



# ROYAL OVER-SEAS LEAGUE

## *Club Rules*



# A guide to Membership and visiting Over-Seas House.

## 1. Membership administration

- a. All Members are asked to register an address and email address to which communications and notices are to be sent and at which they may be usually found (proof of address may be requested by the Membership Department).
- b. Members shall pay the current rate of subscription according to their place of residence.
- c. No Member, whose subscription is in arrears for more than three months, shall be entitled to vote or enjoy any privilege of ROSL, including staying at Over-Seas House. Any Member in arrears will be informed at their registered or last known address and if their subscription is not paid within the current year they will cease to be a Member.
- d. No Member may use the address of ROSL Clubhouse as a standing address for business or any other purposes.
- e. Any Member having cause for complaint should contact [membership@rosl.org.uk](mailto:membership@rosl.org.uk) who will ensure the matter is dealt with by the appropriate member of staff.
- f. Infringement of any of the Club rules may result in suspension. During such suspension the former member shall not be entitled to enter or use ROSL premises or to

enjoy any privileges or advantages of Membership.

- g. The Director-General, by delegated authority from Central Council, may exercise a power of immediate suspension of any Member for conduct unbecoming, inappropriate, unsporting or prejudicial to the interests of ROSL. Such suspension will continue until Central Council has dealt with the matter in accordance with the bye-laws.
- h. Members shall not obstruct effective Club governance and good management by the persistent questioning of staff either in person, by email, telephone or otherwise.

## **2. Reciprocal Clubs**

- a. Members requesting Letters of Introduction must abide by ROSL's Reciprocal Club Terms and Conditions, as well as those of the Club they are visiting. Please note that each Reciprocal Club may have different rules covering dress, guests and Clubhouse usage to ROSL's and that those rules are defined by that Reciprocal Club and not ROSL.

## **3. Visiting Over-Seas House**

- a. Over-Seas House is open to non-resident Members daily from 8am to 11pm, or as otherwise notified from time to time.
- b. Members are requested to show their ROSL Membership Card on arrival at the clubhouse and, thereafter as requested.

- c. Children of all ages are welcome at Over-Seas House and parents or other supervising adults are entirely responsible for their good behaviour.
- d. Members must comply with the Licensing laws particularly in regard to the purchase or supply to persons under the age of 18.
- e. Members are welcome to bring up to six guests to Over-Seas House at any one time. The name and address of each guest, together with the name of the Member, shall be entered at Reception on arrival.
- f. Members are responsible for their guests' behaviour and guests may not use the premises if unaccompanied by a Member.
- g. Only members and their guests who are staying in the bedrooms are permitted on the bedroom floors.
- h. No person whose application for Membership has been rejected or has been cancelled by the Central Council shall be introduced as a guest.
- i. Cloak-room facilities are available at the Clubhouse and Members are requested to use them, and not to place hats, coats or bags on furniture in the public rooms.
- j. A Baggage Room is available at the Clubhouse for Members wishing to deposit luggage, for which a service charge is made. Baggage may be stored for only three months unless special arrangements are made with

Reception. Property left unclaimed for a period longer than six months will be disposed of at the discretion of the Director-General.

- k. ROSL shall not be liable for damage to, or loss of, any property of Members left at the Club, nor for any consequential loss arising therefrom. Bedrooms are equipped with secure safes, which have electronic locks; instructions for their use are provided. Whilst Members are encouraged to use the safes for their valuables, ROSL, its management and agents cannot accept any responsibility for valuables so deposited.
- l. ROSL cannot accept responsibility for the loss or damage to Members' mail, parcels etc. posted to Over-Seas House, but all reasonable care is taken to safeguard such items. Mail addressed to a Member c/o Royal Over-Seas League will be retained for two months and then redirected to the address registered against the Member's name.
- m. We request that Members and their guests do not consume food, beverages or alcohol in the public areas of the Clubhouse, unless it has been purchased on the premises.
- n. We are always happy to discuss alternative menu options if Members or guests have dietary needs. Please contact Reception to warn of any special dietary requirements in advance of arrival.
- o. Gratuities are at the discretion of Members. However there is a 12.5% discretionary service charge added to

food bills.

- p. No unauthorised person shall remove or deface in any way any ROSL property under any pretence whatsoever.
- q. Newspapers and periodicals are provided for Members' enjoyment in the Drawing Room. Members are requested to replace them on the oak table when they have finished with them and to note that newspapers and periodicals remain the property of ROSL.
- r. Members are reminded that, in no circumstances should they personally reprimand a Member of staff if they wish to make a complaint. We would like to emphasise that ROSL cannot tolerate any discriminatory or disrespectful behaviour by Members or their guests to each other, staff, guests or visitors. This includes in person or by correspondence and includes behaviour that is considered to be harassment.
- s. ROSL, in its absolute discretion and without giving reason, may refuse any person admission to the Club premises.
- t. ROSL may close the Clubhouse or any part thereof for any period it shall think fit. No member shall be entitled to a refund of any part of their subscription in the event of such a closure.

#### **4. Accessibility:**

- a. We request that no animals, other than assistance dogs,

are brought into ROSL's premises.

- b. A Hearing Loop system is available in the Princess Alexandra Hall.
- c. Members should contact Reception for assistance with any mobility and access issues when visiting the Club.
- d. Please note that ROSL is unable to provide personal care for anyone staying at the Clubhouse.

#### **5. Dress code:**

- a. Members and their guests are requested to dress in a manner consistent with the character and standing of ROSL. Members and their guests are asked to wear smart casual clothing while enjoying the Club's facilities. National/traditional dress equivalents are always welcome.
- b. Members and guests wishing to take exercise outside may pass through the public spaces of the Club in sportswear but should not linger. Sportswear is not permitted in any of the public rooms at any time.
- c. The following items of clothing are not permitted in public areas of the Club at any time: torn, dirty, or distressed clothes or footwear; vests, T-Shirts, sports trainers or any clothing likely to cause offence.
- d. Remember to leave coats and outdoor garments in the cloakroom or conference facilities.
- e. Organisations hiring ROSL's facilities for the purposes

of business or entertainment are expected to observe our minimum dress standards.

#### **6. Use of electronic equipment:**

- a. Complimentary WiFi is available throughout the Clubhouse. The password is available at Reception.
- b. Members and guests are welcome to use their mobile telephones and electronic devices in the Clubhouse but are requested to place all electronic devices (mobile or smart phones, iPads, etc.) on to 'silent' or 'vibration' mode when entering the Clubhouse. Users are requested to ensure that keyboard 'clicks' are switched off.
- c. Members and guests are kindly asked not to make or receive calls in the following locations: The Members' Drawing Room and The Brabourne Room. Please be considerate to other Members when using your phone in the public spaces or garden.

#### **7. No Smoking policy:**

- a. ROSL operates a strict no smoking or vaping policy.
- b. Designated smoking areas have been assigned; these are located at the front of Vernon House adjacent to the Westminster Wing entrance; and in the far left-hand corner of the Garden. No more than five people may smoke in either of these locations at any one time.
- c. When using ROSL's outdoor facilities, please be considerate to other Members, guests and visitors

and dispose of all rubbish in the bins provided.

#### **8. Staying at the Clubhouse:**

- a. Cancellations must be received by noon 48 hours prior to the arrival date. The Member will otherwise be liable for the full charge for one night if the room is not re-let.
- b. We will make every effort to fulfil member requests for accommodation. However, when demand for bedrooms is high, this may not be possible and we will offer alternative accommodation at other clubs in London with whom we have arrangements.
- c. Should Members wish to reserve accommodation between stays, they are asked to notify the Reception Desk of definite dates; the accommodation must be paid for as if it were occupied.
- d. Members are asked to vacate and remove luggage from bedrooms before 11am on the day of departure and hand their key to Reception; the cost of the room for the ensuing night may be charged if this is not done.
- e. Members are requested to settle all accounts in full on the morning of the day of departure. In the case of an extended stay Reception staff will present the account weekly for payment. The management regrets that no credit can be granted.
- f. In case of illness or accident, Members are requested to make prompt arrangements to transfer to a place

where proper care and attention is available. In cases of emergency, Reception is empowered to make or assist with the necessary arrangements.

- g. Members are liable for the cost of any damage they cause to ROSL property.
- h. Members staying at the Clubhouse are permitted to park in the designated parking area if spaces are available. Due to limited parking spaces, allocation will be made on a first-come-first-served basis. When no parking is available, members will be given details of alternative paid parking available nearby.

These rules are drawn up for your comfort and security as of 2021 and are reviewed by the Central Council as and when required.



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Over-Seas House

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