



BROADLAND SUN ASSOCIATION LTD

**BROADLAND SUN ASSOCIATION LTD EXISTS TO PROVIDE
NATURIST FACILITIES FOR MEMBERS AND VISITORS.
ALL MEMBERS AND VISITORS SHALL AT ALL TIMES CONDUCT
THEMSELVES IN A MANNER THAT DOES NOT CAUSE OFFENCE TO
OTHERS.**

***“NATURISM IS A WAY OF LIFE IN HARMONY WITH NATURE,
CHARACTERISED BY THE PRACTICE OF COMMUNAL NUDITY,
WITH THE INTENTION OF ENCOURAGING SELF RESPECT,
RESPECT FOR OTHERS AND FOR THE ENVIRONMENT.”***

BROADLAND SUN ASSOCIATION LTD

Rules and Regulations

UPDATED APRIL 2016

These rules and regulations come from three sources:

1. Some rules and regulations are compulsory under the terms of the lease, which has been agreed and signed with the landlords.
2. The Council, Environmental Health and Safety Department and site licence, have laid down certain rules which have to be adhered to.
3. Most of these rules have been proposed and authorised by the membership at general or extraordinary meetings over the years.

These Rules are subject to review by the committee; any changes will be notified.

All references to the committee to be read as main committee unless otherwise stated.

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1) **MEMBERSHIP**

(a) Members are accepted on their suitability from the point of view of the Association and shall not be debarred on the grounds of race, gender, colour or creed. Members and visitors are expected to observe the Naturist Code.

(b) Prospective members may be interviewed on Broadland Sun Association premises or elsewhere, by the committee members or their representatives, at the committee's discretion.

(c) Objections to an application for membership or to a new member under probation must be made in writing to the committee. Any decision to refuse an applicant or terminate membership will be made by the committee.

(d) New members are subject to a one-year probationary period. Any responsibility taken on by a new member during the probationary period shall be on the understanding that if he/she is deemed in that period to be unsuitable as a member of the Association and his/her membership is terminated, then any incurred responsibility shall be relinquished immediately.

(e) Failure to renew annual membership will be treated as formal notice of termination. Any request to reinstate membership in subsequent years will be treated as a new application and a new joining fee will be charged.

(f) The committee has the right to terminate membership instantly for infringement of rules or misdemeanours committed by any member. Any member so penalised has the right to appeal to an Extraordinary General Meeting to be called within 30 days of such termination. Ten per cent of the membership units must sign such appeal.

(g) All members and visitors are responsible for their own personal safety and that of the children in their care, and the security of their personal belongings whilst on the premises of Broadland Sun Association Ltd. No responsibility will be accepted by Broadland Sun Association for any loss or injury sustained.

(h) Members are requested to respect the privacy and opinions of all other members at all times. The advocacy of extreme views - e.g. religion, politics and race relations - to the embarrassment of the Association or its members will not be tolerated.

(i) Members not wishing their surname to be divulged may request this facility by giving written notice to the secretary. Members' addresses or telephone numbers will not be divulged without their consent.

(j) Persons under the age of 18 years wishing to join the Association must attach to their application the written consent of their parent or guardian.

(k) Members must produce their membership cards if requested to do so by a committee member or the site manager.

(l) (aa) A single person is defined for the purposes of these rules as an adult not living in the same household with any other adult not related to him or her by blood with whom they are in a committed relationship.

(bb) Single memberships shall be limited to a maximum of ten per cent of the total actual units of membership at any one time PROVIDED ALWAYS that adult members of family units are not included in this ten per cent maximum limit.

(cc) An adult living in the same household as another adult not related to him or her by blood and in a committed relationship with that other adult, may not become or remain a member unless that adult is or simultaneously becomes a member.

(dd) An adult who becomes, as a result of the death of another adult, the sole adult survivor of a family unit, remains a family unit and does not become a single member.

(m) It is recognised that this is solely a Naturist Club, and on warm weather days it is therefore mandatory that all clothing is removed unless previously agreed by the committee. Any member who persistently fails to observe this ruling is liable to have his/her membership terminated.

(n) The committee will act on any report of an offence against a child and will if appropriate report the matter to the relevant authority as a contravention of the Children Act 1991 and/or any other relevant legislation.

(o) A person may not be admitted to membership or to the privileges of membership without an interval of at least two days between their application for membership and their admission. No person can become a member of the club without prior application.

(p) The club must have at least twenty-five members

2) SUBSCRIPTIONS & FEES

(a) All subscriptions and fees for the year are set at the previous autumn meeting and agreed by the membership. These can be paid in one lump sum or in regular instalments as detailed on the renewal form or, in exceptional circumstances, by an individually tailored payment plan in arrangement with the membership secretary (see 'g' below).

(b) Whichever method of payment is selected, all subscriptions and fees must be paid within 30 days of the due date. Failure to do so will result in termination of membership unless in exceptional circumstances an alternative arrangement has been previously agreed with the membership secretary (see 'g' below).

(c) Payment by instalments is a privilege granted by Broadland Sun Association Ltd. This privilege may be withdrawn from members failing to pay instalments within 30 days of the due date, at which point any outstanding balance becomes payable in full, unless in exceptional circumstances an alternative arrangement has been previously agreed with the membership secretary (see 'g' below).

(d) ALL FEES AND SUBSCRIPTIONS MUST BE PAID IN FULL BY 31 OCTOBER EACH YEAR.

(e) A minimum of one month's notice is required from members wishing to terminate their membership and/or vacate their site.

(f) Termination of membership and / or vacating a site partway through the year does not absolve the member of their responsibility for payment of relevant subscriptions and fees for that year. A final statement of account will be issued to the member at the leaving date and immediate settlement of unpaid due/overdue fees required. Similarly, any overpayment will be refunded by the club to the member.

(g) Any member who is unable to pay the due subscription and fees at the required time through unexpected and exceptional changes to their circumstances may make application to pay by special confidential arrangement.

3) CHILDREN AND YOUNG PERSONS

Members are requested to take special note of the following rules.

Broadland Sun Association is a family club, and children should have the freedom to enjoy and participate in various club activities. However, it must be emphasised that responsibility for their behaviour and safety remains with the parents or guardian at all times.

Children may:

- (a) Participate in games and tournaments (appropriate to their age group).
- (b) Attend with their parents or guardians any organized social events in the clubhouse and join in with the dancing. However, children must not be allowed to run around on the dance floor.
- (c) Use the facilities in the play area under adequate supervision appropriate to their age.
- (d) Use bicycles, scooters, and skateboards on the old miniten court, with permission from and with the knowledge of their parents (see also 4h)

Broadland Sun Association Ltd cannot be held responsible for any injury caused in the above circumstances

Children may NOT:

- (a) Play in the ditches within the grounds.
- (b) Be in the vicinity of the natural pond or in the swimming pool building without adult supervision.

Moreover:

In the interests of safety children under the age of 12 years are not permitted to:

- (a) Play darts at any time.
- (b) Occupy the clubhouse unless supervised by an adult.

In the interests of safety children under the age of 16 years are not permitted to:

- (a) Play darts unless supervised by an adult.
- (b) Supervise children - i.e. baby-sit while parents are off the club premises.
- (c) Remain on club premises without adult supervision.

4) **HEALTH & SAFETY REQUIREMENTS**

(a) **Health & Safety officer:** A Health & Safety officer shall be appointed by the committee and this officer has responsibility to offer guidance on such matters as fire precautions and general safety. The recommendations of the Health & Safety officer will be reviewed and agreed on a regular basis by the committee, and must be complied with by all members and visitors. Relevant information will be displayed on the club notice board.

(b) **Fires:** Allocated areas are provided around the site for the burning of combustible rubbish. Bonfires must be under constant supervision by an adult member and must be extinguished before the person responsible leaves the club grounds. Persons responsible for the fire are to comply with the conditions of our public liability insurance (details on the club notice board), one of which is to have a suitable fire extinguisher available for immediate use. Note: the club has a mobile extinguisher.

(c) **Working with applied heat on site:** Anyone applying heat - e.g. welding or cutting - must comply with the conditions of our public liability insurance (details on the club notice board), one of which is to have a fire extinguisher adjacent to the work. Note: the club has a mobile extinguisher.

(d) **Chain saws:** The only persons allowed to use a chainsaw on club grounds are those who hold a certificate of competence for the job in hand and have full personal protective clothing as required by the HSE. Persons responsible for tree felling, lopping or pruning are to comply with the conditions of our public liability insurance (details on the club notice board).

(e) **Fire Precautions:** All caravans must have a fire extinguisher and fire blanket (see Appendix A).

(f) **Children's Play Area:** Parents or guardians must maintain adequate supervision and responsibility for the use by young children of the swings and play facilities.

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(g) **Weapons:** Guns, catapults, crossbows, bows and arrows and any other potential offensive weapons may not be brought into the club grounds without the permission of the committee. In the case of guns which are officially brought in to deal with vermin, advance agreement must be obtained from the landlord.

4) **HEALTH & SAFETY REQUIREMENTS (continued)**

(h) Bicycles: Bicycles shall not be ridden on club grounds except on arrival and departure (exception – see 3d)

(i) Speed: A speed restriction on all vehicles of 5mph whilst on club premises must be observed.

(j) Fishing: Fishing is permitted in the large natural pool throughout the year. Extreme care must be exercised to prevent fishing tackle being left in or near the pool so as not to endanger the safety of wild life or persons and must not be left unattended at any time. Unattended fishing tackle will be confiscated.

(k) Unattended accommodations: Holidaymakers and members may leave their caravans, motor caravans, tents and awnings unoccupied on a pitch for a total of three consecutive nights within any 14-day period (this may be extended in cases of emergency), provided the following conditions are met:

1 All equipment is left in a secure and safe condition.

2 Electricity supplies may be left connected to maintain the temperature of a refrigerator, but gas supplies must be shut off.

3 A key for any locked van must be left with a responsible person.

4 The site manager must be advised of any proposed absence and the name of the responsible person holding the key.

5 The normal fee for using the pitch will be payable during any period of absence

5) SITES

(a) Sites are allocated to members by BSA Ltd using an established system of prioritising and allocation. Upon being awarded a site, members are required to sign a site agreement and to abide by the rules of such agreement.

(b) Members wishing to be allocated a site for the first time shall place their name and date of joining (the club) in a book provided for that purpose in the clubhouse. In addition they should advise the secretary in writing.

(c) Site transfers: Members wishing to transfer from one site to another as a site becomes available shall place their full name and the date on the transfer list.

At site allocation meetings the priorities are:

- *Site transfers take precedence over new site applications*
- *Members who have completed their probationary period and wish to transfer will take precedence over probationary members wishing to transfer.*
- *New members who have completed their probationary period and wish to be allocated a site for the first time will take precedence over probationary members wishing to be allocated a site for the first time.*

(d) Fees and rates are chargeable for sites; these are set by the committee and agreed by the membership annually. Some set-up charges and deposits are payable once only, whilst other fees are payable on an annual basis.

(e) Sites may be shared by immediate members of the same family (e.g. - sons, daughters, parents) although only one caravan can be allowed on one site. However, any family member over the age of 18 years must also be a member of Broadland Sun Association and be paying the set membership subscription.

(f) Applications for renewal of site occupancy shall be made in writing to the membership secretary by November 30th each year by returning the site renewal form.

(g) No movement of caravans or any changes to accommodation units is permitted unless prior agreement has been obtained from the committee. Members or their appointed representatives shall be present on club grounds when their caravans are being moved.

(h) Broadlands Sun Association Limited will charge a £150 deposit to members allocated a site or transferring to a new site. The deposit will be refunded only when the site is vacated and any caravan removed from the club grounds. This deposit may be paid in instalments over a maximum period of 12 months following the allocation or transfer.

(FOR FULL SITE REGULATIONS SEE APPENDIX A, WHICH IS AN INTEGRAL PART OF THE RULES OF BROADLAND SUN ASSOCIATION LTD)

6) COMMITTEE

(a) The election of officers and members of the committee of Broadland Sun Association Limited is in accordance with the Companies Act 1948 and subsequent Acts as laid down in the Articles of Association, a copy of which is displayed on the club notice board in the clubhouse, or may be obtained on application to the Secretary.

(b) All sub-committees shall be approved by the committee, and all such sub-committees and other committees formed to administer the affairs of BSA Ltd shall come under the jurisdiction of the committee.

(c) The Chairman, Secretary and Treasurer shall be ex-officio members of any committee or sub-committee as may be formed.

(d) A member may serve on any sub-committee without being a member of the main committee.

(e) Any committee member failing to attend three committee meetings in any one year without good explanation will be required to forfeit his or her position.

(f) Members wishing to sit-in or observe at a committee meeting may do so by application to the secretary. Members so observing may express opinions on matters under discussion only when invited to do so by the chairman.

(7) FINANCE

- (a) The committee is responsible for, and controls, all club finances.
- (b) The Treasurer is responsible for all club funds and account books, financial documents, properties and monies and will render a full and clear account at each audit or whenever required to do so. All persons appointed to handle monies of associated activities shall be directly responsible to the Treasurer.
- (c) All cheques issued by BSA Ltd are validated by two signatures. The appointed signatories are the three officers, i.e. Chairman, Secretary, and/or Treasurer.
- (d) No purchases shall be made by any member for BSA Ltd and its associated activities without the prior approval of the committee.
- (e) Members may claim reimbursement of costs incurred whilst acting on behalf of BSA Ltd on production of a written account. However, prior notice must be given to the committee of such action, and agreement reached on approximate expenditure.
- (f) All capital expenditure items of £1000 and over must be approved by the membership at an annual general meeting or as part of the budget plan at an autumn meeting. Such approved items of capital expenditure will be subject to three written quotations, and upon completion of the purchase the cost must not exceed the agreed figure by more than 10 per cent.

8) THE LEASE

The site is held under lease from landlords and governs BSA Ltd.'s occupation of the grounds. To ensure continued use, all terms of the lease must be strictly complied with. These include:

- (a) No trees to be felled or maimed without the specific permission of the landlords and committee.
- (b) A post and three-strand wire fence must be maintained around the club boundary.

9) SITE LICENCE/CARAVAN LICENCE

Broadland Sun Association Ltd is licensed by South Norfolk District Council as a caravan and camping site. All requirements of the council's Health and Safety Department must be complied with at all times. Failure to do so would render the Association liable to forfeiture of such licence. Loss of the licence would seriously jeopardise the security of the lease. The secretary holds a copy of the site licence. The council's Public Health Department also exercises a strict control over our activities.

- (a) Nut bushes may be lightly trimmed but, if removed, must be replanted to maintain the appearance and general screening in the club grounds.
- (b) Ditches shall at all times be preserved in a clean and efficient condition to maintain the drainage of the club grounds. All ditches adjacent to individual sites are the responsibility of the site holder who must ensure that they are kept clean, free from obstruction and not overgrown.
- (c) Members shall not damage drainage ditches.
- (d) Members shall make every effort to care and preserve all forms of wild life on club grounds and in particular, birds' nests and eggs.
- (e) There is a district council preservation order on every tree on the site and members are reminded that there are heavy penalties imposed for the breaking of this order.

10) DISPOSAL OF REFUSE

- (a) All refuse must be put in the wheelie bins provided at the main car park or taken away from club premises. These wheelie bins are for general everyday waste only; other items e.g. small appliances etc. should be taken off-site and disposed of correctly. There is a separate bin provided for the recycling of glass items. Members are requested not to put any items in the dustbins provided for holidaymakers and holiday caravans.
- (b) Litter must NOT be dropped and left on club premises. Every effort must be made to maintain tidiness of club grounds.

11) PHOTOGRAPHY/RADIOS

(a) Photographs may not be taken without first obtaining permission of all persons who may be included therein, or, in the case of persons under the age of 18 years, the permission of a parent/guardian. When asking permission at large events – e.g. platform night or sporting events – care must be taken to establish whether there is any person present who is under the age of 18 and has no parent or guardian present. If so, that person must be asked to move out of camera-shot.

(b) The club may appoint an official photographer.

(c) Any photographs intended for publication will first be displayed on the notice board in the clubhouse for a period of one month. Objections to publication should be presented to the secretary at the earliest opportunity.

(d) Members' vehicles must not be photographed without permission.

(e) Radios, tape-recorders, CDs, portable televisions and computer games shall be used with discretion and not on the central green.

(f) Personal stereos/radios, CDs, televisions and computer games with headphones may be used with discretion and not to the annoyance of other members.

12) POWER DRIVEN EQUIPMENT

(a) Chain saws etc. shall not be used without the permission of the main committee and then only by people who are known to be expert in their use. Protective clothing must be worn when using chain saws etc. (See Section 4(d) "Health & Safety Requirements")

(b) No power-driven apparatus – e.g. power saws, hedge cutters, mowers – are to be used between the hours of 2pm and 4pm on Sundays and/or Bank Holidays from May 1st to 30th September. **This ruling applies both to individual sites and to public areas.**

(c) Portable generators must not be used at Broadlands without the permission of the committee.

(d) The use of club vehicles by members is strictly prohibited unless prior permission has been obtained from the Site Manager or an officer of the committee.

13) VISITORS

Members are permitted to bring visitors to the club subject to the following conditions:

- (a) Advance notice of the intended visit must be given to, and permission obtained from the Site Manager.
- (b) Visits will be charged at the day or overnight rate in operation at the time.
- (c) Members visitors should arrive no later than 4pm on the day of the visit and can then stay overnight in members' caravans or In Broadland holiday caravans subject to them not being fully booked.
- (d) Club members' immediate family (parents/children) over the age of 18 can visit the club a maximum of four times per year. Any visitor wishing to exceed four visits must become a club member.
- (e) Non-family are restricted to a maximum of two visits per year. Visits in excess of two will be treated as a holiday visit and the relevant holiday rates will apply.
- (f) Children who are not members may visit the club as guests of family units free of charge provided that:
 - (i) written permission is obtained from the child's parent or guardian.
 - (ii) advance permission is obtained from the site manager.

14) DAMAGE TO CLUB PROPERTY

- (a) In the case of wilful or negligent action resulting in damage, the person(s) found responsible shall be required to reimburse the club in full. Such person(s) may also have their membership terminated.

15) SWIMMING

- (a) No swimming is permitted in the large natural pool.
- (b) No clothes to be worn in the swimming pool.
- (c) Inner tubes, airbeds, flippers, snorkels, masks and large inflatables etc. are not permitted in the filtered pool, but swimming aids are allowed.
- (d) No bottles, sticks, tins or other similar items to be thrown into either the swimming pool or the natural pool.
- (e) The following are not permitted in the swimming pool or sun lounge: smoking, eating and drinking, shoes and pets.
- (f) No children aged 16 or under to be allowed in the swimming pool without the supervision of a parent or guardian.
- (g) No person shall be allowed in the filtered pool alone. There must be at least two persons in the pool building at any time, at least one of whom must be an adult.
- (h) Pool maintenance to be carried out only by liaison with the Site Manager.
- (i) Babies to wear protective items to stop soiling of the water.
- (j) Swimming allowed in the filtered pool between the hours of 6am to 10pm or as notified by signage on the door of the building. No person may enter the pool building or attempt to use the filtered pool when the "Closed" sign is displayed.

16) PETS

Pets - including cats and dogs – are allowed on club grounds subject to the following conditions:

- (a) Members and visitors bringing pets on to club grounds are, at all times, held responsible for their behaviour.
- (b) Dogs must be kept on a lead at all time when left on a site unsupervised, and on driveways and footpaths. Dogs may be released from a lead in woodland away from caravan sites provided adequate supervision is maintained. Pets are not under any circumstances allowed on the main green or in any pools, public area, or the clubhouse.
- (c) The owners of pets must correctly dispose of animal waste. We suggest carrying a small trowel to enable the waste to be buried.
- (d) A clear warning "Dog on site" sign must be displayed.

17) LOST PROPERTY

Property unclaimed within three months shall be deemed club property and shall be disposed of at the discretion of the committee.

18) DISCIPLINE

Any person knowingly aiding, abetting or procuring another to breach any rule shall be deemed equally responsible for the said breach and shall be referred to the main committee.

19) SMOKING

Smoking is not allowed in any fixed club buildings. This ruling also includes the use of electronic cigarettes.

APPENDIX A

Appendix A is the Site Agreement and Regulations document which is issued to all site holders and which forms an integral part of Broadland Sun Association Rules. The document is reproduced in full on the following pages numbered 1 to 6 (page 6 to be signed and returned to the Club Secretary)

