or restaurant areas.

8. Food and Beverages

It is not permitted to remove food (except for officially ordered and paid for take-away meals) or beverages from the club premises, nor will members be permitted to bring their own food or beverages to the club premises or any of the club facilities.

9. Guests and Private Functions

Members are expected to ensure that their guests adhere to this Code of Conduct.

10. Club Membership Cards

In the interests of security and safety, members are requested to produce their membership cards when entering the club main gate, when making purchases at the club or otherwise upon request.

11. The Club Management and Staff

The primary responsibility of the club employees is to provide excellent service to the members and their guests and it is imperative that they be treated with utmost courtesy and respect at all times.

12. The Club Chief Executive Officer

The CEO is the executive manager of the club and our constitution provides: "He shall exercise leadership and general management over the affairs of the club." Members should accord the CEO proper recognition of his functions, duties and responsibilities.

13. Risk

Clause 31.2 of the Club Constitution bears repeating: "The club shall have no liability to any member or his or her guests in respect of any loss or damage of any nature whatsoever, including without limitation in respect of any property which may be lost, damaged or stolen on or from the club premises or in relation to the death of or injury to any person."

MEMBERSHIP AND GUESTS

1. The Membership Committee

Under Clause 6.1 of the Club Constitution, the Board establishes a membership committee to deal with applications for membership. The membership committee consists of two members of the Board, the CEO and such further members as the Board may wish to appoint. The term of office for each member of the membership committee is from date of appointment until the next AGM.

2. Applications for Membership

The procedure for proposing new members and the procedures of the membership committee are fully set out in Clauses 6.2 to 6.17 of the Constitution and these provisions are supplemented as follows:

2.1 The deposit payable in terms of Clause 6.6 of the Constitution is 10% of the applicable entrance fee.

2.2 Under Clause 6.9 of the Constitution any member may object to any application for membership. In order to avoid any apprehension that members may have about lodging bona fide objections and to protect the privacy of prospective members, the Board and membership committee shall receive any objections in strict confidence and as privileged information. Under Clause 6.10 of the Constitution the Board or the membership committee may accept or reject an application without giving any reason.

2.3 Out of consideration for fellow members, members should exercise great care in proposing or seconding a new member and they should personally know their candidate. Members are reminded that under Clause 6.16 of the Constitution both the proposer and seconder are potentially liable for the entrance fee and first annual subscription of their candidate.



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2.4 Except with the consent of the CEO, a member may not bring any person to the club as a guest whose application for membership has been rejected.

2.5 After approval of an application for membership, the applicant may not be admitted as a member of the club until all amounts due to the club are paid, and the applicant has personally signed for and acknowledged receipt of a copy of the Club Constitution and this Code of Conduct.

3. Corporate Membership

It is the policy of the club to permit corporations who have ex-patriate or transient employees to become corporate members. A corporate member may nominate a predetermined number of its employees as members of the club. The following rules will apply:

3.1 An application for corporate membership shall be submitted and signed by a director of the corporation who is properly authorised by their corporation.

3.2 Persons nominated by the authorised director of the corporate member shall be deemed to be full members of the club and may be substituted at any time by such director. Such nominee members shall have no rights to any other classes of membership, e.g. senior membership or social partner membership.

3.3 Nomination and substitution shall be by way of written application and Clauses 6.7 to 6.14 of the Constitution shall apply.

3.4 The corporation shall be liable for payment of the agreed annual subscription irrespective of whether the corporation actually nominates its allocated number of nominee members. No refund shall be made if any nominee of a corporation does not use the club facilities in any particular year. A corporation, which defaults with payment of amounts due to the club, shall be treated as a defaulter in terms of Clause 10 of the Constitution.

3.5 Subject to Clause 3.6 below, all of the provisions of the Constitution and this Code of Conduct will apply to corporate nominee members.

3.6 Nominee members are not eligible for election to the Board nor shall they or their corporation have any voting rights.

3.7 The Board may terminate the corporate membership of any corporation at the end of any financial year upon two months' written notice. Default under Clause 10 of the Constitution or misconduct by any one or more nominee members under Clause 34 of the Constitution shall entitle the Board to expel or suspend that nominee member, or to require the corporate member to withdraw or substitute the offending nominee member, or to summarily terminate the corporate membership of the corporation. In this latter event the membership privileges of the nominee members of the corporation shall immediately terminate and the club shall not be liable to refund any portion of the subscription.

3.8 The resignation of a corporate member shall automatically terminate the membership privileges of its nominee members.

4. Introduction of Guests

Members may introduce guests who are entitled to remain on the club premises only while the introducing member is also on the premises. Members are to enter the names and addresses of their guests in the Visitors' Book on arrival.

5. Number of Guests

A member may not introduce more than 10 guests at any time without prior arrangement with the CEO. Members may not introduce the same guest more than twice in any calendar month, without prior arrangement with the CEO.

6. Responsibility and Liability for Guests

Members are responsible for ensuring that their guests comply with our Code of Conduct and are personally liable for all expenses incurred by their guests at the club.

7. Disqualified Guests

Without the prior permission of the CEO no member may introduce anyone as a guest whose presence, in the opinion of the CEO, the Board or the membership committee, is undesirable, or who has been rejected as a member or suspended or expelled from membership of the club.



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GOLF

1. Golf Captain of the Club

The Golf Captain represents the golfing members of the club. It is the policy of the club that the Golf Captain should be a relatively long-standing member with previous experience on the golf committee. He should be knowledgeable about the game of golf with good administrative, organisational and people skills.

2. The Golf Committee

2.1 The Committee consists of the Golf Captain and Vice Captain, the Beachwood Course Captain and Vice Captain, the Lady Golf Captain and so many other committee members, as the Board may consider necessary. The Golf Captain shall chair the Golf Committee. In this section of the Code, reference to "the Captain" means either the Golf Captain or the Beachwood Course Captain depending on whether play is at the Durban Country Club or the Beachwood course.

2.2 Committee members are appointed immediately after the club AGM and subject always to the constitutional power of the Board to dismiss any or all committee members, committee members will hold office until the next AGM. Any committee member appointed during a year will also hold office until the next Club AGM. Any club member may at anytime request to serve on the Golf Committee and the Golf Captain shall immediately refer such a request to the Board for consideration

2.3 Prior to the AGM, the Golf Committee shall meet to nominate and elect candidates for Golf Captain and Vice Captain, Beachwood Course Captain and Vice Captain and Lady Golf Captain as nominated by the Lady golfers. At this meeting five members of the golf committee shall form a quorum and voting shall be by majority vote on a show of hands provided, that a poll may be demanded by any committee member. Only those present shall be entitled to vote

2.3A Prior to the AGM, the Board will meet to approve and appoint the Golf Captain. If the Board does not approve the Golf Committee candidate then the matter will be referred back to the Golf Committee for the nomination and election of an alternative candidate. Should the Golf Committee either fail or refuse to elect an alternative candidate then the Board shall elect and appoint the Golf Captain without further reference to the Golf Committee;

2.4 After the AGM the Board will meet to approve and appoint the candidates of the previous Golf Committee as the respective Vice-Captain, Beachwood Course Captain and Vice-Captain and Lady Golf Captain. If the Board does not approve any candidate then the Board shall, in collaboration with the Golf Captain, elect and appoint the Club Vice-Captain, Beachwood Course Captain, Beachwood Vice-Captain, Lady Golf Captain, as the case may be. In addition, the Board shall, in collaboration with the Club Captain, appoint members of the Golf Committee.

2.5 Should the Golf Captain resign during his term of office, the Board, in collaboration with the Golf Committee will appoint another person to be Captain until the next Club AGM and if need be shall co-opt such person to the Board of Governors. If the golf Captain is an appointed member of the Board then his resignation as Golf Captain shall also constitute a resignation from the Board. If he is an elected member and does not also resign from the Board then the Board will elect another member of the Board to be the Golf Captain until the next AGM.

3. Use of the Golf Courses

The Golf Committee may reserve either course for any particular competition, corporate or sponsored day and may impose restrictions on the use of either course or practice areas.

4. Club Competitions

The rules of the Royal and Ancient Golf Club of St. Andrews shall apply, subject to such local rules as the Golf Committee may decide. On days when a course has been reserved for official club competitions, members who have reserved tee-off times are obliged to participate in the competition. The Golf Committee decides on the handicap limit for all competitions.

5. Golf Bookings

A membership account number must be entered on the time sheet for every individual on whose behalf a tee-off time is reserved, failing which the reservation will not be valid and the individual tee-off time will be released. If any properly reserved tee-off time is not cancelled at least 48 hours beforehand, the member(s) whose account number(s) have been entered on the time sheet become liable for the green fee and their account(s) will be debited accordingly. If other players take up the tee-off time then such other players will become liable instead.

6. Participation in Club Competitions

Only members holding official SAGA golf handicaps may participate in club competitions. The golf committee has the discretion to determine the handicap of a person competing in a club competition who is not handicapped at the club. Members who have visiting family or guests (with official club handicaps) may request permission from the Captain to allow such persons to participate with them in a club competition. Junior members may also request permission to participate in club competitions. The Captain's decision shall be final. Only club members may compete in the Club Monthly Mug Competitions and Club Championships.



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7. Green Fees and Competition Fees

Prior to the commencement of play, players are to report to the Pro Shop to pay the applicable competition fee and to the Caddie Master for payment of the applicable green fee. The Caddie Master issues two receipts. The Starter may request one receipt. The other receipt must be retained throughout the round and any course marshal or other club official may at any time request a player to produce such receipt.

8. Dress

The Club is proud of its golf dress standards and all golfers are expected to wear clothing designed primarily for golf. Members are requested to dress smartly and appropriately at all times. The golf committee decides on the golfing dress code from time to time and details are posted on the appropriate club notice boards. The club management and staff have the authority to insist that golfers comply with the dress code.

9. Caddies

Caddies may only be engaged through the Caddie Master and members may not interfere with the Caddie Master's discretion in the allocation of his caddies. Members are requested not to buy golf balls or other golfing equipment from caddies. Our caddies are trained to be knowledgeable about golf and conscientious about the maintenance of our golf courses. Members are encouraged to use caddies.

10. Driveable Golf Carts

The Pro Shop at each course has a limited number of golf carts for hire. No person is permitted to bring any other three or four-wheeled driveable golf cart onto either course without the prior approval of the golf committee, which is given on satisfactory medical grounds only. In all cases persons using driveable golf carts on the course will be required to pay a trail fee per round, the amount of which is determined by the golf committee from time to time.

11. Practising

Practice may only take place in areas demarcated for such purpose. Practising on the course is not permitted.

12. Starting

Players lose their starting time if their opponents and/or partners are late at the starting tee. Their tee-off time shall then be at the discretion of the starter and may result in players being required to play at the end of the field. Play may only start on either the first or the 10th tees at the Durban Country Club course or on the first or 11th tees at the Beachwood course. The starter is authorised by the club to require all players to produce proof of payment of green fee and trail fee. The starter is also authorised by the club to require that players have sandbags and that they comply with the golfing dress code before teeing off.

13. On Course Behaviour

Members are requested to have due consideration for all other players who use our golf courses. In every group of players the lowest handicap player is responsible for preventing slow play. The club requests that players are conscientious about raking bunkers, repairing pitch marks, picking up litter and filling in divots. All players are obliged to have sandbags for the repair of divots.

14. Scorecards

To facilitate the calculation of competition results, members are expected to hand in scorecards as soon as they have completed their round. Failure to hand in a scorecard within 15 minutes after the last four-ball has completed the round may, at the discretion of the Captain, result in disqualification.

15. Maintenance of the Handicap System

After every round of golf (whether in a competition or not), the SAGA handicap system obliges each golfer to record his gross score for handicap purposes. A computer terminal is provided at both the Durban Country Club and Beachwood courses for this purpose. The club appoints an official handicapper at both courses to monitor handicaps. The handicapper from time to time does random audits on scores entered by members. A handicap may be arbitrarily reduced or increased if a player does not record all scores, or otherwise does not observe the spirit of the handicap system. The handicappers, in collaboration with the golf committee, have complete discretion in determining the adjustment of any member's handicap. In an extreme case of non-cooperation by a member, the club may withdraw a member's handicap and notify the KwaZulu - Natal Golf Union.

16. Prize Giving

As a courtesy to other competitors, members should always strive to attend prize giving, especially those members who have won prizes. Members who win prizes and who do not attend prize giving without appropriate apology to the Captain, or who persistently fail to attend prize giving may, at the discretion of the Captain, have their prizes declared forfeited. Non attendance by an individual competitor (or by at least one member of a team) may, at the discretion of the Captain, result in the automatic loss of any count out if the opponent (or at least one member of the opposing team) is present. During prize giving the venue falls under the Captain and members should respect his requirements regarding bar service and television broadcasts.



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BOWLS

1. Bowls Committee

The Bowls Committee manages the affairs of the club bowls section. The committee elects from its members a Chairman, Vice Chairman and Secretary at a meeting held immediately after the club AGM.

2. Election of the Bowls Committee

Subject always to the power of the Board under the club constitution, the Bowls Committee is appointed by the Board from candidates elected at the Annual General Meeting of bowlers to be held in about March or April each year.

3. Bowls Committee Meetings

The Bowls committee holds committee meetings as often as is necessary, but not less than quarterly.

4. Bowling Greens

4.1 The Board in consultation with the Bowls Committee appoints a Bowls greenkeeper.

4.2 Any member of the Bowls Committee or the Bowls greenkeeper has the authority to prohibit play on any rink.

4.3 Green fees are payable for both morning and afternoon sessions of play. Green fees will not be payable for genuine practice sessions. The Board sets the annual green fees in consultation with the Bowls Committee.

5. Laws of Game

5.1 The laws of the game shall be those of the South African Bowling Association, subject to such modification or additions to suit local circumstances as the Bowls Committee may from time to time deem expedient.

5.2 If any doubt or dispute shall arise as to the proper construction or interpretation of any law, the matter shall be referred to the Bowls Committee whose decision shall be final.

6. Order of Play

The Bowls Committee decides and may alter the laws governing "Order of Play" as they deem necessary from time to time. In particular they have the right to reserve rinks for particular competitions or matches.

7. Dress

The bowls dress code is as stipulated from time to time by the South African Bowling Association and subject further to the discretion of the Bowls Committee. Different dress codes may apply depending on whether a member is competing or practising. Bowling shoes must be worn at all times.

8. Notices

The Bowls Committee posts details about competitions, green fees, dress regulations and playing times on the bowls clubhouse notice board.

TENNIS

1. Club tennis is played under the rules of the South African Tennis Association.

2. The Tennis Committee has the right to prohibit play on any court considered unfit for play and may reserve any number of courts for tournaments and inter-club matches.

3. In consultation with the Tennis Committee, the Board determines the fee payable for the use of tennis courts from time to time.

4. Tennis court bookings are made at the porter's lodge in a book provided for this purpose, which must be signed by a member prior to commencing play. A booking will not be valid without the member's club account number.

5. Bookings may be made for no more than a week ahead and the same member may not make more than two bookings in that period. If a tennis court is booked, but not used, the member making the booking will nevertheless be liable for the charge unless the booking is cancelled at least 48 hours beforehand.

6. The tennis dress code will be posted on the tennis notice board.

SQUASH

1. Squash court bookings are made at the porter's lodge in the book provided for that purpose, which must be signed by a member prior to commencement of play. A booking will not be valid without the member's club account number.

2. Bookings may be made for no more than a week ahead and the same member may make no more than two bookings in that period. If a court is booked, but not used, the member making the bookings will nevertheless be liable for the charge unless the booking is cancelled at least 48 hours beforehand.

3. The squash dress code will be posted on the squash notice board. Only shoes with non-marking soles are permitted on a squash court.



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4. Members are responsible for turning off the lights, fans and air-conditioners after play.
5. The Squash Committee has the right to prohibit play on any court considered unfit for play and may at any time reserve any number of courts for tournaments and inter-club matches.

SWIMMING POOL

1. The club swimming pool is available for members' use during such times as the Board may determine. The pool may not be used after dark, unless floodlit.
2. There is no charge for the use of the swimming pool.
3. Members are not permitted to enter any part of the club outside of the swimming pool facility wearing swimming costumes. .
4. Young children using the pool must be under the continuous direct personal supervision of an adult member.
5. Members are reminded that in terms of our Constitution, the club shall have no liability for the death of or injury to any person. Members and their guests use the pool entirely at their own risk.

MISCONDUCT AND DEFAULTERS

1. Misconduct

The attention of members is directed to the following clauses of our Constitution:

- Termination of membership for failure to discharge debts owed to the club – Clause 10.
- The power of the Board to expel or suspend members who contravene any provision of the Constitution or Code of Conduct, or who are guilty of conduct prejudicial to the interests or reputation of the club – Clause 13.2.12
- The power of the board to settle disputes – Clause 13.2.13
- The power of the Board to suspend members' credit facilities at the club – Clause 13.2.14

2. Misconduct procedures

Clause 34 of the Constitution details the powers of the Board to deal with members who are guilty of improper, dishonest or unworthy conduct, or members who fail to make payment of money due to the club, or who are guilty of conduct unbecoming or prejudicial to the interests of the club, whether within the club's premises or outside. In summary, the Board has the power to either expel or suspend a member; or to call upon a member to appear before the Board, (or a disciplinary committee appointed by the Board), to explain his or her conduct and to expel or otherwise deal with a member who fails to appear.

3. Defaulters

Members who fail to discharge debts due to the club may have their credit facilities at the club suspended under clause 13.2.14 of the constitution. Default in terms of clause 10 of the constitution, meaning that a member has failed to settle an amount due to the club after fourteen days notice, will result in automatic termination of club membership.

4. Effect of Suspension or Expulsion

Any person whose membership has been suspended, or who has been expelled, shall not be introduced as a guest by any member and such person shall not have any right of admission to the club premises without the prior written consent of the CEO. Members who fail to adhere to this rule will be considered guilty of conduct prejudicial to the interests of the club and the members.

AMENDMENTS

Our constitution permits the Board to vary any part of this Code of Conduct. All variations are effective from the date specified as being the effective date in the resolution and if no date is specified, then the variation comes into effect as soon as the Board has passed the resolution. Each variation will be consecutively numbered on a year on year basis and will be attached to and listed in the Schedule of Variations at the end of this Code of Conduct.

CONCLUSION

The final part of our Vision is that our club be an icon of pride for members, of aspiration to others and of relevance to our community - where people matter and values count.

SCHEDULE OF VARIATIONS TO THE CODE OF CONDUCT

1. In terms of a Resolution of the Board of Governors dated 27 March 2007 the GOLF section of the Code of Conduct was amended by the addition of clause 2.3A and the amendment of clause 2.4.