



# Club Site Rules

## Courtown Site

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We want members to enjoy themselves as much as possible. Our Club site rules are there to make everyone's life a little more relaxing and encourage site users and visitors to show consideration for others.

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### Booking Your Pitch in Advance

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1. Bookings must be made on line through the Club website.
2. Payment must be made at the time of booking via stripe pay.  
This also applies for bookings for Branch meets.
3. We ask that you give as much notice as possible when cancelling or amending your booking, especially if you are unable to take up your site booking, so that others can take advantage of the pitch.
4. Members who cancel inside 48 hours, or fail to arrive after booking, will not be refunded.
5. A refund can be applied for through CMC, once you have a valid reason.  
In the case of Branch Meets, refunds must be applied for through your Branch Secretary.
6. When you make a booking, you will receive an email with your code for the gate and instructions on how to access the site.  
Please note: This is not an automated system. Your code and instructions on how to access the site are not automatically sent. Please allow time for the Bookings Officer to process your reservation.

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### Entering the Site

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1. All vehicles must come to a full stop at entrance gate before entering the site.
2. Members wishing to be parked beside other members should arrive with those members, as it is not possible to hold pitches. The general rule is to park next in line, unless otherwise directed by the Steward.
3. Once you arrive on site, wait to be parked by the Steward.
4. If it's not an official meet, or there is no Steward on duty, then you can take your pick of the available pitches.
5. If you have a large or very heavy outfit you may need to stay in the hard-standing area.

6. Please have your membership card clearly displayed on your windscreen when you arrive on site.
7. Anyone who is visiting the site must check in with the Steward, including children.
8. Visitors must be registered at the time of booking.
9. A maximum of two overnight, non-member visitors per unit is permitted.
10. Members must not bring visitors with them if they have not been included when booking online.
11. Fees for overnight stays without a unit: members €5 per night, non-members €10 per night.

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### Management

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1. A Steward (steward can also mean a Care-taking Steward, or an event committee or co-ordinator) will be appointed for each meet.
2. The Steward is responsible for all matters appertaining to the meet and his / her decision on all matters shall be final.
3. Members must have at least 12 months ICCC membership to book Courtown for own use outside of official meets or when there is no Steward on site.
4. The Steward shall report in writing on any controversial decisions or contravention of rules to the CMC. In the case of a Branch Meet the Branch Secretary must also be informed.
5. In wet conditions, vehicle usage on site must be kept to a minimum and any direction by the Steward concerning vehicle usage must be obeyed.
6. A red flag will indicate that driving on site is not permitted and vehicles must be parked at the designated area. There is a large car park near our Club site and this can be used for free.
7. As per our planning permission, no signs to be placed on the outside railings or entrance. Only signs erected internally on site are permitted.
8. If anyone on site disregards these rules and disrupts the enjoyment of others, the Steward may instruct them to leave the site and a report will be made.
9. The club will not accept liability whatsoever for persons or property of any members or others, camping or visiting with the Club.

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## Behaviour on Site

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1. Please make sure you, and anyone staying with you, respect the comfort and convenience of other site users.
2. When you're on site please don't behave in a way that discredits the Club. Verbal or physical abuse will not be tolerated. This will result in you being instructed to leave the site and your membership may be suspended.
3. If you have children or visitors with you on the site, you are responsible for their supervision and behaviour.
4. No one wants their outfit damaged, so ball games are not allowed near the pitches.
5. For everyone's safety, please do not use the grass slope area as a walkway to or from your unit. Always use the roadway.
6. In the unfortunate case of a complaint, please see the Steward first as it is important that they are given the opportunity to resolve a difficulty whilst you are on site.
  - If the problem can't be resolved, please write to the Secretary of National Council and copy the CMC. In the case of a Branch Meet the Branch Secretary must also be informed.

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## Using Your Pitch

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1. The maximum time you're allowed to stay onsite is 14 consecutive nights, with a 2-night gap before you can return. This rule applies to members making individual site bookings; it does not include members booking for Branch Meets, committee members who are working or volunteers who are stewarding during the summer season.
2. In the interest of safety, units must be parked within the pitches as marked.
3. The Pitch allocated to you must always be kept neat and tidy and the area around it should be left as clean if not cleaner than it was found.
4. To show consideration for others, please leave your pitch clean and tidy on departure, and check for pegs.
5. Please inform the Steward if you need to leave your outfit unoccupied for more than 24 hours. Keys must be left with the Steward in case of emergency.
6. If you have a motorhome and you're leaving the site for a while, save your pitch by marking it as occupied.
7. Full site fees will apply if leaving your unit on site unoccupied.

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## Using Awnings or Tents

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1. On pitches with awning space you can erect an awning. You may also put up a tent for extra sleeping accommodation, or a specially designed toilet or cooking tent, provided the main outfit is occupied, but please keep them within your pitch area.
2. Only breathable groundsheets may be used - plastic sheets are not permitted.
3. Please protect the pitch grass by lifting your groundsheets and side flaps of awnings, tents or annexes at frequent intervals or as required to by Steward.

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## Electrics

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1. After you are sited, if not already in position, electric boxes are available in the meter room.
2. Supply to your unit is only capable of powering your fridge, lights and battery charger. It is not suitable for household kettles, heaters, etc.
3. Lights on the site are controlled by a timer / sensor. Last person leaving the site must make sure the timer is turned off.
4. Each unit is separately fused; overloading should only affect your unit.
5. The last unit to disconnect from each electric box must return it to storage area in the meter room.
6. Under no circumstances should the electrics be tampered with.
7. **Members must neither open nor interfere with the grey fuse box in the meter room.**

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## Sanitation

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### 1. Chemical disposal

- Contents of chemical toilets must be emptied by an adult at the disposal points provided.
- Never dispose of nappies, wipes of any kind or similar bulky items in the chemical disposal. Any disruption of the pumping service will affect everyone on site and be a major financial charge on the Club.
- Do not wash chemical toilets at the drinking water taps.

## 2. Waste water

- Please collect your waste water in a suitable container and empty it at the disposal point provided.
- Please do not leave the site with drain taps open.

## 3. Fresh water

- Water points must not be used for personal washing, emptying or cleaning of toilet receptacles, washing of clothes or rinsing or washing of foodstuffs or utensils.

## 4. Toilet block

- The toilet block (ladies and gents) will be closed from 11pm to 9am every night and must be kept clean at all times.
- They should be cleaned after each Branch meet.
- Sinks in the toilet block must not be used for domestic activities, such as rinsing of utensils, washing up, etc.

## 5. Rubbish disposal

- Please recycle as much of your rubbish as you can.
- Glass MUST NOT be put in site bins. The Club will be fined if glass is found in our bins. There are recycle bins in the Leisure Centre car park for glass and cans.
- Unless provision is made, all household rubbish must be taken home by members.

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## Fire Precautions

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1. As soon as you can after arrival, get to know the site's fire safety precautions and locations of fire points.
2. All units must have a fully working fire extinguisher, smoke and carbon monoxide alarm fitted.
3. **You must not light fires on the site.**
4. Barbecues:
  - a. Only certified and approved barbecues are permitted on site.
  - b. Please make sure you keep smoke and fumes under control, so you don't annoy your neighbours.
  - c. Your barbecue must be raised off the ground enough to reduce fire risk and avoid grass damage.
5. No cooking of any description is to be done in the Clubhouse.

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## Dogs & Other Pets

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1. You are responsible for your pet's behaviour. You must make sure your pet is under control at all times.
2. Dogs must be kept on a secure lead at times, no more than 3 metres long.
3. Any fouling must be cleaned up immediately by the handler.
4. Dogs should not be walked by children who are too young to clean up fouling.
5. Pets considered by the Steward/Care-taking Steward to be dangerous will not be permitted on site.
6. Whilst not recommended, pets left on site when owners are off site must be INSIDE the caravan or motor home.

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## Noise

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1. There shall be no undue noise on site between 11pm and 9am. Consideration for our neighbours and adherence to our planning permission is essential.
2. The use of radios, CD players, musical instruments shall only be allowed so long as no annoyance is caused to other campers or neighbours.
3. Electrical generators are not permitted on site.

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## Parental Control

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1. Parental control must be exercised over children at all times.
2. Parents are reminded of the dangers of leaving young children unsupervised in caravans and motorhomes.
3. The Club's Child Protection Policy is available on the Club's Website (under *Links*) and should be studied and reviewed by all members.
4. Photos with other peoples' children in them must not be posted on social media without prior parental consent.
5. Children's safety and behaviour, wherever they are on site, remain the responsibility of the parents or guardians.
6. Children may not be left on site unless in the care of a responsible adult.
7. The grass slope is not for playing on. In the interest of safety, children are prohibited from playing on the grass slope area.
8. Codes for gates must not be given to or shared with children under the age of 12.
9. Children must not interfere with/play with the gates and/or keypads.

**10.** Children are not permitted into the Clubhouse unless they are supervised by an adult.

**11.** All children (under 18) must be in units by 11pm\*.

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### Site Roads

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- 1.** Please drive your vehicle with particular consideration for pedestrians, including children and other vulnerable road users, who have priority over vehicles.
- 2.** Vehicle speeds should not exceed walking pace (5kmph) and one-way systems (when applicable) must be followed.
- 3.** You must have a full current driving licence, insurance for the vehicle driven and follow the principles of road safety, and vehicle must have a valid NCT/DOE cert.

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### Clubhouse

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- 1. No smoking, vaping or e-cigarettes** in the Clubhouse at any time.
- 2.** Please respect the furniture – no standing on tables or swinging on chairs.
- 3.** Please use the noticeboard provided; notices are not to be put on the walls.
- 4.** Any items left behind will be disposed of after one month.
- 5.** Fridge is for use by Stewards/Care-taking Stewards only.
- 6.** No cooking of any kind is to be done in the Clubhouse.
- 7.** Members must bring bottles, cans and other rubbish with them when leaving the Clubhouse.
- 8.** Please be respectful of other campers and local residents when leaving the Clubhouse.
- 9.** The Clubhouse must be left clean and tidy after use.
- 10.** Dogs and other animals are not permitted in the Clubhouse
- 11.** Children are not permitted into the Clubhouse unless they are supervised by an adult and are not allowed in the kitchen area at any time (health & safety).
- 12.** Children are not permitted in the Clubhouse after 10:30pm.  
\*13-17 year olds may stay in the Clubhouse until 11:30 when in their parents' company.
- 13.** The Clubhouse will be closed and locked at 11:30pm, or later at the discretion of the Steward.