

THE UBDSM
OPERATIONAL TEAM

Vol.5
February
2025

WHAT YOU NEED TO KNOW



www.ubdsm.co.za

CLUB INFORMATION PACK

Introduction

**Event and WhatsApp Chat
Rules and More**

Empowerment Through
BDSM

PART 1: UBDSM Event Rules and Conduct Guidelines

UBDSM is a private members club which hosts events, including parties, workshops, training courses, and social gatherings.

The Club also operates various UBDSM WhatsApp Groups as well as a UBDSM website, which are regulated by separate rules.

The Rules contained in this portion of the document apply exclusively to UBDSM Events, in order to ensure that Club events prioritise safety, respect, and ethical practices.

Application of the Rules

The UBDSM Event Rules apply to everyone attending UBDSM events, irrespective of whether such persons are members or people in positions of authority, and by attending any UBDSM event or participating on any UBDSM WhatsApp group or on the Website in any way, the persons doing so accept that they are bound by all Club rules and procedures.

Adherence to these rules is required at all times, so that events are welcoming, safer, and inclusive.

Membership

- 1.1.1. **Application for membership:** Persons wishing to become members of UBDSM, are required to apply, in accordance with the procedure set out on the UBDSM Website.
- 1.1.2. **Membership:** All applications for membership are vetted, and acceptance as a member of the Club is at the sole discretion of the UBDSM Operational Team (UBDSM Management).
- 1.1.3. **Only vetted members may attend UBDSM parties.** However, workshops, training courses, and social gatherings may be open to non-members, at the discretion of the Operational Team.
- 1.1.4. **As a private club, UBDSM reserves the right** to accept, decline, or revoke membership, and event attendance is conditional upon adherence to the Club's rules.

Familiarity with Rules

All members and event attendees must familiarize themselves with these Rules before attending any event, and must comply with them at all events. Ignorance of the rules will not be accepted as an excuse, and failure to comply may result in disciplinary action, including warnings, removal from events and / or revocation of membership.

Dress Code

The dress code for UBDSM events is Kink, Theme, or Black.

Casual wear, including jeans, sneakers, or everyday clothing, is strictly prohibited.

- 1.1.5. **Kink attire** encourages participants to express their fetish, power dynamics, and kink identity.
- 1.1.6. **Theme attire** allows members to creatively engage with the event's specific theme.

1.1.7. **Black** represents elegance, mystery, and neutrality.

General Rules of Conduct

Respect for Relationships and Dynamics

Always enquire about and respect existing dynamics, relationships, collars, and protective rules, before engaging with anyone with whom you are not familiar. This entails the following:

- When you wish to engage in conversation with someone you do not know, start by ascertaining whether they are amenable to being approached by you.
- Ascertain whether the person is a relationship or has existing dynamics, and if so, respect their circumstances and preferences without question.
- If a person is not amenable to engaging with you, do not persevere or try to persuade them to the contrary. In the BDSM space, no means no and persisting against a person's wishes is impermissible and constitutes a consent violation.
- In general, whether you know the person or not, respect other people's boundaries, whatever they may be, as boundaries are deeply personal and are also an integral component of a person's dynamics.
- Do not attempt to persuade others to disregard a boundary or engage in conduct which they are not open to, or disregard a rule which is applicable to their dynamic or relationship.
- Consequently, before approaching anyone, be mindful that other persons have their rights and preferences, and may be in dynamics that limit or prohibit them from engaging with certain others.
- Never assume that anyone is open to being approached - enquire first, and respectfully remove yourself if the other person is not amenable.

Respect and Cordiality

Maintain a respectful demeanour towards others at all times.

- Treat others with kindness, consideration, and respect.
- Use respectful language and tone.
- Avoid confrontations and creating, contributing to, escalating, or embroiling oneself in drama, whether at any events, on WhatsApp groups, the website, in the public domain or otherwise.
- Be courteous to all, regardless of role, orientation, or identity.
- Foster a positive, inclusive atmosphere.

Explicit Consent

Consent must be clearly and explicitly given, not only prior to engaging in plays / activities, but also before engaging in conversations with persons with whom you are not familiar.

- Particularly when it comes to plays, always obtain clear, explicit prior consent to every component of a play, including the nature of the play, the furniture and / or equipment which will be used, the intensity and duration of the play, the parts of the body which may be touched, what is off limits, safe words and signals which are required to be adhered to, and the nature of whatever aftercare may be required.
- Consent cannot be assumed or implied, but must be explicitly obtained by way of direct communication before the commencement of a play.

- Ensure all parties to a play fully understand, and agree to every aspect of the activity in question.
- Respect that consent may at any time be withdrawn during or before a play, and any withdrawal of consent must immediately be respected.
- Consent granted or boundaries agreed to prior to a play, may not be altered during a play, and must be adhered to.
- Prioritize open communication before, during and after a play, to ensure mutual understanding.
- Do not assume that silence during a play constitutes consent – check in and ascertain that the other person is amenable to whatever may be transpiring, and discontinue or pause whenever required.

No Means No

Respect non-consent immediately.

- Immediately stop activity upon hearing "no", a pre-agreed safe word, or seeing any signal that conveys withdrawal of consent.
- Respect boundaries and personal space.
- Don't pressure, try to persuade or coerce others into agreeing to any activity which they are not amenable to.
- Recognize non-verbal cues (e.g., body language).
- Prioritize the safety and well-being of the other person(s) involved in a play.

Kink Etiquette

No kink or body shaming.

- Avoid criticizing or mocking others' kinks or fetishes.
- Respect diverse desires and preferences.
- Refrain from body shaming or negative comments.
- Foster inclusivity and acceptance.
- Promote positive body image.

Touch Policy

Do not touch anyone or anything without explicit permission. Don't touch it if it's not yours.

- Obtain clear consent before making any physical contact with another person until you know whether they are amenable to such contact.
- Respect that not everyone is amenable to being hugged or touched in any way, and some people can find even well intended conduct of this nature as offensive.
- Respect other people's personal space and boundaries, and apologise in the event of accidental touching of another.
- Label your own equipment, and ask before touching anyone else's equipment or personal items.

Photo Policy

No photos or videos without explicit permission.

- Obtain clear consent from all parties before capturing images.

- Respect the privacy and anonymity of others and do not include others in photos, either directly or in the background, where such person's consent has not been explicitly obtained.
- This applies irrespective of whether a person's face is visible or not, as people can be identified by others based on clothing, hair styles, tattoos etc., and it would violate guests' right to privacy if any person, or any part of another person were to appear in a photograph or video without their consent.
- Do not share any images or photos without the explicit consent of all of the persons in the photo, including those who may be in the background.
- Prioritize confidentiality and the rights of others to attend events without risk.

Confidentiality and Privacy

Confidentiality

UBDSM operates under rules requiring strict confidentiality, and **what happens at UBDSM stays at UBDSM**. This applies equally to members, leadership and staff, as well as anyone attending events or participating on WhatsApp groups or on the Website.

Purpose: Protect members' personal information and privacy, and maintain an environment within which members can have positive experiences without fear of exposure.

Guidelines:

- Members' personal information, which is retained by the Club for administrative purposes, will be safely secured and protected by Club leadership, and will not be made available or shared with anyone either inside the Club or external to it, without the explicit prior consent of the person in question.
- Operational Team members and persons assisting them from time to time, are required to conclude confidentiality agreements which must be adhered to at all times.
- Confidentiality applies not only to personal information, but also to all interactions between members, members and leadership, discussions taking place at Club or inter-Club meetings, the identities and conduct of persons attending events, and discussions taking place on online platforms.
- Members are required to respect each other's confidentiality, and may not:
 - stalk others;
 - by devious, surreptitious or confidential means, enquire into the identities or conduct of individuals;
 - disclose to any person whether a member or external individual, the identity of persons attending UBDSM events, the nature of any activities engaged in by persons at UBDSM events, the details of discussions between members, whether at events, on Club WhatsApp groups, on line, or otherwise, or disclose the content of discussions engaged in by leadership, whether in internal meetings, inter-Club meetings, private discussions or otherwise.
- Breaches of confidentiality will be addressed promptly, and may result in disciplinary action, including but not limited to a permanent ban.

Examples of Confidential Information:

- Real names
- Contact information
- Personal relationships
- Kink preferences

- Medical information
- Incidents
- Activities engaged in or watched by any persons at events
- Events attended

POPIA Compliance

UBDSM is fully compliant with the Protection of Personal Information Act (POPIA).

Overview: POPIA regulates the processing of personal information in South Africa.

Key Principles:

- **Accountability:** UBDSM ensures responsible information handling.
- **Transparency:** Clear communication about information collection and usage.
- **Data minimization:** Collecting only necessary information.
- **Information quality:** Ensuring accuracy and updating information.
- **Security:** Protecting information from unauthorized access.

UBDSM's POPIA Compliance Measures:

- Secure data storage and encryption.
- Limited access to authorized personnel.
- Regular security audits.
- Clear communication about information collection.
- Members' right to access, update, or delete their information.

Consequences of Non-Compliance:

- Disciplinary action against members or staff.

Reporting Breaches:

If you suspect a confidentiality or POPIA breach, report it to the Operational Team immediately.

Play Guidelines

Designated Play Areas

Clearly Marked Play Areas for Safety and Consent

UBDSM designates specific areas for various play activities, ensuring safety and consent.

- **Purpose:** Clarify play area boundaries, ensure informed consent, prevent unauthorized activities, promote safety.
- **Designated Areas:** Clearly marked and communicated.
- **Responsibilities:** Familiarize yourself with designated areas, respect area-specific rules, and obtain consent before engaging or entering a play space which is occupied.

ROG Safe Word System

"Robot" (ROG) Safe Word System for Emergency Stops

UBDSM uses the "Robot" (ROG) safe word system to prioritize safety and well-being.

In addition, agreed hand signals may be used, as long as the parties have discussed them beforehand, and the top remains vigilant.

- **How it Works:** The "robot" system enables parties to communicate their needs during a play, and tops, facilitators, spotters and DM's, are required to respond immediately in the event of the words below being used, or upon being given hand signals agreed between the parties which convey the same message.
- Failing to respond to a Red or Yellow command constitutes a consent violation, and will result in disciplinary action being taken.
 - **Red (STOP):**
 - Immediately stop play.
 - Ascertain reason and address issue.
 - Do not resume play.
 - Prioritize safety and well-being.
 - Attend to any wounds or issues requiring attention, and provide aftercare.
 - **Orange (CHECK-IN):**
 - Pause play.
 - Check-in with play partner(s).
 - Address concerns or adjust play.
 - Continue only when and if the play partner wishes to do so.
 - **Green (CONTINUE):**
 - Play can continue.
 - All parties must be comfortable.
 - Enjoy the experience, but tops are still required to remain vigilant, and respond to signs of discomfort.
- **Benefits of the Robot system:**
 - Clear communication.
 - Easy to remember.
 - Quick response to needs.
- **Importance:** Quick responses play partners' needs, ensures optimal experiences, prioritizes safety and well-being, and ensures open communication.

Medical Kits

UBDSM provides emergency medical kits to ensure prompt responses to any emergency medical situations which may arise. These kits are **strategically located in easily accessible areas** and are **clearly labelled** for quick identification.

The medical kits contain essential items, including basic first aid supplies, and additional medical items may also be included, to address any medical needs which may arise.

In situations requiring medical assistance, only trained personnel may use the medical kits to assist and ensure that members receive proper care and attention. **The usage of medical kits is strictly limited to medical emergencies and may only be used by persons designated by the Club.**

Regular kit inspections, topping up and maintenance are conducted to ensure that the kits remain fully stocked and functional. Supplies are restocked after each use, and trained personnel are always present during events.

By providing emergency medical kits and trained personnel, UBDSM prioritizes member safety and well-being, ensuring that in the rare event that a medical issue arises, basic medical needs are met promptly and effectively.

BDSM Equipment

Members' Personal BDSM Equipment

As a UBDSM member, it is essential to take responsibility for your personal BDSM equipment. This includes inspecting your own equipment before use to ensure it is in good condition, maintaining cleanliness to prevent the spread of infections, storing equipment safely to prevent accidents, loss or damage, and labelling equipment with your name to prevent loss or misidentification.

It is also a UBDSM Member's responsibility, when intending to play at an event, to bring protective and precautionary items which are required for their plays, and which may include drop sheets, medical clean-up equipment, plasters, etc.

UBDSM Supplied Large Equipment

UBDSM owns and provides a range of large-scale equipment for members to use and enjoy at events, including:

- St. Andrew's Crosses
- Spanking Benches
- Suspension Rigs
- Massage Beds
- Stocks
- Massage Chair
- A Cage, and various other items.

Members who wish to use any equipment provided by UBDSM, are required to inspect the items before use to ensure safety.

When using equipment members are required to ensure that they play within their skill level and prioritise safety.

Members attending an event may also book items of equipment (via the organisers and subject to play scheduling), to ensure that the items are available to them at a particular time, and for a reasonable period.

The equipment may also be used by members without prior booking if the equipment is vacant, provided that members may only use the equipment for reasonable periods at a time, so that other members may use the equipment as well.

In addition, UBDSM will regularly inspect and maintain the equipment to ensure safety and cleanliness, and the Club's equipment may be upgraded and added to from time-to-time.

Certain equipment may not be available from time to time: e.g. the Suspension Rig, if weather conditions require play to take place indoors.

Usage Guidelines:

Members are required to:

- Clean any equipment they wish to use, before use;
- Clean the equipment after use;
- Report any damages or issues to UBDSM staff;
- Not use any equipment which is damaged or unsafe, until it has been repaired.

High-Risk Play: Approval and Precautions

High-risk play, including activities like blood or fluid play, breath play and edge play, require special consideration. Prior approval from the UBDSM Operational team is mandatory, and members must adhere to strict precautions.

Requirements include:

- Pre-play discussion and consent;
- Approval from UBDSM Operational Team;
- Designated area usage;
- Trained safety personnel present.

These measures ensure that high-risk activities are conducted safely and consensually.

Play Areas at UBDSM Events

As mentioned above, UBDSM provides specific play areas to ensure that all activities are conducted safely, respectfully, and in an appropriate setting.

Play Scheduling

To manage play spaces effectively, members may:

- Pre-book Plays: For up to 1 hour.
- Non-booked Plays: 30 minutes, based on availability.
- **Private Plays:** May be booked in designated spaces, provided that Operational Team members may check in periodically to ensure safety.

The Club supports members booking plays in advance. This guarantees a fun and an action-packed evening, and ensures smoother play scheduling. However, spontaneous plays, within safe limits, are also encouraged on equipment which is not being used, to keep the evening buzzing.

Blood Play and Sharps Play Safety

Participants engaging in authorised blood play or sharps play, must, in addition to the rules set out above, stay within designated areas to prevent unintentional harm to others or exposure to risks.

Alcohol and Drug Policy

At UBDSM, we prioritize the safety and well-being of our members. Our alcohol and drug policy is designed to ensure that all interactions are conducted with clear minds and full awareness.

Alcohol Consumption:

- **No Drinking and Kinking!** We recommend that members refrain from consuming alcohol, until after their play sessions have concluded.
- This ensures that all play is conducted with a clear mind and full awareness.
- This policy promotes safer interactions.
- We have breathalysers on hand at a cost of R50,00 each, if guests want to check whether they are within legal limits.
- **Should we suspect intoxication beyond sound mind of persons engaging in a play or wishing to do so, a test will be required, and the DM's may enforce a No test No Play policy.**

Drug Policy:

- UBDSM maintains a zero-tolerance policy for playing under the influence of drugs, including cannabis and all cannabis-related products.
- We have rapid drug tests on hand at a cost of R100,00 each, if guests want to check whether they are within legal limits.
- Any violation of this policy will result in immediate disciplinary action including the possibility of permanent ban.

Unacceptable Behaviour

UBDSM is committed to maintaining a safe, respectful, and consensual environment. The following behaviours are strictly prohibited:

- Engaging in any interaction without explicit and informed consent.
- Disrespecting others' personal space or belongings.
- Playing under the influence of alcohol or drugs.
- Playing in non-designated areas or engaging in activities beyond your skill level.
- Interrupting or interfering with others' play sessions or aftercare.
- Any behaviour that brings discomfort to other members, or undermines the integrity of UBDSM.

Depending on the severity, violations may result in disciplinary action and in extreme circumstances may include permanent bans.

Damage, Loss, and Liability

UBDSM assumes no liability for damage, loss, or injury incurred during events, and individuals are accountable for their actions and property.

Members are responsible for ensuring that their personal belongings are secure, and are required to take the necessary precautions to prevent damage or loss. By attending UBDSM events, members understand and accept this responsibility and the terms of this policy.

Drama-Free Policy

UBDSM maintains a strict no-drama policy to ensure a positive and respectful environment.

Members may not create, escalate, contribute to, or embroil themselves in drama, whether at events, on any WhatsApp groups, the UBDSM website, in the public domain or otherwise.

Conflict, adversarial dynamics, or disruption of harmony at events will not be tolerated, and members are expected to manage disputes respectfully and constructively.

To uphold the no drama policy, UBDSM reserves the right to:

- Decline admission to individuals whose values or behaviour do not ethically align with our organization;
- Refuse entry to those who have adversarial relations with existing UBDSM members and / or where such disputes have not been resolved; and
- Take such other measures as the Club deems appropriate.

This ensures a harmonious and safe space for exploration, connection, and consensual BDSM activities. By enforcing this policy, UBDSM protects its members and maintains an environment conducive to positive experiences.

Handling of Complaints and Issues

UBDSM addresses concerns and complaints confidentially and fairly, adhering to the principle of **"What Happens at UBDSM Stays at UBDSM."** Members should report incidents, violations, or issues requiring discomfort to:

- Designated Monitors (DMs)
- Operational Team members
- Accountability officers

Prompt reporting enables swift resolution and maintaining a safe space.

UBDSM prioritizes transparency and accountability, by handling issues with sensitivity and professionalism, and by considering the representations of both sides.

Complaints are dealt with internally and it is a disciplinary transgression for a complainant to report an incident to an external entity or individual, or publish the details of an incident in the public domain, as this breaches our rules regarding confidentiality.

Persons designated by the UBDSM Operations Team will deal with all complaints in a confidential manner, and will only notify other Clubs where in the opinion of the Operations Team, this is appropriate.

By maintaining confidentiality and handling issues internally, UBDSM:

- Protects members' privacy;
- Fosters trust within the Club;
- Ensures fair and unbiased dispute resolution; and
- Complies with Club rules.

Ethically Informed Consented Kink

UBDSM prioritizes Ethically Informed Consented Kink (EICK) in all BDSM activities.

Ethically Informed Consented Kink (EICK) refers to the mutual agreement and explicit consent of all parties involved in BDSM activities, and is grounded in respect for boundaries, safety, and well-being. This approach ensures that all interactions are respectful, safe, and consensual.

Key Principles of EICK:

- **Informed Consent:** All parties understand and agree to all aspects of a play.
- **Mutual Agreement:** Explicit and voluntary participation.
- **Respect for Boundaries:** Honouring individual limits and preferences.
- **Safety:** Prioritizing physical and emotional well-being.
- **Communication:** Open and honest dialogue.

Consent Frameworks:

To ensure EICK, UBDSM adheres to the following consent frameworks:

1. **RACK (Risk-Aware Consensual Kink):** Emphasizing awareness of potential risks.
2. **SSC (Safe, Sane, Consensual):** Prioritizing safety, sanity, and consent.
3. **PRICK (Personal Responsibility, Informed Consent, Kink):** Emphasizing individual responsibility.

By embracing EICK and these consent frameworks, UBDSM fosters a culture of respect, safety, and consensual exploration.

PART 2: UBDSM WhatsApp Rules

To maintain a safer, respectful and enjoyable space for everyone on the UBDSM WhatsApp Groups, it is essential that all members follow these guidelines, as these rules ensure that both online and in-person interactions remain supportive, consent-driven, and respectful.

Respect Boundaries

Just like at UBDSM events, **respecting boundaries** is critical in the WhatsApp groups, and members are required to ensure that they know and respect the personal limits of each member they may be engaging with. If you are unsure, ask for clarity—never assume. This approach guarantees that no one's personal space is violated, whether online or in person.

No person may directly message another, before consent has been openly requested and granted on a UBDSM WhatsApp Group by the other person.

Treat Everyone with Respect and avoid Drama

Respect is the foundation of UBDSM, both at events and in online interactions. Disrespectful behaviour will not be tolerated. All members, regardless of their role in the Club, must be treated with courtesy and kindness at all times, and this rule mirrors the conduct expected at physical events.

UBDSM maintains a strict no-drama policy to ensure a positive and respectful environment, and members may not create, escalate, contribute to, or embroil themselves in drama, whether at any events, on any WhatsApp groups, the UBDSM website, in the public domain, or otherwise.

Privacy and Confidentiality

UBDSM operates under principles of strict confidentiality, whether a member is attending an event, participating in WhatsApp discussions or otherwise.

What happens in UBDSM stays in UBDSM - this applies to all personal details and the content of conversations between members, whether these take place at an event, on WhatsApp Groups or otherwise. Revealing information pertaining to discussions between members without the explicit consent of all parties involved, is prohibited irrespective of where or how such information was obtained or conveyed.

Members may also not post the details of, or information pertaining to conversations held outside of the UBDSM WhatsApp Groups or Events, on any UBDSM WhatsApp Group or elsewhere, without prior authorisation of all other persons who are, or have been party to such conversations, or who could be affected by the disclosure of such information.

Consent is Key

Just like in a physical play, consent is critical in the WhatsApp group. All activities or interactions, such as private messaging, must involve clear and mutual consent. Reaching out to another member privately without first asking for permission violates this rule, just as it would at a physical event.

Respect for Dynamics and Relationships

Members in dynamics or relationships at events deserve the same level of respect in online interactions. Always be mindful of a member's existing relationship protocols and dynamics before engaging with them. Ask before engaging, just as you would at a UBDSM event.

Engaging with Members in Dynamics

Before engaging in conversations with someone involved in a dynamic, obtain permission from the other party or parties involved in that dynamic. Failing to do so in a WhatsApp setting is prohibited, just as it would be during an event.

No Spamming Allowed

Spamming disrupts the flow of conversations, much like interrupting play at an event would. To keep the Groups productive and focused, unnecessary or excessive messages are not permitted, mirroring the respect for order expected at events.

Dispute Resolution Process

Disputes that arise in the WhatsApp Groups at events or elsewhere, must be handled discreetly and through the Clubs **Dispute Resolution process**. Publicly raising or addressing disputes on a WhatsApp group, whether it is a UBDSM WhatsApp Group, on a website or elsewhere, is prohibited as it disrupts the group's dynamic and compromises confidentiality of members.

Reporting Incidents

If an issue occurs within a WhatsApp group or between members that constitutes a breach of these rules, it must be reported to the Club's On-Site or Off-Site Accountability Officers, or to a member of the UBDSM Operational Team.

This mirrors the process for reporting incidents during events, and ensures consistency in how the Club handles concerns, both online and in person.

Accountability and Responsibility

Members are responsible for their actions, whether at events, in the WhatsApp group otherwise. If you break a rule or offend someone, take accountability for your actions, apologise and be open to facing the consequences of rule violations. This expectation is consistent with the responsibility placed on members at physical events.

Cooperation in Mediation or Investigations

If a complaint is made against you pertaining to your conduct, you are expected to fully cooperate with any investigations or process that may follow. This is aligned with the expectations of members when issues arise during events.

Final Decision by the Head of the Operational Team

In cases where a resolution cannot be reached, the Head of the Operational Team will make the final decision, just as she would in respect of disputes arising at events.

Sharing of Content in the WhatsApp Group

Appropriate Sharing

All content shared in the WhatsApp group must be relevant, appropriate, and consensual, similar to the guidelines around interactions and activities at events.

Explicit content should be shared responsibly, ensuring it aligns with the group's guidelines and doesn't cause discomfort to others.

No Illegal Content

Posting or discussing **illegal content**—such as materials involving minors, animals, illegal substances, or acts. Such conduct is strictly forbidden, just as it would be at a physical event. Violations will be dealt with in accordance with Club rules.

Confidentiality of Group Content

Just as event details must remain confidential, content shared within the UBDSM WhatsApp groups or elsewhere must not be shared outsiders. **Do not leak group content** to external individuals or groups, as it violates the privacy and confidentiality rules of UBDSM, and result in disciplinary action.

Marketing Mondays

Marketing is limited to **Mondays** in the WhatsApp Groups, to prevent the Groups from becoming overwhelmed with advertisements. This ensures that discussions remain focused throughout the week. Only events and workshops authorised by the Operations Team may be shared, and when in doubt, enquire first.

PART 3: UBDSM Ethics Concerning Other Clubs

UBDSM operates as part of a community of BDSM Clubs, and the following principles need to be adhered to at all times:

1. UBDSM members are required to respect the rules of other Clubs when attending their events and if participating on any WhatsApp Group or social media of any other Club, and shall further respect the rules applicable to events held in collaboration with other Clubs.
2. UBDSM has since its inception, progressively developed, among others, membership lists, rules, ways of operating, educational materials, risk management strategies, professional personnel etc., which form part of the intellectual property of UBDSM and may not be copied, imitated, replicated, duplicated or used by any other person, Club or entity, without the prior authorisation of UBDSM.
3. No member of UBDSM may promote UBDSM or advertise or notify others of UBDSM events and activities on another Club's WhatsApp Group, via another Club's social media, or at another Clubs event, without the prior authorisation of that Club.
4. Similarly, no member of another Club or Organisation may in any way recruit members or promote that Club or organisation, or advertise or notify UBDSM members of the activities or pending activities of another Club or organisation at any UBDSM events, or by way of UBDSM's social media facilities (Website, WhatsApp Groups or otherwise), without the prior authorisation of UBDSM.
5. In addition, UBDSM members may not engage in activities which constitute a conflict of interest, and when attending events of other Clubs or organisations may not attempt to solicit members of those Clubs or Organisations to become members of UBDSM or attend UBDSM events, and the same principles apply to members of other Clubs or Organisations attending UBDSM events or participating on social media.

PART 4: Cancellation Policy

1. UBDSM requires members attending events to book in advance for its events.
2. It encourages, and in some instances may require, payments in advance.
3. Where members have paid in advance, the Club requires a cancellation policy to regulate situations where members who have paid are required to cancel due to their inability to attend an event.
4. The cancellation of bookings is discouraged due to the administrative burden that is imposed on the Club's administrative staff.
5. The administrative burden is particularly considerable in the week before an event.
6. Consequently, where a member has booked and paid in advance for an event, but is required, due to factors beyond the member's control, to cancel a booking in a period of up to 5 days before an event, the member may at the member's request be refunded if the member specifically requests a refund.
7. In the event that the member does not request a refund, the the amount paid will be carried over by the Club, and the member will be in credit in respect of the next or a subsequent event.
8. In the event that a member who has paid in advance, notifies the Club within 5 days of the event of the member's inability to attend the event in question, due to the administrative burden on the Club, a refund shall not be paid and the member shall remain in credit for the next or a subsequent event.