

HAM POLO CLUB LIMITED RULES



Definitions used in the Articles of Association of Ham Polo Club Limited shall have the same meaning in these Rules unless determined otherwise.

1. ELECTION OF MEMBERS TO THE BOARD

At the annual general meeting members of the Board shall retire but shall be eligible for re-election. At least 40 days before an AGM (or such other timeframe as the Board may agree) a Debenture Playing Member only (paying a Debenture Playing Member's membership fee) may propose a qualifying candidate, or qualifying candidates, as first proposer and any category of Member (paying their appropriate membership fee) must second such proposal by email to the Company Secretary. All Members will be notified of the proposed candidates at least 14 Clear Days prior to the AGM. The full list of Board members, existing and proposed, will be listed on a ballot; Members elect their full Board from this list. In the case of two or more candidates receiving an equal number of votes, the successful candidates shall be determined by lot. The newly elected Board shall select a Chairman from among its number.

1.1. In the event of a vacancy on the Board the Board shall have the power to appoint any Member of the Club to fill such vacancy but the proceedings of the Board shall not be invalidated in consequence of there being less than the prescribed number. Such appointee shall serve until the next Annual General Meeting and shall be eligible for election by the Members.

2. RULES OF MEMBERSHIP

Admission to Membership shall be by approval by the Board, and no person shall be admitted to Membership of the Club until so approved.

2.1. Candidates for Membership may apply in one of two ways:

- a) Applicants can be proposed and seconded by two Members of the Club, both of whom should be personally acquainted with the candidate and shall vouch for the candidate's fitness for Membership in writing to the Company Secretary .
- b) Or an applicant who does not know a Member of the Club to sponsor their application can be invited to meet at least two Members of the Board and then, subject to their approval, join the Club on a provisional basis for the first year.

2.2 Applications must be made on the links provided by the Polo Office to the online membership system. The candidate must give all particulars required by the Board and agree to be bound by the Rules and Regulations of the Club if approved.

2.3. The completed online application form, along with a written request including details of the proposer and seconder should be sent by the applicant on email for the Board to consider their Membership, with proof of BACS payment to cover the joining fee and the annual subscription in force at the time. A valid photograph passport or driving licence and an original utility bill giving proof of address should be brought into the Polo Office for verification. These particulars will be passed to the Board for their consideration. A full list of types of Membership and their voting rights can be found in Appendix A of the Rules.

2.4 The proposer and/or seconder may withdraw at any time before a candidate is approved. In such a case another Member may sign the proposal form as proposer or seconder.

2.5 Should a Member allow their subscription to lapse for more than one season then the Club reserves the right to re-charge the joining fee.

2.6. The Board shall devote such time as is necessary, at each of their meetings, to consider such Membership applications and shall elect or reject them in order of priority according to the dates of their applications until sufficient number have been elected to fill the vacancies in the Membership of the Club. A candidate who receives a majority of votes by the Members of the Board present and voting shall be declared approved.

2.7 Every candidate so approved shall be informed by the Polo Office in writing within 14 days of the meeting along with a copy of the Rules.

2.8. When an approved candidate has paid their entry fee, debenture and first annual subscription, where applicable, they shall then be considered a Playing or Non-Playing Member of the Club for that year and entitled to all the rights and privileges of Playing or Non-Playing Membership and shall be deemed to have agreed to be bound by these Rules & Regulations.

2.9. Subscriptions shall be due upon election to membership and thereafter on the 1st day of March and shall, on or about that day each year, be paid to the Polo Office. The Board may, at any time, alter the amount of the subscriptions to become effective immediately.

2.10 If a Member's annual subscription has not been paid within 30 days from date of invoice The Polo Office shall send them notice with a reminder for renewal. If their subscription is not paid within 14 days from that renewal request, the Board may remove their name from the Register of Membership. It is at the Board's absolute discretion that Membership may be restored upon payment of arrears.

3. GUESTS

The Clubhouse enclosure is only available to Playing and Non Members and their guests unless it is a private hiring. Those Playing and Non-Playing

Debenture Members may introduce up to ten guests on a Sunday up to ten times per year per guest; these guests are complimentary.

Chukka Members may introduce 2 complimentary guests on all Sundays, further guests admissible on payment of the fee for the day as set by the Board.

Social Members may introduce unlimited guests to the Club on one day on payment of day membership for the day as set by the Board.

Members should ensure that their guests are appropriately attired, as acceptance of guests will be at the sole discretion of the Gate Steward as directed by the Board. Day Guests of Social Members are entitled to the use of the facilities of the Club up to 4 times in any one season before being required to take out formal membership.

4. HONORARY MEMBERS

On the recommendation of the Board, Honorary Members may be appointed by the Board if it is considered that they would be beneficial to the Club. Honorary Members may be appointed for life or for such period as the Board shall deem expedient. Honorary Members thus appointed shall be entitled to all the rights (except voting rights unless they are a Class A or Class B Debenture holder) and privileges of Membership. All Honorary Members are bound by the Rules of the Club and must renew their membership annually.

5. POWER TO VARY RULES

These Rules may be added to, repealed or amended by resolution of the Board in accordance with Article 54.

6. PERMITTED HOURS

The Clubhouse operations at the Ham House ground shall be under direction from the Managing Director and personal license holder. The licensing hours for the Clubhouse are set by the council and therefore compliance is mandatory.

7. DISCIPLINE

The Board may sanction or expel any Member whose conduct in the Clubhouse, or club grounds or in the public domain, in the opinion of the Board could be considered to be injurious to the character of the Club, the game of polo or the interests of the Members or if they fail to comply with these Rules and Regulations. Members will be required as a condition of Membership to comply with all reasonable requests made by the Board.

GENERAL REGULATIONS

These Regulations may be added to, repealed or amended at any time by the Board of the Club.

Players are required, as a condition of Membership, to comply with all reasonable requests of the Board and the Polo Office and to keep all their ponies and equipment up to the highest standards. All Members are asked to ensure that both they and their guests follow the tradition of 'treading in' when requested.

Members should also be aware that they are fully responsible for the conduct and safety of their children, guests and invitees upon Club premises and grounds.

Under 18s

Children under 18 of Partner Social Members are permitted free of charge into the Clubhouse with an appropriate adult member; no more than four Under 18s are permitted into the Clubhouse with an appropriate adult member.

The Club accepts no responsibility for the care of under 18s on the premises. The Club expects a parent or guardian to be with Under 18s at all times. Children may not play on the polo pitches at any time.

Children using the play area must be accompanied by a parent or guardian.

Under 18s will not be served alcohol by Ham Polo Club.

The Club has a safeguarding policy, which, is available in the Polo Office.

All polo arrangements for Under 18s should be made via email to the appropriate Ham Polo Club email contact; from a parent or guardian. For clarity, the Club will not accept bookings or communications from Under 18s

The Club endeavours to omit Under 18s from photography, however, this is not always possible. Concerns over children featuring in any photographs should be discussed with the Polo Office.

Parents and guardians of participants in the Junior Academy take responsibility for their child's participation and Ham Polo Club accepts no responsibility or liability for this operation.

To the extent allowed by statute, the Club shall not be responsible for loss, damage or injury suffered by any Member or any Member's property when on Club grounds nor will the Club be responsible for any act of neglect or failure on behalf of its employees or agents.

1. The Season

Subject to prevailing weather and ground conditions, chukkas will start in April each year on the Jubilee Ground. If prevailing weather is deemed dangerous by the Club, play may be cancelled at any time.

Matches will start at the Clubhouse ground on the 1st weekend in May subject to prevailing weather and ground conditions. The season will finish on the last weekend in September.

2. Booking Chukkas & Matches

Bookings will only be accepted online using the polo booking system.

Tuesday & Thursday chukkas booked by midday on the day.

Saturday chukkas booked by midday on Thursday.

Sunday matches booked by midday on Thursday. It is a Player's responsibility to check with the Polo Office for the actual times of play.

3. Livery & Accommodation

Players may keep their ponies at livery at the Club, their own stables or with any of the Club's associated stables.

Admission to livery is conditional upon signing the Club's prevailing livery agreement.

These facilities can be booked through the Polo Office via email polomanager@hampoloclub.com
All invoices for these services should be paid within 14 days of presentation unless otherwise agreed in writing, overdue accounts after 14 days will be subject to a levy of 2% interest per month. Invoices will be sent a month in advance of services.

4. Polo Instruction

This can be arranged through the Polo Office on lessons@hampoloclub.com

Wooden Horse

The wooden horse may only be used by polo playing over 18s.

Polo playing under 18s may only use the wooden horse if supervised by a qualified adult

Hard hats should be worn by all using the wooden horse

The wooden horse enclosure must be locked after use

5. Professionals

Professionals are available to play for Members; further details can be obtained via Polomanager@hampoloclub.com

6. Umpiring

All Members, from time to time, will be requested to assist in umpiring, refereeing, time-keeping and commentating duties.

Members are to use their own ponies for umpiring duties and are required to make their ponies available for umpiring should they be requested by the Polo Office.

7. Conduct On & Off the Field

The Club expects a sporting attitude from its Members and players both on and off the field and in all their undertakings with the Club. This especially applies to the player/umpire relationship as clearly defined in the HPA Rules in Part 2 - Rules 2.2V and 13 in Annex F of the Blue Book (HPA Yearbook 2019).

8. Polo & Stable Regulations

All chukka fees, track, watering and stable invoices as well as Membership dues are to be paid within 14 days of invoice unless otherwise agreed by the Board. These invoices will be presented one month in arrears. Membership fees are due prior to any commencement of play.

In order to maintain the Club's grounds and facilities in the finest conditions it is requested that Members to keep in close contact with the Polo Office as to what areas available for exercising, schooling, stick & ball are open. To maintain the standard of the Club and keep it attractive and well kept, Members are requested to make every effort to help by keeping it neat and tidy.

9. Chukkas

Players are required to wear white breeches or white jeans for all chukkas and matches and a Club burgundy or white shirt for chukkas. Members are responsible for communicating this information to any guest players that they may invite.

10. Polo Fields & Stick & Ball Areas

- a) All polo fields are out of bounds for exercising, general riding and stick & ball without the Polo Office's authorisation.
- b) Players are requested only to stick & ball behind the goal lines during chukkas or on the stick & ball ground.
- c) Players are requested to ensure that they are mounted and ready to take the field so as not to delay chukkas.

- d) Stick & Ball fields are located both at the end of the ground in the pony lines or just inside Ham Gate of Richmond Park. Players are encouraged to use these areas.
- e) Ponies may not be short worked or schooled on the stick & ball ground or on the exercise track except on the designated run-off area behind the Clubhouse. Short work and schooling should only take place on the exercise rings located on the Ham Common area known as the Ham Copse and ground next to Ham House within designated hours.

11. Exercise Rings – Ham Copse and Ham House Riverside Ground

The rings are available for exercising and short work with your ponies but please be aware that this is common land and riders should be polite and courteous to local residents. When exercising keep to the tracked path and do not encroach on the grass. Exercising in this area is for one rider and horse only; there is no leading of a second horse on the rings. Please contact the Club prior to any use of these facilities to ensure availability.

12. Local Roads

Members and their grooms are requested to use the local roads with great caution and should always be wearing high visibility wear if using public highways.

13. Information For Your Grooms

Please ensure that your grooms are aware of the following:

- a) The Polo Office is directly responsible for the standard of cleanliness in the stable areas; therefore the Head Groom for each stable yard is to liaise closely with regards to this facility.
- b) Grooms are reminded that they may only exercise a maximum of 3 ponies at a time of the exercise track (2 in hand)
- a) Do not place rubbish in the shavings skips; recycling and responsible waste management is imperative to participating in the Club
- b) After chukkas and games ensure your area of the pony lines is cleared of tape, cans, paper and rubbish.
- c) Grooms are to wear hard hats at all times when riding and it is best practice to wear them at all times when working with horses
- d) All grooms are asked to dress in a standard that befits the Club. Clean, neat attire is required for entry into the Member's Enclosure. No rips or holes in clothing are permitted and trainers may not be worn for riding nor open shoes for working in the yard
- e) At the end of the Fourth Chukka of any Sunday match, grooms who have players in the match must collect their mounts from the front of the Clubhouse unless otherwise advised.

14. Hard Hats

ANYONE RIDING OR LEADING ON THE CLUB PREMISES MUST WEAR A HARD HAT as per the HPA regulations. It is further recommended that either face-guards or sports glasses/goggles be worn whilst playing.

15. Dress in the Clubhouse

All Members (except for those wearing playing attire) are reminded that the dress code is smart casual with no exceptions. Sportswear and ripped or torn jeans are not permitted. Tailored shorts are permitted.

16. Dogs

Members, guests, visitors and Grooms are responsible for keeping their dogs on leads at all times. The Club reserves the right to ban any dog that is not on a lead or shows aggressive tendencies. Owners will be responsible for removing and responsibly disposing of their dog's droppings in the Member's enclosure or in the Club's grounds.

17. Smoking

Ham Polo Club is NO SMOKING AND NO VAPING apart from in one of the 3 designated smoking areas 1) in front of the Clubhouse 2) at the stable yard 3) the picnic area. All smokers should dispose of cigarettes in a safe and courteous manner in appropriate ashtrays.

18. Cash

Please note that the Club is a cashless operation and payments should be made via card.

19. Vehicles

The speed limit around the Club grounds is 5 mph at all times.

No road access should be blocked at any time for the free passage of emergency vehicles.

Parking on site outside Polo playing times in both Polo and Winter Season is by permission only and charges may apply, please speak to the Polo Office. All cars and contents are left at the owner's risk.

All horseboxes and lorries must be parked in the designated area in the pony lines. Member's vehicles must be parked in the designated areas only. Members and Players are requested not to park or stop on the tracks or roadway in such a way as other vehicles have to drive on the grassed areas to pass – please remember this is the run-off/safety area for the grounds and it is dangerous if these areas get compacted by the weight of vehicles.

On match days, Members' guests should park their vehicles on the public side of the ground and not in the Members' area. Vehicles are admitted on condition that the Club will not be liable for any loss or damage to:

- a) Any Vehicle
- b) Anything outside, inside, nearby any vehicle, however such loss or damage may be caused.

20. Payment of Invoices

Should Club invoices or any invoices for associated suppliers, including those of the Club's Caterers, transportation or livery services associated with the Club be outstanding for more than 14 days from date of invoice then the Club reserves the right to suspend Membership and/or the use of the Club's facilities, including the exercise track and muck heap, until the invoice is paid. The Polo Office has the right to suspend Players in the case of unpaid subscriptions, stable bills or chukka fees and any Club debts still unpaid after this 14 day period will incur interest at a rate of 2% per month or any part thereof.

21. Personnel

Personnel enter the Club at their own risk. Subject to statute no liability will be accepted by the Club for any injury to their person whilst on the premises.

These Rules & Regulations are intended to cover most conditions, however they may not include all items and are subject to errors, omissions and changes.

22. Club Team

Our team comes to work on behalf of the Club and its membership, it is important that the Club's team are treated with courtesy and respect **at all times**. Verbal or physical abuse and threats towards the Club's team will not be tolerated under **ANY** circumstances; incidents will be reported to the Board and membership may be revoked.

FIRE

The fire assembly point is in the centre of pitch one, the ground outside the front of the Clubhouse, make your way directly here in the event of a fire and do not stop to collect any personal belongings.

HEALTH & SAFETY

Ham Polo Club has a health and safety policy throughout the site and measures are taken including signage to ensure the safety of members and visitors to the site. Members are expected to follow all signage as directed and ensure their visitors are also compliant.

APPENDIX A

Debenture Playing Membership

To be invited to join the Club as a Debenture Playing Member, a player has to be at least -1 goal in handicap. A Player has to purchase a Debenture (these are limited to a total of 90 in number and details of the Debenture for

sale Register are available through the Polo Office) pay a one-off entry fee at the prevailing rate and the HPA subscription and the annual subscription currently in force. Chukka, water and track fees to be paid at the prevailing rates.

ENTITLEMENTS: Three votes. One Playing Member's badge and one Club badge, 1 Players car pass and 1 Club car pass.

Chukka Playing Membership

To be eligible for this category a player has to pay the annual subscription in force at the time and the annual HPA fee. Chukka, watering and track fees at the prevailing level. Playing Sunday match days is only by invitation and upon payment of the prevailing match fee. Each Chukka Member will be reviewed at the end of each season by the Board and, if considered suitable, may be invited to join the Club as a Debenture Playing Member. It will be at the discretion of the Board to allow a player who refuses this invitation to take out Debenture Playing Membership to continue to play at the Club as a Chukka Member.

ENTITLEMENTS: Two votes. A Player's badge and a player car pass.

Young Playing Membership

Players aged 18-25 years are eligible for this Membership category. Membership is on payment of the annual subscriptions and the HPA fee in force at the time. In addition their Parents and/or Guardians are reasonably expected to take out Social Membership should they use the Club's facilities.

ENTITLEMENTS: One vote. A Young Player's badge, car pass and Sunday matches on invitation when a safe standard has been achieved. Two complimentary picnic tickets to Junior Sunday matches. No guest allowance.

Chukka, watering and track fees, are payable at the prevailing level.

Social Membership (non playing)

Social Membership is either Single or Partner.

Single Social Membership

Entitles one person to use the facilities of the Clubhouse and to invite guests into the enclosure. Each guest is permitted up to 4 times per season before taking out their own membership (guests to be over 18 years). This membership grants attendance to all social events on payment of the fee of the day or for the event.

ENTITLEMENTS: A Club badge and Club car pass is included. Such Members have a single vote.

Partner Social Membership

Entitles the Member, their partner (as named at the time of the application) and their children under the age of 18 years to the use of the facilities of the Clubhouse and to invite guests into the enclosure (guests to be over 18 years) and to all the social events on payment of the fee of the day for the event. Each guest is permitted up to 4 times per season before taking out their own membership.

ENTITLEMENTS: The Member and his or her partner has one vote each. A Membership's badge(s) and Club car pass is included.

Single Young Social Membership – (1) Aged 18-25 (2) Aged 26-30.

Entitles one person to use the facilities of the Clubhouse and to invite guests into the enclosure. Each guest is permitted up to 4 times per season before taking out their own membership (guests to be over 18 years). This membership grants attendance to all social events on payment of the fee of the day or for the event. A Member's badge and club car pass is included. Such Members have a single vote.

Academy

This allows new players to be covered for insurance purposes whilst taking instruction at the Club and entitles them to the use of the facilities of the Clubhouse and to invite guests (guests to be over 18 years) into the enclosure at any one time and to attend all social events on payment of the fee of the day or for the event. Each guest is permitted up to 4 times per season before taking out their own membership

ENTITLEMENTS: One vote. A Club badge and car pass is included.

Junior Academy Up to 17 yrs

No voting rights, no guest allowance, parents or guardians receive 2 complimentary picnic tickets when child is playing on a Sunday. 1 Junior Player's badge. In addition their Parents and/or Guardians are reasonably expected to take out Social Membership should they use the Club's facilities regularly.

Social Veteran Single

Entitles one person to use the facilities of the Clubhouse and to invite guests into the enclosure. Each guest is permitted up to 4 times per season before taking out their own membership (guests to be over 18 years). This membership grants attendance to all social events on payment of the fee of the day or for the event. Veteran membership is by application to the Board and requires a minimum of 15 years continuous membership prior to application.

ENTITLEMENTS: A Club badge and Club car pass is included. Such Members have a single vote.

Social Veteran Partner

Entitles two people to use the facilities of the Clubhouse and to invite guests into the enclosure. Each guest is permitted up to 4 times per season before taking out their own membership (guests to be over 18 years). This membership grants attendance to all social events on payment of the fee of the day or for the event. Veteran membership is by application to the Board and requires a minimum of 15 years continuous membership for both individuals prior to application.

ENTITLEMENTS: Two Club badges and 2 Club car passes are included. The Member and his or her partner has one vote each.

Social Single Honorary

Entitles one person to use the facilities of the Clubhouse and to invite guests into the enclosure. Each guest is permitted up to 4 times per season before taking out their own membership (guests to be over 18 years). This membership grants attendance to all social events on payment of the fee of the day or for the event. This membership may be granted by the Board if it is considered that the individual may be beneficial to the Club or for notable service to the Club and the membership may be granted for life or for a defined period.

ENTITLEMENTS: A Club badge and Club car pass is included. Such Members have no voting rights.

Social Partner Honorary

Entitles two people to use the facilities of the Clubhouse and to invite guests into the enclosure. Each guest is permitted up to 4 times per season before taking out their own membership (guests to be over 18 years). This membership grants attendance to all social events on payment of the fee of the day or for the event. This membership may be granted by the Board if it is considered that the individuals may be beneficial to the Club or for notable service to the Club and the membership may be granted for life or for a defined period.

ENTITLEMENTS: Two Club badges and 2 Club car passes are included. Such Members have no voting rights.

Affiliate Polo and other clubs Members

Members of affiliate polo clubs and other clubs can apply to the Club at day rates to be decided by the Club for affiliate membership for a limited number of visits per season but shall have no voting rights.

DEBENTURES

Debenture Playing Membership Type A (90 available):

Buying

On invitation to join the Club as a Debenture Playing Member and on payment of the joining fee of the day the Polo Office will inform the player with the details of the Debentures available for sale from the Club. The Polo Office will then issue a new Playing Member Debenture in the Player's name and upon payment of the annual subscription of the time will be deemed to be a Debenture Playing Member with all the rights and entitlements involved.

Selling

When a Debenture Playing Member retires or leaves the Club they can write to the Polo Office to request that their Debenture be purchased by the Club; the Club may choose to purchase the Debenture and will propose a purchase price to the seller. If for any reason the Club is unable to purchase the Debenture, the Club will advise the seller of the possibility of a private sale, though this is at the Club's discretion. All private sales incur an administration fee of £500 payable by one or other or a combination of the parties. It is strongly recommended that Debenture holders take out some form of social membership of the Club in the meantime to ensure that their correct address is maintained by the Club.

Debenture Membership Type B (60 available)

These Debentures can be purchased by Chukka Members, Social Members, Young Playing Members and Academy Members.

The Board reserves the right to change the number of Debentures available in each category but this shall be approved by the members at an AGM.

The Club will have the right of purchase to a deceased former member's Debenture at its face value.

May 2020