



**REC CENTRE**

**MEMBERSHIP ACTIVITY CLUBS**

**RULES**

**2026**



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## THE RECREATION CENTRE GOVERNING DOCUMENT



### OVERVIEW

The REC Centre is a hub of membership activity clubs formed by persons motivated by a common interest and a desire to participate in that interest/game/sport. Time immemorial, we humans have mingled, outside of work, to play sport, have a drink, dance, and laugh and unwind, largely in loose social gatherings. The REC Centre will add value to member's socializing experience by bringing likeminded and diverse professional personalities together and engaging them in collective activities all designed to improve their individual condition, welfare and enjoy their pastime. Thus, the REC Centre will be a place for a group of people with a shared passion for an activity to meet. It is simple, "patrons become members, write up a set of rules or bylaws that clearly state the mission of their club; register and subscribe; and off they go as club."

Darts, chess, scrabble, pool, social football, village banking, writers, comedy, and women's club etc., are but a few examples of clubs that the REC Centre foresees it can host. Thus, the REC Centre offers a place to play games, learn and just hangout. That is it, the REC Centre is where members come when they are looking for a nice place to meet some new friends, learn or practice a recreational game and also compete. Members are welcome to bring guests to the facilities. After their activity, members can enjoy some delicious food in the club lounge and bar.

### MISSION

Our mission is to enrich the lives of the members by getting them and keeping them active -mentally-physically-socially- through providing excellent recreational facilities that can host a variety of activity-clubs formed by individuals motivated by common interest and desire to participate in that interest/game/sport, in first-rate recreational facilities.

### VISION

To be the recreation centre of choice for persons who want to participate in the activity of their interest at social/recreational or competitive level, network with likeminded persons, and socialize in a decent and respectable environment.



## TAGLINE

“Don’t get in the way of recreation.”

## VALUES

Courage, Joy, Community, Engagement, Building a Recreation Legacy, Service

### *Benefits Structure (Value Proposition)*

The benefits are encapsulated in our commitment to offer a unique experience for the individual members and clubs hosted at the REC Centre:

### REC CENTRE Benefits for Individual Members and Subscribed Clubs

Benefits for the Individual Members	Benefits for the Subscribed Clubs
<ol style="list-style-type: none"> <li>1. Staying active and connected in the activities that bring them joy.</li> <li>2. Alleviating loneliness, isolation and boredom.</li> <li>3. Meeting new and different people and building relationships.</li> <li>4. Having access to a decent, respectable and safe space for meetings, recreation, pub and grill, events and other amenities all situated in one location.</li> <li>5. Pursuing the challenge of continuous personal growth including participating at entry level, developmental, high performance, recreational or any combination of these levels in the activity of interest.</li> <li>6. Training for volunteer coaches and advancement in coaching, administration and officiating.</li> <li>7. Access to knowledge, skills, and experience passed on by more experienced members.</li> <li>8. Only members can initiate, form and register a club at the REC Centre.</li> <li>9. Only members can vote and/or contest for positions in the Centre Management Committee.</li> <li>10. An opportunity to build a healthy, vibrant community of enthusiasts for the game/sport/activity.</li> </ol>	<ol style="list-style-type: none"> <li>1. Recreation facilities – The members don’t have to incur the expense of building own facilities or formally renting a building for their activities and events.</li> <li>2. Venue for meetings, socializing, entertaining visiting teams, hosting tournaments, social events and award gala nights.</li> <li>3. Administrative systems – Once a club is registered, the REC Centre will save the club members time on many clubs’ administration, website hosting, communication activities, collecting membership dues, financial management, event management, and buying and selling games and game equipment.</li> <li>4. Other convenience services are available in one location – The members can enjoy the services and products of other convenience services located at the same premises, that is, car wash, barber, butchery kitchen, pub and grill facilities, venue hire, and events management.</li> <li>5. Promoting &amp; providing an organized form of game/sport at the community level.</li> <li>6. Encouraging cooperation and teamwork among club members.</li> <li>7. Providing the game/sport with permanency even though individual club members may change.</li> <li>8. Cost saving for the club in many areas of overheads.</li> <li>9. The club will have an appropriate and credible physical address.</li> <li>10. An opportunity to build a healthy, vibrant community by helping residents to reap the benefits of having a healthy and engaged lifestyle.</li> </ol>



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## ORGANIZATIONAL STRUCTURE

### *The REC Centre Legal Status*

1. The REC Centre is a proprietary recreation facility (the “Centre”) and the proprietor is FASE Ltd (the “Proprietor”) whose registered office is at Lot D1 2333/M Lusaka East, Lusaka, Zambia (company number 119880017642), a company limited by shares regulated by the laws of Zambia and subject to the Companies Acts No. 10 of 2017.
2. The Proprietor has a website at [www.faseltd.co.zm](http://www.faseltd.co.zm) (the “Website”) and links to the pages for the REC Centre content (the “Centre Website”). The Proprietor owns all copyrights and other intellectual property rights in the Website, Centre Website and their databases and the Magazine but is not responsible for content posted by the clubs on the Website.

### *Centre Objectives*

1. The Proprietor has established the REC Centre as a private recreation facility for individuals who agree to join and be subject to these rules (the “Rules”) who shall be members as individuals and clubs.
2. The objectives of the Centre are to develop, maintain and provide recreational facilities, and amenities for the common interest and services to members and the clubs hosted at the Centre.

### *Centre Management*

1. The Proprietor shall be responsible for all actions and management of the Centre and may delegate the management or any aspect thereof to its servants and agents as it deems fit, including powers and rights exercisable by the Centre and its clubs under these Rules. Only the Proprietor and its director, servants and agents may bind the Centre but they may not make any pledge on behalf of members.
2. The Proprietor may terminate any delegation, in whole or in part, at any time and assume direct responsibility for any Centre function or determination and its decisions shall be final.

### *Centre Operations*

1. The REC Centre manages amenities, food and beverage services, and facilitates for enjoyable and safe pursuit of common interests by individuals and clubs at its facilities located at the FASE PLAZA which is situated in Chongwe District, Zambia.
2. The REC Centre’s Centre Management Committee organizes, Annual General Meeting, End of Year Clubs Award Gala, and other events.
3. The clubs organize their own meetings and events hosted at the REC Centre.
4. The REC Centre is open every day for members for food and beverages, meetings, and social games.



### *Centre Premises and Facilities*

The REC Centre is situated at Stand/Lot A112/Sub 3/Sub A/Sub Z/ Sub A/87A, Silverest, Chongwe District, Zambia. The REC Centre has several facilities including:

- A. Bar Lounge
- B. Multipurpose Hall
- C. Outdoor Terrace
- D. Kitchen and Restaurant
- E. Offices
- F. Convenience Shop for games and sports equipment, Car Wash and Barbershop.
- G. Car Park

### *Funding*

The Proprietor, FASE Ltd, finances and maintains operations of the REC Centre and receives joining fees, annual membership dues, gaming fees, venue hire and events management fees. The clubs' programmes are financed by fundraising events, ticketing for events, grants and commission on or additional club membership fees.

### *The Centre Management Team (CMT)*

1. The Centre Management Team (CMT) shall comprise members of the FASE PLAZA management team appointed by the Proprietor and may select from among the registered clubs chairpersons to work in liaison with the CMT.
2. The Proprietor delegates to the CMT to deal with the activities of the REC Centre, promoting the Centre's mission and objectives, Centre membership and other business arising from the Centre's activities. The CMT cannot bind clubs and individual members to third parties nor enter contracts or pledge their credit.
3. The leader of the CMT will be appointed by the Proprietor.
4. The CMT may establish sub-committees as required to deal with matters such as discipline and membership and any other matters, and shall determine their terms of reference. Sub-committees may appoint their own chairperson. References below to CMT's meetings shall include sub-committee meetings.
5. The CMT shall take minutes of their meetings, however, all matters dealing with REC Centre business details are to be kept confidential by the CMT and the clubs as specified.
6. Non-Members of the CMT may attend and speak at meetings by invitation.

## CENTRE RULES AND REGULATIONS

### HOW IT WORKS

The REC Centre can get your club set up and operational within one week, and you can start using the recreational facilities right away.

### Members are in Control of the Club Activities

The REC Centre gives members control over their activities and events.



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### Collect Payments and Dues

The REC Centre's all-in-one solution allows the Centre to collect and process point-of-sale payments, request and manage dues and issue payment requests to all or select members and on behalf of clubs.

### Set Up Events, Message Attendees and Event Management

The REC Centre's administration and facilities will help clubs create events for all members or subgroups with automatic email reminders. Other event functionality includes ticket sales for events and event management.

### Easily Communicate with Members

The REC Centre's website and social platforms have multiple ways for club leaders and individual members to easily communicate through group emails, blogs, posts, comments, and social media platforms.

## STEPS TO FORMING A CLUB AT THE REC CENTRE

The most important requirements for starting a successful, not-for-profit club are interest and commitment. Once a group is willing to commit to a regular meeting time and a common interest, the group can manage the rest with ease.

1. Once it is decided what type of a not-for-profit club it will be and what they share in common interest, the group can register with the REC Centre and have access to designated facilities at the REC Centre premises.
2. In the first instance, all individuals of the group must first register and pay membership to the REC Centre.
3. A membership of 7 or more members will be required to register a Club.
4. The club determines how often, be it weekly, bi-weekly, monthly it will meet to engage in the activity. The club also decides the time of day to hold their activities.
5. The next step is to meet with the Plaza Manager to determine what facility activity room would be available to accommodate the group during the times they are looking to hold their activities.
6. Once the activity location has been determined, a Room Request Form should be completed and submitted to the Plaza Office. Room requests must be submitted every year for club activities. The room requests are taken a year in advance and can be turned in starting in July prior to that year. These forms are located at the REC Office.
7. If patrons are planning to form a club, by-laws with names of officers, should be submitted, and must have a committee as prescribed. By-laws define officer and member duties and it creates a mutual understanding of how the club operates as described below:
  - a. The Chairman is the highest-ranking elected officer of each registered club at the REC Centre and is directly accountable to the members. The Chairman chairs the club meetings of its members. The Chairman will be the official spokesman of the club and will receive copies of external



- correspondence to the club through the REC Centre. The Chairman is responsible for ensuring the club's compliance with REC Centre rules and enforce the rules of the club and the REC Centre.
- b. The Vice-Chairman functions as a direct aid to the Chairman carrying out tasks that complement the work of the REC Centre. The Vice-Chairman shall assume the role of Chairman in the absence of the Chairman.
  - c. The Treasurer oversees the financial affairs of the registered club related to member activities and programmes, according to the standard accounting practices. He or she presents periodic reports on the financial status of the club to the REC Centre and reconciles the club dues and the bills for the club's operations and activities.
  - d. The Secretary would keep the minutes of every meeting. The Secretary shall oversee the membership of the club and provide updated membership records. The Secretary ensures that only duly registered members of the REC Centre are enrolled in the club.
8. Only members of the REC Centre may be members of Clubs and are eligible to be officers of clubs! Any club holding meetings with outside guests will be subject to guest fee charges. It is the responsibility of the member forming the club or Chairman thereafter to check membership I.D.'s from all participants during club meetings. (Guest fee information is attached with all room requests). If a guest speaker or guests will be attending club meetings, a Club Guest Notification form must be submitted to the Plaza Manager two (2) weeks prior to the meeting. These forms are located at the Plaza Office and make it easy for guests to enter the REC Centre facility.
  9. If it is planned to have food at any club meeting, a deposit is required. The Alcohol Beverage Licenses for the FASE PLAZA do not permit the consumption of alcohol not purchased on site. If utilizing an outside caterer for an event, the club will need to obtain authority from the Plaza manager two (2) weeks prior to your event.
  10. If a club meeting requires a set up different from what has provided in the facility, it should submit a drawing of the desired set-up to the Plaza facility three (3) weeks prior to the event.
  11. Should the club wish to place the club information in the Plaza Directory, website, Poster or Activity Schedule of the Plaza newsletter, it should complete and submit to the REC Office the Club Update Form.

#### FACILITY USE RULES, REGULATIONS AND PROCEDURES

The following information is provided to help promote a clear understanding between the REC Centre and the member clubs, regarding the requirements for reserving, using, and cleaning of the facilities that will be utilized.



### RESERVATIONS

All requests must be made in person and in writing at the REC Office on the Facility Request Form. Applicant must be a member of the REC Centre. Applications are accepted on a first-come, first-served basis up to one year in advance.

### GENERAL CONDITIONS

- Time requested for set-up and clean-up is calculated as part of the total time required. It is expected that the facility will be left in the same condition as when it was occupied.
- The cleaning of the designated room(s) should be finished prior to leaving the building.
- It is the responsibility of the member club making the request to make sure the room is left clean and the facility is vacated by the specified time noted on the Facility Request Form.
- If any damage to the facility and/or equipment is reported to the Recreation Office, the cost of repairs or replacement will be billed to the member/club who has requested the room.

### SET-UP

- All decorating must be done the day of the event, and all decorations must be removed after event is complete.
- Member clubs are required not to use nails, thumbtacks or staples on the facility walls. Candles will not be permitted in any of the facilities.
- If the room or facility is re-arranged for the event, clubs must ensure the room is put back to the original room configuration.

### CONDITION OF FACILITY

Immediately after the event, and within the time specified in the application, the premises used must be cleaned and all personal items removed.

### CLEAN UP CHECKLIST

- All tables, chairs, sinks, and counters wiped clean.
- Any spills in all areas swept and mopped up.
- All decorations must be removed and disposed of.
- Disposable trash checked in lobby, restrooms, and parking lot areas and removed.
- All trash must be placed in the proper receptacle and emptied before leaving the facility

### GENERAL RULES

1. Bring Your Own Beer (BYOB) is not allowed at any facility at the FASE PLAZA. No alcoholic beverage may be consumed unless purchased from the facility in ownership of the beverage license. If requiring alcoholic beverages at a function, contact the Plaza manager.
2. If alcoholic beverages are found on the property other than what has purchased from the facility in ownership of the beverage license, said



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alcohol will be disposed of immediately, if this is not complied with, said offender(s) will be asked to leave the function. If said offender(s) still refuses, the function will be shut down and everyone will be asked to leave the property. Offending parties or groups will be denied future permission to utilize the facility.

3. The applicant will be solely responsible for:
  - a. Damage, loss, accidents, or injuries to persons or property resulting from the use of the facility.
  - b. Supervision and control of people in attendance at the event.
  - c. Damage to furniture, fixtures, or any part of the center.
4. All request for control of lights, heating and cooling systems, public address systems, and other equipment should be directed to the Plaza Manager one day before the equipment is required.

*CHECKING OUT/IN GAME EQUIPMENT/S*

- Membership card/ID card is required to check out/in each game or game equipment.
- A monetary fine will be charged to the responsible club member's account for any lost or damages to REC Centre property.

I have read, understand, and agree to the above facility use rules, regulations and procedures.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Questions, comments, concerns and requests regarding these rules are welcomed and should be addressed to FASE Ltd of Lot A112/Sub 3/Sub A/Sub Z/ Sub A/87A, Silverest, Chongwe District, Zambia. Telephone +260967207421, or email at [info@faseltd.co.zm](mailto:info@faseltd.co.zm) or [faseltd@gmail.com](mailto:faseltd@gmail.com).



MEMBER BIODATA

<b>MEMBER BIOGRAPHICAL DATA SHEET</b>					
<b>1. Name</b> (First, Middle, Last) ..... ..... .....	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>2. NRC Number</b>                      ...../...../.....                 </td> <td style="width: 50%; vertical-align: top;"> <b>3. Passport</b>                      .....                 </td> </tr> <tr> <td style="width: 50%; vertical-align: top;"> <b>4. Date of Birth</b>                      .....                 </td> <td style="width: 50%; vertical-align: top;"> <b>5. Citizenship</b>                      .....                 </td> </tr> </table>	<b>2. NRC Number</b> ...../...../.....	<b>3. Passport</b> .....	<b>4. Date of Birth</b> .....	<b>5. Citizenship</b> .....
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<b>4. Date of Birth</b> .....	<b>5. Citizenship</b> .....				
<b>6. Work/Business Address</b> ..... ..... .....	<b>7. Residential Address</b> ..... ..... .....				
<b>8. Next of Kin (Contact Details)</b> ..... .....	<b>9. Areas of Interests (Hobbies)</b> ..... .....				
<b>10. Primary E-mail Address</b>	<b>Alternative E-mail Address</b> .....				
<b>11. Primary Mobile Phone No.</b>	<b>Alternative Mobile Phone No.</b> .....				
<b>12. WhatsApp Mobile Phone No.</b>	<b>Twitter Address</b> .....				
<b>13. Employment Details</b> <b>Position / Title</b> .....	<b>Employer's Name and Address (Point of Contact and Telephone number)</b> ..... ..... .....				
<b>14. Expertise</b>	<b>Games/Sports/Clubs which Partner is familiar with or has a keen Interest</b>				



<p><b>Business</b></p> <p>.....</p> <p><b>Personal</b></p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>15. Certification (Signature of Member)</b></p> <p>.....</p>	<p><b>Date:</b></p> <p>.....</p>
<p><b>Member certifies in submitting this form that they have taken reasonable steps to verify the information contained in this form.</b></p>	