



**THE HONG KONG COUNTRY CLUB
188 WONG CHUK HANG ROAD
DEEP WATER BAY
HONG KONG**

GENERAL BYE-LAWS

AND

FOOD & BEVERAGE OUTLETS BYE-LAWS

AND

BYE-LAWS

FOR

TENNIS & PICKLEBALL

SWIMMING POOL

TENPIN BOWLING

SQUASH

SPORTS AND RECREATION

HEALTH CLUB COMPLEX

**(GYMNASIUM & WEIGHTS ROOM, MASSAGE, SAUNA,
COLD POOL, STEAM ROOM AND JACUZZI)**

PLAYROOM

TEEN ROOM

POOL TABLE

VIDEO LIBRARY

SNOOKER

(Revised 2 October 2026)

Contents

<u>SUBJECT</u>	<u>PAGE NO.</u>
General Bye-Laws	
Introduction	1
Definitions	1-2
General Conduct and Behaviour	2-3
Opening Hours	3-4
Use of the Club & Facilities – Spouse & Children	4
Use of the Club & Facilities – Guests and Visitors	5-6
Private Instructors and Coaches	6
Access to Club Premises	7
Typhoons and Other Calamities	7
Parking at the Club	7-9
Gratuities to Club Staff	10
Complaints and Suggestions	10
Behaviour towards Club Employees	10
Dogs and Other Pets	10
Commercial Advertising	10
Protection of Club Property	10
Mobile Phones & Electronic/Digital Devices	11
Photography at the Club	11
Use of Wi-Fi	11
Recreational Mobility Devices	11
Disturbance of the Peace	12
Food and Beverage	12
Smoking	12
Meal Service	12
Children	12-13
Personal Attendants	14
Protective Security Personnel	14
Attire	14-15
Cards and Mahjong	15-16
Accidents and Injuries	16
Personal Property	16
Membership Cards	16-17
Signing of Club Chits	17-18
Cash Transactions	18
Cash Coupons	18
Members' Accounts	18
Settlement of Accounts	19
Exceptions	19

Contents (continued)

<u>SUBJECT</u>	<u>PAGE NO.</u>
Food and Beverage Outlets Bye-Laws	20-27
Tennis & Pickleball Bye-Laws	28-31
Swimming Pool Bye-Laws	32-35
Tenpin Bowling Bye-Laws	36-38
Squash Bye-Laws	39-40
Sports and Recreation Bye-Laws	41
Health Club Complex Bye-Laws	42-43
Gymnasium & Weights Room	44-46
Massage	47
Sauna, Cold Pool, Steam Room and Jacuzzi	48
Playroom Bye-Laws	49-50
Teen Room Bye-Laws	51-52
Pool Table Bye-Laws	53
Video Library Bye-Laws	54-55
Snooker Bye-Laws	56-58

THE HONG KONG COUNTRY CLUB

GENERAL BYE-LAWS

1.1 These Bye-laws are made by the General Committee in exercise of the powers conferred upon it by Article 100 of the Articles of Association of The Hong Kong Country Club (“the Club”).

1.2 These Bye-laws may be added to or varied by the General Committee from time to time as required.

1.3 These Bye-laws are published by order of the General Committee.

1.4 The names of the Members of the General Committee shall be displayed in the Club.

1.5 Contravention of any of the Bye-laws by a member, a member of his/her family, his/her guest or any other person brought to the Club by such member will render the member liable to disciplinary action at the discretion of the General Committee under the Articles of Association of the Club.

1.6 The interpretation and application of the Bye-laws shall be delegated to the General Manager and Club management under the direction of the General Committee.

1.7 The General Bye-laws shall prevail in the event of any differences with Bye-laws for specific activities.

1.8 For the avoidance of doubt, the General Committee has power from time to time in its absolute discretion to determine whether and, if so, what fees should be charged and to vary such fees as it deems fit.

Definitions

2.1 For the purpose of these Bye-laws:

- (i) “guest” means a person who is not:
 - (a) an Active Member; or
 - (b) a member of the member’s family holding a membership card; or
 - (c) a temporary visiting member; or
 - (d) a Life Absent Member who has reactivated his/her membership; or
 - (e) Eligible Outside Bodies (“EOBs”).

- (ii) General Manager includes the Assistant General Manager, the Administration & Human Resources Manager, the Food and Beverage Manager as appropriate and such other persons appointed by the General Committee for purposes of management.
- (iii) Immediate family is taken to mean a member's parents, children and siblings only.
- (iv) "Spouse" is taken to mean a person who holds a certificate of marriage or civil partnership legally recognized by the Country of Issue.

**General
Conduct
and
Behavior**

2.2 Members, members of his/her family, his/her guest or any other person brought to the Club by a member shall not act in any way which is injurious to the character or interests of the Club or which is injurious to a member's station in society, as set out in Article 48 of the Club's Articles of Association. Without limitation and non-exhaustively stated, conduct prohibited by this Byelaw shall include any criminality, breach of public order, disreputable or dishonourable conduct or threatening or abusive behaviour. Any breach of this Byelaw may result in disciplinary action against the member in respect of his/her own conduct or that of his/her family members, guests or other persons for whom he/she is held responsible as member. In respect of conduct out of the Club, such conduct by members shall be treated in the same way as conduct which occurs within the Club's premises or conduct connected by subject matter to the Club. In respect of a member's family members, guests or other persons brought to the Club by a member, any conduct prohibited by this Byelaw which takes place out of the Club premises and which is not connected to the Club by subject matter shall not be treated as a disciplinary matter against the member. However, in light of such conduct out of the Club premises, the General Committee may in their absolute discretion determine to prohibit any such family member, guest or other person from attending the Club premises.

2.3 For the avoidance of any doubt, the General Committee shall be empowered to make any limitation to (a) access to the Club and its premises, (b) the type of services provided by the Club and (c) the manner of the provision of such access and services to Members and other persons permitted to enter and use the Club and its facilities which the General Committee considers to be appropriate to protect the Club, its Members, permitted attendees (including spouses, children, guests, helpers, nannies, drivers, personal attendants, security personnel and other such persons) and

employees and contractors of the Club from any public health or other risk. This power includes the power to make access to the Club, its premises and services subject to conditions to be determined by the General Committee, including, without limitation, the provision by Members of information reasonably required by the Club, compliance with any medical or other checks or tests required by the Club and compliance with protective measures instituted by the Club.

2.4 It is the duty of all Members to comply with any limitation or measure imposed under Bye-law 2.3 (which shall be communicated to Members by the General Manager or such other person as requested and authorised by the General Committee) and strictly to procure the compliance of any person for whom the Member is responsible under Bye-laws 5.1 and 5.5 (including spouses, children and guests of Members and helpers, nannies, burses, drivers, personal attendants and protective security personnel).

2.5 Any breach by a Member (or person for whom a member is responsible under Bye-laws 5.1 and 5.5) of a limitation or measure imposed by the General Committee under Bye-law 2.3, shall constitute a disciplinary offence of the relevant Member(s) and be susceptible to the disciplinary measures set out, *inter alia*, in Articles 48 – 56 of the Club’s Articles of Association.

Opening Hours

3.1 The Clubhouse will open at 8:00 a.m. and close at midnight on weekdays, at 1:00 a.m. on Saturdays, Sundays and Public Holidays and at 1:00 a.m. on the night preceding a Public Holiday.

3.2 Private functions which exceed by one hour the closing time referred to at 3.1 above will incur a surcharge of 10% of the member’s bill against the final account for that function. The surcharge will be credited to the Club’s “Staff Tips Fund” account. Hosts are advised to give the F&B Manager or the Booking Office Duty Captain reasonable advance notice of any anticipated overstay of time which, in any event should not exceed one hour beyond the normal closing time.

3.3 The Tennis Courts will open from 7:00 a.m. to 10:00 p.m., the Squash Courts will open from 7:00 a.m. to 9:00 p.m.

[See also Tennis & Squash Bye-laws]

3.4 The Swimming Pool operates under lifeguard supervision during the permitted opening hours of the pool from 6:30 a.m. to 9:00 p.m. daily on Mondays - Sundays and Public Holidays. The opening hours will be displayed at the Health Centre and Swimming Pool areas and are subject to change from time to time by the

General Committee or Management. Swimming outside these permitted hours is strictly forbidden for safety reasons.

[See also Swimming Pool Bye-laws]

3.5 The Health Centre Complex operates from 6:30 a.m. to 9:00 p.m. daily on Mondays - Sundays and Public Holidays.

[See also Health Club Complex Bye-laws]

3.6 The Bowling Alley is open from 12:00 p.m. to 9:00 p.m. on Sunday to Wednesday and 1:00 p.m. to 10:00 p.m. on Thursday to Saturday.

[See also Tenpin Bowling Bye-laws]

3.7 The Children's Playroom is open from 12:00 p.m. to 8:00 p.m. on weekdays and 9:00 a.m. to 8:00 p.m. on weekends and Public Holidays.

[See also Children's Playroom Bye-laws]

3.8 The Snooker Room is open from 2:00 p.m. to 12:00 a.m.

[See also Snooker Room Bye-laws]

3.9 The Studio will open from 7:00 a.m. to 9:00 p.m.

3.10 The Multi-purpose Court is open from 7:00 a.m. to 9:00 p.m.

Use of the Club & Facilities

4. Spouse & Children

4.1 The spouse and unmarried children under the age of 21 of a member shall be entitled to the use of the Club and to enjoy the facilities and amenities of the Club subject to the Rules of the Club and each member shall be held responsible for the behaviour and the observance of the Rules of the Club by his/her spouse and children under the age of 21, and may be subject to disciplinary action (including interim suspension from membership) in case of a breach of the Rules by his/ her spouse or children.

4.2 A child of a member shall cease to be entitled to the above privileges when he/she marries or attains the age of 21 whichever is the earlier.

4.3 The General Committee may, at its discretion and upon such conditions as it may from time to time prescribe, extend or restore such privileges upon the request of a member who is the parent of a child, regardless of marital status, who has attained the age of 21 but in no case beyond the month of his/her 36th birthday in accordance of Bye-law 31.3.

4.4 A child of a member under the age of 10 can only dine in any of the restaurant with helpers, nannies, nurses, drivers and non-members while the member is within the Club premises.

5. Guests and Visitors

5.1 Members introducing guests will be held responsible for their behaviour and the observance by their guests of the Rules of the Club, and may be subject to disciplinary action (including interim suspension from membership) in case of a breach of the Rules by their guests, and every guest shall be accompanied by the introducing member.

5.2 A life absent member who has not reactivated his/her membership may not use the Club's recreational and sporting facilities as the guest of a member.

5.3 Unless with the prior authorisation of the General Committee, no resident of Hong Kong may be brought as a guest to use the Club's recreational and sporting facilities more than six times in any one calendar month.

5.4 Bye-laws 5.2 and 5.3 have no application to the use of the Club's dining outlets or private parties for which special rooms have been reserved.

5.5 Helpers, nannies, nurses, drivers and other personal attendants as well as protective security personnel accompanying the member or a member of his/her family to the Club are not guests. It shall be the sole responsibility of the relevant member for the well-being and any behaviour and consequence thereof of any such persons within the Clubhouse and/or Club premises, and members may be subject to disciplinary action (including interim suspension from membership) in case of a breach of the Rules by such persons for whom they bear responsibility.

5.6 The General Committee may, at its discretion and upon such terms and conditions as it may from time to time prescribe, extend the privilege and right to use the Club, the building together with the facilities of the Club to no more than 15 persons aged between 14 and 29, to be known as Junior Sports Members, who in the opinion of the General Committee have established to its satisfaction, that they are persons of good standing and have proved themselves to have excelled in a sport recognised by the Hong Kong Sports Federation & Olympic Committee or Hong Kong Paralympic Committee & Sports Association for the Physically Disabled. Such sport shall be referred to as the Junior Sports Member's chosen sport. Any such Junior Sports Membership shall be personal to the applicant and shall not be transferable.

5.7 Upon the General Committee granting an applicant the right to be a Junior Sports Member, the applicant shall pay a non-refundable entrance fee which will be prescribed by the General Committee from time to time. If the applicant fails to pay the entrance fee within one month from the date of the offer letter issued by the Club the Junior Sports Membership shall be cancelled. Junior Sports Members shall pay a monthly fee to the Club which will be prescribed by the General Committee from time to time.

5.8 Junior Sports Members shall abide by the Bye-Laws and all the Rules of the Club. Junior Sports Member under the age of 18 must obtain their parent's consent to use the Club. Junior Sports Members under the age of 18 are not allowed to use any of the Club facilities until a duly completed and signed Parent Consent Form is submitted and accepted by the Club.

5.9 Junior Sports Members will be expected to participate in the chosen sport that was undertaken at the time the Junior Sports Membership was granted and to represent the Club at inter club competitions when requested to do so. A Junior Sports Member shall immediately inform the General Committee if there should be any change in his/her personal particulars or if there should be any change in his/her level of participation in the chosen sport.

5.10 The General Committee may in its absolute discretion terminate a Junior Sports Membership should the Junior Sports Member cease to participate in the chosen sport that was undertaken at the time the Junior Sports Membership was granted or if the Junior Sports Member fails to represent the Club at an inter club competition when requested to do so, without reason sufficient to satisfy the General Committee. The General Committee may terminate Junior Sports Membership on any ground upon which an Ordinary Member of the Club may be asked to resign. There shall be no appeal from any decision of the General Committee to terminate a Junior Sports Membership save that the General Committee shall have power to review any such decision if it sees fit.

**Private
Instructors
and Coaches**

6. Members are not permitted to introduce as their guests outside professional instructors to use the Club's sports facilities relating to their professions, except where said guest is an immediate family member. All other exceptions require prior written approval from the Club, which shall be considered on a case-by-case basis, and will be at the sole discretion of the Sports & Recreation Committee. Any member in breach of this Bye-Law may be subject to disciplinary action, which may result in a temporary ban on use of the relevant sports facility.

Access to Club Premises	7.1 Subject as provided below, the Clubhouse and premises shall be open to members, their spouses and children holding membership cards or aged under 10 years, authorised visitors and guests of members. 7.2 Such parts of the Clubhouse and Club premises that are provided exclusively for Club staff including quarters, kitchens, storerooms, offices and back-of-house rooms are out of bounds to all persons except Club management and staff, Committee Members on Club business and other persons authorised by the General Manager. 7.3 All persons other than resident members of staff and duty personnel shall vacate the Club premises when it closes for business.
Typhoons and Other Calamities	8. In the event of typhoons, severe thunderstorms, floods, earthquakes, civil disturbance and such other calamities likely to disrupt the operations of the Club, the General Committee or the General Manager may declare the Club or parts thereof closed. On the hoisting of Typhoon Signal No. 3 all usual precautions will be taken. On the hoisting of Typhoon Signal No. 8 the Clubhouse and grounds will close down and full typhoon precautions will come into effect. In these circumstances all Club services will cease and staff will be sent home. Telephone enquiries as to the operation of the Club in such conditions may be made to the Club Reception (2870 6500) as no other exchange lines will be answered.
Parking at the Club	9.1 The privilege of parking of private cars at the Club is subject to the following Bye-laws which may be revised from time to time at the discretion of the General Committee. Subject thereto, the General Manager shall have authority to control the parking of cars at the Club at any time and on any day. 9.2 A car belonging to a member to be parked in the Club's car park shall be registered under his/her membership. 9.3 The General Committee shall determine the charge for 7-day car park access annual fee from time to time. 9.4 A member who has registered car(s) shall be entitled to 5-day car park access: any one car belonging to such a member may be parked in the car park at any time during the Club's hours of operation on Mondays to Fridays that are not Public Holidays.

9.5 A member may, on payment of the prescribed annual fee, obtain 7-day car park access: any one car belonging to such a member may be parked in the car park on any day during the Club's hours of operation and if he/she has more than 1 car, he/she is entitled to have a second car in the car park during the Club's hours of operation on Mondays to Fridays that are not Public Holidays.

9.6 Any vehicle that has entered the Club in contravention of Club Bye-Laws 9.4 and 9.5 above, and subject to Bye-Law 9.8 below, shall be liable to a charge levied at an amount to be determined by the General Committee from time to time.

9.7 A member may register an unlimited number of cars belonging to him/her, but such additional registrations will not confer any parking privileges beyond that contained in 9.4 or, where applicable, 9.5 above.

9.8 Cars dropping off or picking up passengers or making deliveries shall be allowed to enter the Club premises for a maximum of 30 minutes without payment of guest parking fees. Save with the prior authorisation of the General Manager, any such car that remains on Club premises for more than 30 minutes will be required to pay the prescribed guest parking fee upon exiting the car park.

9.9 Guest parking for bona fide guests, members unregistered car and members who already have the permitted number of cars in the car park will be permitted subject to the availability of spaces, on Mondays - Fridays that are not Public Holidays during the Club's hours of operation, and on Saturdays, Sundays and Public Holidays after 6:00 p.m. until closing time upon payment of the prescribed guest parking fee.

9.10 The guest parking fee is valid for a single entry to the Club car park.

9.11 Cars found improperly parked or parked overnight may be removed by management without notice and at their owners' risk and expense. If the car belongs to a guest, the member inviting such guest to the Club shall be responsible for the risk and expense involved.

9.12 Members and guests who are allowed to park their cars at the Club are expected to comply with such directions given by Club management and staff in the interest of avoiding congestion, double parking and parking in No Parking zones.

9.13 The Club does not take any responsibility for the safe custody of any car within Club premises or articles left therein or for damage to such car or articles howsoever caused. All cars within Club premises are in all respects to be at their owners' risk.

9.14 Members may not leave their cars parked at the Club without themselves remaining on Club premises on Saturdays, Sundays and Public Holidays.

9.15 Guests may not leave their cars parked at the Club without themselves remaining on Club premises throughout the period the cars are so parked and guests who are in breach of this Bye-law are liable to have their cars removed by management without notice and at their risk and expense. If the member inviting such a guest to the Club is identified, such member shall be responsible for the risk and expense involved.

9.16 Excepting cars waiting momentarily in the turn-around in front of the Clubhouse to drop off or collect members and guests, no member shall permit his/her driver or any guest or guest's driver to remain in the car park in a car that is idling. All cars so parked in the car park must be left without their engines running.

9.17 Any vehicle that is found by club staff to be parked in the club car park with its engine running in contravention to Club Bye-Law 9.16 above, shall be liable to a charge levied at an amount to be determined by the General Committee from time to time. The charge shall be posted to the membership account number under which the motor vehicle is registered as recorded with the Club.

9.18 Should a member's registered car be out of service or cancelled and awaiting delivery of a new vehicle, he/she may, on provision of relevant supporting document(s), apply for a Temporary Authorisation for any replacement service car for a maximum period of three months. Approval of any such application shall be at the absolute discretion of Club Management.

9.19 A member who, due to reasons such as age or medical condition, is no longer able to drive, may apply to register a vehicle owned and operated by a family member or friend to facilitate access to the Club. Approval of such applications shall be at the absolute discretion of Club Management and is subject to the provision of relevant supporting documentation, a written request, and payment of the prescribed parking fee.

9.20 A Life Absent Member who has temporarily reactivated his/her membership to use the Club's facilities may register a car belonging to him/her, a rented car or a loaned car for either 5-day or 7-day car park access, subject to payment of the prescribed fee.

Gratuities to Club Staff	10. No member shall give gratuities - in cash or in kind under any pretext whatsoever to any staff of the Club except during the two weeks following the Lunar New Year in the form of token amounts of lai see or with the written consent of the General Committee. Members are advised that the Club has an authorized Staff Tips Fund account into which members may pay cash or cheques in appreciation of services rendered.
Complaints and Suggestions	11.1 A member wishing to make a complaint or a suggestion for improvement may do so orally or in writing to a member of the General Committee or to management. 11.2 A member who wishes to complain about another member or the spouse, children or guests of another member, should do so in writing to the General Manager. 11.3 In exceptional cases, where immediate action is imperative, an oral complaint may be made to the General Manager. However, it is not management's responsibility to intervene in disputes between members on Club premises unless the dispute causes annoyance to other members.
Behaviour towards Club Employees	12.1 Under no circumstances may members order Club staff to run errands outside the Club premises. 12.2 No member of the Club staff shall be reprimanded, abused or in any way punished by a member.
Dogs and Other Pets	13. Dogs (other than dogs for the blind) and other pets may not be brought to the Club premises.
Commercial Advertising	14. In accordance with Special Condition (5) of the Club's Lease, commercial advertising is forbidden on Club premises.
Protection of Club Property	15.1 Damage or destruction of Club property, including trees, shrubs, plants, flowers and other items provided for the enjoyment of members is strictly forbidden. 15.2 Members, their families, visitors and guests may be required to meet the cost of making good any damage to the Club premises or Club property - whether willfully or accidentally - caused by such persons. 15.3 Except as provided by these Bye-Laws, no Member, their families, visitors and guests shall remove any Club property from Club premises without the prior written approval of the General Committee or the General Manager.

**Mobile
Phones &
Electronic/
Digital
Devices**

16.1 Mobile phones and all electronic and digital devices must be turned off or kept on “silent” or “vibrate” mode at all times within the Club premises. This applies to both Members and their guests. Where audio content is played, headphones or earphones must be used and must remain inaudible to others.

The following are prohibited throughout Club premises, except in designated locations so identified for this purpose.

- Answering or speaking on a mobile phone
- Video or voice calls via WhatsApp, FaceTime etc.
- Hands-free or speakerphone use
- Listening to or recording voice/dictation messages

Photography and video recording inside the changing rooms is strictly prohibited.

Members using designated areas for voice communication must do so considerately and at a volume that does not disturb others. These designated areas within the Club shall be reviewed and determined by the General Committee from time to time. [See attached Map of Designated Areas for Use of Mobile Phones]

16.2 Any person found in contravention of Bye-Law 16.1 above shall be liable to a charge levied at an amount to be determined by the General Committee from time to time.

**Photography
At the Club**

17. Members, their families, visitors and guests should refrain from photography and/or video of other Members/guests or their property without consent. Members’ privacy is not to be compromised by any photographs or videos taken on Club premises.

Use of Wi-Fi

18. The Club provides Wi-Fi coverage to some areas of the Club’s premises for access by members. The scope of coverage and the terms and conditions of usage are determined by the General Committee and may be varied from time to time. Access to the Club’s Wi-Fi is only open to members, their spouses, children and guests and is subject to access control. Upon logging in, users shall accept the Club’s terms and conditions.

**Recreational
Mobility
Devices**

19. Skateboards, bicycles, roller blades, scooters and recreational mobility devices are prohibited on the Club premises in the interests of peace and safety.

Disturbance of the Peace	20.1 Members, their spouses, children and guests shall refrain from making any noise through the use of mobile phone and/or electronic and digital devices or create disturbance that may, in the opinion of any General Committee Members or the General Manager, cause annoyance to other users of the Club. Failure to adhere to Bye-law 16.1 above shall render the user liable to disciplinary action – the extent of which shall be reviewed and decided by the General Committee from time to time. 20.2 Any individual who, in the opinion of any member of the General Committee or the General Manager, creates a disturbance or causes annoyance to other users of the Club anywhere on Club premises, will, at the full discretion of the Club’s Management, be asked to leave Club premises.
Food and Beverage	21.1 No food, beverage, wine or liquor shall be brought to the Club premises for consumption thereon except with the consent of the General Committee or the General Manager and upon such terms as may be imposed. 21.2 Any individual who, in the opinion of any member of the General Committee or the General Manager, is intoxicated will, at the full discretion of the Club’s Management, be refused service of alcoholic beverages.
Smoking	22. Smoking of cigarettes, cigars or pipes is prohibited within all indoor areas of the Club and at such Poolside and other outdoor areas as designated by the General Committee from time to time.
Meal Service	23. Meals will be served only in those areas set aside for dining or in such other areas and at such times as the General Committee may from time to time indicate.
Children	24.1 No person under 18 years of age shall be served an alcoholic beverage. 24.2 Children under the age of 8 years if accompanied by a parent or family member over the age of 16 years will be allowed access to: (i) the lower ground level (the playroom, the Garden Room, the changing rooms, the table tennis area, the lawn); (ii) any private function room; (iii) the Island Room

- (iv) the Grill Room but only for Sunday brunch; and
- (v) the Main Lounge before 6 p.m. on Saturdays, Sundays and Public Holidays; or at other times subject to the authorisation of the General Manager.

24.3 Children under the age of 12 years using the Swimming Pool Complex shall be accompanied by a parent or family member over the age of 18 years.

24.4 Children from the ages of 8 to 15 inclusive will be allowed to use the recreational facilities at such hours and on such conditions as may be determined by the General Committee and, provided they are accompanied by a parent, will be allowed in the Main Lounge, the Island Room, and the Grill Room.

24.5 Members' children from the ages of 10 years and up to the age of 21 years, on the authority and responsibility of a parent member may be allowed to sign Club chits for food, services and recreational facilities provided they produce their dependant card and sign clearly and legibly on every chit the account number of the parent member. Such parent shall be responsible for all amounts which may be due from them to the Club.

24.6 The manager in any Club outlet may take necessary action to ensure children behave in a proper manner and do not annoy other members or cause potentially dangerous situations to arise through misbehaviour, including but not limited to refusing service or requesting that children be removed from the premises.

**Parental &
Host
Supervision**

24.7 Parents, legal guardians, and hosting Members must actively supervise their children and minor guests at all times. Running, roughhousing, or unsupervised roaming in dining rooms, corridors, or other indoor or crowded areas is not permitted.

**Liability &
Assumption
of Risk**

24.8 Parents, legal guardians, and hosting Members remain full responsible for the conduct, safety, and supervision of any child in their care. They assume primary legal and financial responsibility for any injury, accident, or property damage arising from a child's actions or from any failure to supervise properly, whether the injury is suffered by the child or caused by the child to another person.

**Host Member
Accountability**

24.9 Where a child is present as the guest of a Member, the hosting Member assumes full responsibility for that child's conduct and any resulting injury, loss, or damage. The host Member may be held directly liable for any associated costs, claims, or consequences.

Personal Attendants

25.1 Helpers, nannies, nurses, drivers and other personal attendants may accompany the children of members or of guests provided they remain at the ground level or lower ground level.

25.2 Helpers, nannies, nurses, drivers and other personal attendants are not permitted to remain within the Poolside and should remain in the areas designated for their use save where they accompany a member or a member of his/her family who is disabled.

25.3 Helpers, nannies, nurses, drivers and other personal attendants are not permitted in the Gym or on the upper level of the Clubhouse; save where they accompany a member or a member of his/her family who is disabled.

Protective Security Personnel

26.1 The number of protective security personnel allowed to remain on Club premises is one for each member inclusive of his/her family.

26.2 Protective security personnel are not permitted within any of the Club buildings and are required at all times to remain in the car park in areas designated by the General Committee from time to time.

26.3 Members who have specific security needs should discuss these with the General Manager and shall at all times comply with such conditions as may be imposed by the General Manager.

26.4 Bye-laws 26.1, 26.2, 26.3 do not apply to protective security personnel or details provided by the Hong Kong Government.

Attire

27.1 Members and their guests are expected to exercise sensible judgment in deciding on the appropriate standard of dress in the Clubhouse having regard to prevailing climatic conditions, the provision of air-conditioned facilities and the particular nature of their visit to the Clubhouse.

27.2 Smart informal wear means collared, open-necked shirts (worn inside or outside the trousers), slacks for men, or collared, open-necked shirts, blouses, skirts, dresses or slacks for ladies. Round necked shirts unless worn under a jacket, 'T' shirts, jeans, tracksuits, singlets, beach/sporting type footwear, shorts and shirts are not considered to be smart informal wear.

27.3 In the Island Room, with the exception of swimwear, sleeveless 'T' shirts and shorts, persons are permitted to wear, at all times, any form of casual or sports wear, including collarless 'T' shirts, proper jeans and sports shoes. Smart tailored Bermuda shorts

may be worn at lunch only, Monday to Sunday. Persons must be fully clothed at all times. No hats are allowed in the Island Room with the exception of medical or religious reasons.

27.4 In the Grill Room, smart informal wear is required at all times but proper jeans and sports shoes are permitted at lunch time on Saturdays, Sundays and Public Holidays. No hats are allowed in the Grill Room with the exception of medical or religious reasons.

27.5 In the Grill Room Bar, with the exception of swimwear, sleeveless 'T' shirts and shorts, persons are permitted to wear, at all times, any form of casual or sports wear, including collarless 'T' shirts, proper jeans and sports shoes. No hats are allowed in the Grill Room Bar with the exception of medical or religious reasons.

27.6 In the Main Lounge, smart informal wear, as defined at 27.2 above may be worn at any time. With the exception of swimwear, any form of casual or sportswear is permitted only before 6 p.m. from Monday to Sunday. Persons must be fully clothed at all times. After 6 p.m., smart informal wear must be worn.

27.7 In the Garden Room, with the exception of swimwear, any form of casual or sports wear is permitted. Persons must be fully clothed at all times.

27.8 In Games & Sports Facilities

Persons using the tennis, squash, bowling, swimming and other facilities that may be provided, shall be appropriately attired in accordance with the relevant Bye-laws and shall proceed to and from the changing rooms by way of the special entrances provided. Persons so attired may not enter the Main Lounge or outlets within the Clubhouse except the Garden Room.

27.9 Swimwear in the Clubhouse

Persons in swimwear are not allowed in any other part of the Clubhouse with the exception of the changing rooms.

Cards and Mahjong

28.1 Card games and mahjong may be played only in the mahjong rooms designed for these purposes, unless otherwise approved by the General Committee, except.

- (i) Children and any accompanying adults may play card games together at the Upper Deck.

28.2 Reservations of Card and Mahjong tables must be made either in person or by telephone with the Club's Banquet Sales Office or Reception during their respective opening hours.

28.3 The Member's account number must be provided at the time of booking.

28.4 Reservations may be made up to 7 days (today + 6 days) in advance either by telephone or in person.

28.5 Tables are available on a strictly first-come-first-served basis. Members may only book one table Monday to Friday (except Public Holidays) and up to two tables on Saturday, Sunday and Public Holidays with a condition that the second table is booked and utilised by the member's spouse. For the avoidance of any doubt: each phone booking may only reserve table(s) occupied by the caller's membership number.

**Accidents
and Injuries**

29.1 No member of the General Committee, Sub-Committee, management or Club staff shall be liable for any accidental injury, loss of or damage to any person, vehicle or property caused to or suffered by any member, spouse, children, guest or any other person, whether occurring on Club premises, or whilst representing the Club in any competition or sporting activity outside Club premises.

29.2 A member who has been directly involved in any accident which occurs in any part of the Club premises or outside the Club premises as a result of an act done within them, whereby injury is caused to any person or damage to any property, shall report the accident in writing to the management as soon as possible, whether or not it appears likely that any claim will arise from such injury or damage.

**Personal
Property**

30. The General Committee or any Sub-Committee, the management or Club staff shall not be responsible for:

- (i) the loss or theft on Club premises of any property belonging to a member, spouse, children or guest;
- (ii) any property entrusted to the care of any Club staff.

**Membership
Cards**

31.1 Membership cards are the property of the Club and are issued to members and other eligible users of the Club at the discretion of the General Committee.

31.2 Membership cards are issued to members, spouses and unmarried children between the ages of 10 to 21 free of charge.

31.3 Subject to General Committee approval, membership cards may be issued to previously registered dependants with signing rights under the parent's account before turning 21, upon the request of a member:

- (i) For full week access (Monday to Sunday):
 - a) to an unmarried child aged over 21 until the month of his/her 25th birthday or earlier marriage at a monthly charge equivalent to one half of the monthly subscription; or
 - b) to an unmarried child aged 25 until the month of his/her 30th birthday or earlier marriage at a monthly charge equivalent to the monthly subscription; or
- (ii) For weekday access (Monday to Friday, excluding Public Holidays) to a child age 21 until the month of his/her 36th birthday to use the facilities and amenities of the Club via the Young Weekday Users Scheme that is subject to the terms and conditions as set out by the General Committee.

31.4 Membership cards shall be surrendered to the Club when

- (i) a member ceases to be a member; or
- (ii) a child reaches the age of 21 years or marries earlier; or
- (iii) a card has been issued under Bye-laws 31.3 (i) or (ii) above (as the case may be) and the event causing the same to expire has occurred; or
- (iv) the member, his/her spouse or child holding a Club membership card is suspended from using the Club by the General Committee for infringement of the Rules of the Club.

31.5 Membership cards are not transferrable and must only be used by the person whose name appears on the card. They should be treated as charge cards. The Club management reserves the right to request that membership cards be produced at any time.

Signing of Club Chits

32.1 A member, his/her spouse and his/her children holding a membership card shall have the right upon production of such membership card to sign chits for food, beverages, services, rental of Club property, and the purchase of goods on Club premises.

32.2 All signatures should be consistent with specimen signatures kept by the Club.

32.3 The member's Club account number and name must be imprinted clearly on every chit.

32.4 Chits for orders placed by children under 10 years of age must be signed by the member, his/her spouse or one of his/her children aged between 10 years and under 21 years.

32.5 A member is responsible for the payment of all chits signed on his/her account by his/her spouse or children.

32.6 Guests are prohibited from signing Club chits.

**Cash
Transactions**

33. With the exception of coin operated machines, cash may not be used for the purchase of Club services, food, beverage or goods obtainable on Club premises, unless for a specific event by prior arrangement with the General Manager.

**Cash
Coupons**

34. The Club will provide cash coupons for services, food and beverage at the request of a member or organiser of a private function. The control and sale of cash coupons is the responsibility of the F&B Manager or the outlet manager in charge on the day of the private function.

**Members'
Accounts**

35.1 A member's account shall be paid not later than the last day of the month following the month in which the debt was incurred.

35.2 Failure to comply with 35.1 above will result in the name of the defaulter being posted on the Club noticeboard. The defaulter's signing right will be suspended once he is being posted.

35.3 If, after one month following the posting of the defaulter's name the member's account remains unpaid, he/she will be liable to be called before the Finance Committee to answer for his/her indebtedness and he/she may be suspended from membership or be required to resign his/her membership at the discretion of the General Committee.

35.4 A member under temporary suspension remains a member of the Club and continues to pay the monthly subscription.

35.5 An interest charge of 1.5% per month will be imposed on all overdue accounts.

35.6 Personal Particulars

A member shall notify the Club in writing or in a prescribed form of any changes of personal particulars including any changes of address, name of company, marital status, family member or any other personal particulars within 30 days of the change, and submit such documents as may be required by the General Committee from time to time.

**Settlement of
Accounts****36.1 By Cheque**

Cheques should be crossed and made payable to “The Hong Kong Country Club”. Members will be held responsible for all cheques issued and may be required to make good any loss which may be incurred by the Club arising from errors and omissions from their bearer or negotiable cheques issued.

36.2 By Monthly Direct Debit Authorisation (Autopay)

Members are encouraged to pay Club accounts by means of Monthly Direct Debit Authorisation (Autopay), for which the forms are available from the Club’s Accounts Office. The limit stated on the autopay authorisation form should be high enough to cover the member’s typical monthly outgoings (including the monthly subscription). Any amount owing in excess of such limit must be paid by cheque in accordance with Bye-law 35.1. Members who pay by autopay will receive monthly accounts to enable any queries to be answered before direct debit action is taken by the member’s bank.

36.3 All new members of the Club are required to execute and maintain a direct debit authorisation on a Bank with respect to their monthly accounts, including the monthly subscription, with a minimum ceiling of \$20,000.00 per month.

36.4 Any member who is in default of the provisions of Bye-laws 35.1 and 35.2 (Member’s Accounts) shall be required to execute and maintain a direct debit authorisation on a bank with respect to their monthly accounts, including the monthly subscription, with a minimum ceiling of \$20,000.00 per month. Signing rights may be suspended until such Autopay is in place.

37.1 If, within a single calendar year, a member is in default of the provisions of Bye-laws 35.1, 35.2, 36.3 or 36.4 (“Defaulting Offence”) on three occasions or more, the Finance Committee and/or General Committee may take disciplinary action against the member and he/she may be suspended from membership or be required to resign his/her membership at the discretion of the General Committee.

37.2 Should a member commit at least one Defaulting Offence in two or more consecutive calendar years, the Finance and/or General Committee may take disciplinary action against the member where it is deemed necessary, and he/she may be suspended from membership or be required to resign his/her membership at the discretion of the General Committee.

Exceptions

38. The General Committee may grant such exceptions to these Bye-laws wholly or partly including the suspension of their operation as often as, and for as long as it thinks fit.

FOOD AND BEVERAGE OUTLETS BYE-LAWS

1. The following Bye-laws relating to the Club's food and beverage outlets may be amended by the General Committee, from time to time. They should be read in conjunction with the General Bye-laws; in the event of any differences, the General Bye-laws shall prevail.

Reservations Policy

2. The reservations policy in effect within the various outlets is as follows:

Garden Room and Terrace:

No reservations accepted - seating is on a first come, first served basis.

Helpers, nannies, nurses, drivers and non-members may not be allowed to occupy tables, on behalf of the employing member or friends.

At least one member must be present and seated at the table, for it to be considered occupied. After occupying a table, members should not leave the table for a duration of more than ten minutes unless their meal has already commenced. Failing this, management reserves the right to remove the members' belongings and reallocate the table subject to demand.

'Reserving', 'bagging' or occupying a table by placing any belonging on the table is not permitted. Outlet staff shall have the authority to remove belongings subject to need.

Members may only occupy a maximum of two tables per membership account per visit from Monday to Saturday and during non- Peak Times on Sunday.

During Peak Times on Sunday members may only occupy a maximum of one table per membership account per visit.

"Peak Times" for the purposes of the Food & Beverage Outlets Bye Laws means 12:00 noon to 2:30pm and from 6:00pm to 8:00pm.

Helpers, nannies, nurses, drivers and non-members are not allowed to dine in the restaurant alone.

Helpers, nannies, nurses, drivers and non-members can only dine in the restaurant with member's children under the age of ten while the member is within the Club premises.

Wine Cellar: No reservations accepted - seating is on a first come, first served basis.

Helpers, nannies, nurses, drivers and non-members may not be allowed to occupy tables, on behalf of the member employers or friends.

At least one member must be present and seated at the table, for it to be considered occupied. After occupying a table, members should not leave the table for a duration of more than ten minutes unless their meal has already commenced. Failing this, management reserves the right to remove the members' belongings and reallocate the table subject to demand.

'Reserving', 'bagging' or occupying a table by placing any belonging on the table is not permitted. Outlet staff shall have the authority to remove belongings subject to need.

Members may only occupy one table per membership per visit except for lunch time on weekday which is not a public holiday.

Maximum of 2 tables can be combined together when there are not less than two memberships of the visit except for lunch time on weekday which is not a public holiday.

Il Ponte

(Foreshore Deck): Tables may be reserved, up to six persons per reservation. Each member may reserve a maximum of two tables per visit.

Island Room: Tables may be reserved. However, reservations on Sunday and Public Holidays lunch period will not be accepted more than 7 days in advance.

Poolside: No tables may be reserved; self-service operation from Kiosk.

Grill Room: Tables may be reserved - up to a maximum of 14 persons per group only. Groups of greater than 14 persons are not permitted irrespective of the number of members present. Club Management will not accept and/or may cancel without notice, a group of reservations considered to form a group larger than 14. This to avoid delay and disruption of service to other dining members.

Opening Hours and Last Orders

3. The opening hours and last orders times of the various outlets are as follows:

Garden Room and Terrace:

Open 12:00 noon to 12:00 a.m. every day.
Last orders at 10:30 p.m.

Wine Cellar:

Open on Monday to Friday from 12:00 noon to 12:00 a.m., and on Saturday, Sunday, Public Holiday and the night preceding a public holiday from 12:00 noon to 1:00 a.m. Last food orders at 10.30 p.m. Last orders for drinks will be at 11:45 p.m. on Monday to Friday; and at 12:45 a.m. on Saturdays, Sundays, Public Holidays and the night preceding a public holiday.

Il Ponte

(Foreshore Deck): Closed on Monday and Tuesday. Open on Wednesday to Friday from 6:00 p.m. to 11:00 p.m. and on Saturday, Sunday and Public Holidays from 12:00 noon to 11:00 p.m. Last orders at 10:00 p.m.

Island Room: Open on Monday to Saturday for lunch from 12:00 noon to 3:00p.m., and for dinner from 6:30 p.m. to 12:00 a.m. Last orders for lunch at 2:30 p.m. and dinner at 10:30p.m. Open on Sunday and Public Holiday for lunch from 12:00 noon to 3:30p.m., and for dinner from 6:30 p.m. to 12:00 a.m. Last orders for lunch at 3:00 p.m. and dinner at 10:30 p.m.

Poolside: Open on Monday to Thursday from 8:00 a.m. to 8:00 p.m. Last order for food at 5:00 p.m. and for drinks at 8:00 p.m. Friday, Saturday, Sunday and Public Holidays from 8:00 a.m. to 10:00 p.m. Last order for food at 8:00 p.m. and for drinks at 10:00 p.m.

Grill Room: Open for lunch Monday to Saturday from 12:00 noon to 3:00 p.m. and Sunday Brunch from 11:30 a.m. to 2:30 p.m. Open for dinner daily from 7:00 p.m. to 12:00 a.m. Last orders for lunch at 2:30 p.m. and dinner 10:30 p.m. Last dessert orders are at 10:45 p.m.

Booking Office: Open on Monday to Saturday from 9:00 a.m. to 5:30 p.m. Closed on Sundays and Public Holidays.

Age Limits 4.1 The age limits for the various outlets are as follows:

Wine Cellar: Children under 18 years are not permitted.

Il Ponte

(Foreshore Deck): Children under the age of 16 years are not permitted after 5:30 p.m., unless attending a private function.

Grill Room: Children under 8 allowed only for Sunday Brunch.

Main Lounge: Children under the age of 8 years are permitted in the Main Lounge before 6 p.m. on Saturday, Sunday and Public Holidays if accompanied by a parent or family member over the age of 16 years; or at other times subject to the authorisation of the General Manager.

4.2 There are no age restrictions for the Garden Room and Terrace, the Island Room or the Poolside.

Bye-Laws for Functions 5.1 The following Bye-laws relating to functions held at the Club may be amended by the General Committee, from time to time. They should be read in conjunction with the General Bye-laws; in the event of any differences, the General Bye-laws shall prevail.

5.2 When booking an event, Members must notify the Booking Office whether it is of a “Personal” or “Non-Personal” nature. A “Personal Event” is one where the organizing Member:

- a) issues the invitation in his/her own name only (and no other name(s) are used or involved);
- b) knows all his/her guests;
- c) has personally invited each of them, and
- d) will not be reimbursed (by non-members) for any portion of the expenses.

5.3 An event hosted by a Member on behalf of his/her immediate family members (i.e. a member’s parents, children and siblings) may be deemed a personal event. All other events shall be deemed “non-personal” and subject to a 10% service surcharge. In the case of doubt or dispute as to whether an event is personal or not, the decision of Management will be final.

5.4 At all times, Club functions shall have priority over Members’ functions.

Main Lounge 6.1 No bookings may be made on Sundays or Public Holidays.

The Lawn 7.1 No bookings may be made on Sundays or Public Holidays.

7.2 Lawn bookings are permitted on five weekend days per calendar month (deemed to be Friday and Saturday for these purposes), on a first come first serve basis. Wedding ceremonies and cocktails will not count towards the 5-day quota if the Lawn is available for general use of the membership from 6:00 p.m.

7.3 Functions on the Lawn must serve either cocktail, buffet or barbeque menus; Chinese and Western set lunch/dinner menus are not available.

7.4 White plastic chairs and covers are standard equipment provided for Lawn functions. For the protection of the Lawn, banqueting chairs may not be used on the Lawn.

7.5 A levy of HK\$5,000 will be charged for all private functions held on the lawn in order to support the maintenance of the grass.

Il Ponte
(Foreshore
Deck)

8.1 A booking for the Il Ponte function will not be taken if there is a separate Lawn function at the same time.

8.2 Il Ponte function bookings will be accepted for Mondays to Sundays.

8.3 Only the existing Il Ponte tables may be used for the Il Ponte functions.

8.4 A back-up venue of appropriate size such as a section of the Main Lounge or a function room must be reserved at the time of booking the Il Ponte. The Il Ponte may not be booked if no back-up venue is available.

Wine Cellar

9. Wine Cellar may be privatized for lunch on weekdays from 12:00 noon to 5:00 pm, subject to minimum spending.

Treetops

10.1 Functions in the Treetops Room may use a set menu or a limited choice table d' hôte from the Grill Room Menu.

10.2 The maximum number of persons booked for a function in the Treetops Room shall be 16.

Poolside

11.1 Poolside function bookings are not available on Sundays and Public Holidays.

11.2 The pool remains open for other members to swim during all private functions.

11.3 Music at Poolside functions must stop or be turned lower in volume at 11:00 p.m. in order to avoid complaints from residential neighbours.

Music at
Parties &
Functions

12. The only venues available for functions with band or other musical entertainment are the Lawn, the Main Lounge, the Bayview Rooms, the Il Ponte (Foreshore Deck) and Poolside. For the avoidance of doubt, bands and musical entertainment are not allowed in the Patio Rooms and the Golden Room.

Mahjong with Dinner	13. If dinner is to be served with mahjong, mahjong tables will be charged at the prevailing rate and subject to space availability in the function room.
Media	14.1 Media personnel are only permitted if invited by the host of a function as his/her guests. 14.2 Media personnel may only take photographs on Club premises. 14.3 Members' privacy is not to be compromised by their photographs being taken by the Media. In the event of a breach of Bye-law 14.2 above, the member who booked the function is accountable for the transgression and may be subject to disciplinary action by the General Committee. 14.4 Media personnel are not permitted to walk around within the Club's premises. They are required to remain at the function venue.
Children's Parties	15.1 Children party packages are available for Garden Room and Bayview Room bookings; Garden Room bookings may be made from 3:00 p.m. to 5:00 p.m. on weekdays, Bayview Room bookings may be made for any 3 consecutive hours between 12:00 noon to 5:00 p.m. 15.2 Children's parties may be booked in the Garden Room from Mondays to Fridays only and not on Saturdays and Sundays nor any Public Holidays. 15.3 Garden Room bookings may only be made on behalf of children under 12 years; the booking member must be a parent or grandparent of the relevant child. 15.4 A maximum of 30 participants in total may attend children's parties in the Garden Room. The number is restricted to avoid undue noise and disturbance to other members who may be using the Garden Room. Any adults attending may order food from the Garden Room menu.
Function Room Booking Procedure	16.1 Main Lounge, Island Room, the Lawn, Multiple Bayview & Patio Rooms bookings Members may reserve for their exclusive use the Island Room & Main Lounge, the Main Lounge only, the Lawn only, two or more of the Bayview Rooms together, or the two Patio Rooms together, in accordance with the rules governing the maximum number of times this may occur in any one month, subject to the following conditions.

16.2 Multiple Bayview Rooms and combined Patio Rooms

For parties booked in at least two Bayview Rooms or both Patio Rooms, any cancellation within 30 days prior to the scheduled party date will incur a cancellation charge equal to \$5,000 or 50% (fifty percent) of the minimum food and beverage expenditure for the venue, whichever is greater.

16.3 Main Lounge and the Lawn

For parties booked in the Main Lounge (whether or not including the Island Room) or on the Lawn from October to March, all bookings shall remain tentative for a maximum period of 30 days from the date that the booking is received, until such time as a deposit equal to 50% (fifty percent) of the minimum food and beverage expenditure for the venue is paid to the Club to confirm the booking. Failure to pay the deposit within 30 days will result in the booking being cancelled and the venue space released without notification.

16.4 In the event of a cancellation of a confirmed party within 60 days of the party date, the Club reserves the right to retain the deposit paid as forfeiture for loss of business. However, the deposit may at the Club's discretion be carried forward to a new function booking to be held within 120 days from the date of cancellation of the original function.

16.5 Single Bayview Rooms, Single Patio Rooms, Golden Room, Treetops, Il Ponte (Foreshore Deck)

Members may reserve for their exclusive use, one of the small individual private function rooms, such as either of the Patio Rooms, the Golden Room, the Treetops or any one of the Bayview Rooms, and the Il Ponte (Foreshore Deck). Any cancellation received within 7 days of the function date shall incur a non-refundable cancellation charge equal to \$2,500 or 50% (fifty percent) of the minimum food and beverage expenditure for the venue, whichever is the greater.

16.6 In the event of a cancellation charge being incurred under 16.2 or 16.5, the cancellation charge incurred will be waived if the Club should arrange for a replacement booking for that particular date and function area.

TENNIS & PICKLEBALL BYE-LAWS

- Hours** 1. The tennis courts will be open from 7:00 a.m. to 10:00 p.m. daily. Floodlights switch off automatically at 10:30 p.m.
- Booking Procedure** 2.1 A court may be booked for not more than 60 minutes whether for singles or for doubles. All players' names must be provided at the time of booking.
- 2.2 Telephone bookings are allowed for play between 7:00 a.m. and 10:00 p.m.
- 2.3 Prior to occupying a court each member must personally identify himself to the duty controller who reserves the right to request sight of his/her membership. The duty controller will register the member's name and account number in the booking system. Members bringing guests must register their guests' name in the tennis booking system and sign a guest fee chit.
- 2.4 A walk in court may be booked a maximum of one hour in advance, unless all courts are booked - in which case booking may be made immediately following the last booking.
- 2.5 Upon completion of a booking and subject to the availability of free courts, players may book additional hours on any day.
- 2.6 Bookings by telephone or in person will be allowed up to 5 days in advance. All courts are available for advance bookings unless otherwise advised, and authorised by the Games & Sports Committee or the General Manager.
- 2.7 An advance booking is confined to the playing time specified by the member making the booking. Should he/she and his/her partner/s arrive up to 15 minutes after the starting time according to the Club's clock he may claim the court but only for the remaining period of the reservation; thereafter all rights to the reservation are forfeited.
- Reallocation of Advanced Booked Courts** 3.1 In the event of a booked court not being taken up after 15 minutes from the commencement time of the reservation, the vacant court may be allocated to those present on a first come first served basis and subject to the usual booking procedures.

Penalty for Late Cancellation Non-attendance	3.2 The cancellation of an advance booking is permitted by telephone or in person to the duty controller at any time up to 24 hours before the booking time on the day of the booking, failing which a penalty charge will be levied on the person making the booking unless the member has arranged for the booking to be transferred to another member, and the Tennis Office has been notified accordingly. Failure to be present 15 minutes after the start of the reserved playing time will result in the same penalty fee being levied. See Fee Table.
No Advance Bookings by Juniors (Under 16 years)	3.3 Juniors under 16 years are not allowed to book in advance unless approved by the Head Tennis Coach.
Evening Tennis & Pickleball Parties - Advance Bookings by Members	3.4 Subject to a minimum of 30 days notice to Management, members may block book up to three (3) courts for private tennis & Pickleball parties after 7:00 p.m. on Saturdays or Sundays only (excluding Public Holidays). All bookings shall be at the discretion of the General Manager who shall have the right to decline any application.
Juniors (Under 16 Years)	4.1 On Saturdays after 2:00 p.m. and on Sundays and Public Holidays one junior may play singles with one adult and two juniors may play doubles with two adults on any court booked by the adult/s. 4.2 On Saturdays after 2:00 p.m. and on Sundays and Public Holidays, juniors playing juniors will only be allowed to book and play on Courts 6 & 7. 4.3 If courts are vacant on Saturdays after 2:00 p.m. and on Sundays and Public Holidays, unaccompanied juniors may play on but not book any court other than Courts 6 & 7 but they must vacate the court/s if requested to do so by an adult member, subject to the completion of the game in progress.
Guests	5.1 Hong Kong resident guests may not be invited to play on Saturdays from 9:00 a.m. to 6:00 p.m. 5.2 Non-resident guests may be invited to play in the company of a member at any time and on any day. Proof of non-residence may be required.

5.3 At least one member must play with guests and the names and addresses of each guest whether resident or non-resident together with the name of the member must be entered in the Guest Book at Club Reception on Saturdays, Sundays and Public Holidays or at the Tennis office on Weekdays. A guest fee chit must be signed for each guest before commencement of play.

5.4 Members' children under the age of sixteen (16) years are not permitted to bring guests. Children over the age of sixteen (16) years may bring no more than three (3) guests at a time unless in the company of an adult member.

Coaching

6.1 Coaching by Club appointed coaches shall be under the direction of the Head Tennis Coach and will be permitted during the times and on courts designated by the Games & Sports Sub-Committee from time to time. Details are to be notified on the Tennis Court notice board separately.

6.2 The number of courts allocated for coaching at any one time is subject to the approval of the Games & Sports Sub-Committee.

6.3 Coaching courts must be booked in advance and the booking sheet must show the names and account numbers of each person to be coached and the period of coaching.

6.4 No coach shall have the exclusive right to one particular court.

6.5 Coaching will be permitted up to 3:00 p.m. on Saturdays.

6.6 Coaching will also be permitted but on a maximum of two (2) courts only at the following times:-

- Saturday evenings from 7:00 p.m. - 9:00 p.m.
- Sunday evenings from 7:00 p.m. - 9:00 p.m.

6.7 Subject to the authorisation of the General Manager, one tennis court only may be made available for the purpose of coaching on Public Holidays. At all times however, the court must be vacated if so requested to do so by a member for social play.

6.8 Subject to the availability of courts, coaches may play tennis among themselves on condition that they follow the normal booking procedures.

Practice Wall

7. The Practice Wall may be used whenever Courts 3 and 7 are vacant. Tennis bookings take priority over wall practice.

Floodlit Tennis	8. Floodlights for evening tennis will be switched on at members' request. Floodlights will switch off automatically at 11:00 p.m.
Dress	9. Only conventionally acceptable dress is allowed on court. Only non marking tennis shoes are allowed, and the controller reserves the right to refuse members and guests access to the court if it is shown that marking soles are being worn.
Court Priority	10. Officially sanctioned Club tournaments, events, ladder matches and league matches take priority over privately arranged social tennis including evening tennis - subject to availability of courts.
Machine Practice	11.1 The ball machine may be rented for up to 60 minutes on weekdays only. A fee is charged for use of the ball machine. 11.2 Bookings for ball machine practice must be made at the duty controller's office following normal court booking procedures. 11.3 If the court is free on completion of one session, practice may be extended unless another player is waiting to use the machine or if the court has been booked for tennis. 11.4 All practice balls must be collected and returned to the machine at the end of each session.
Tennis Ladders	12. Club tennis ladders may be operated according to the discretion of the Games & Sports Committee and the Head Tennis Coach. Ladder matches may be booked up to but not more than three days in advance subject to the availability of courts. Only one (1) ladder match may be played per hour per 7 courts available.
Care of Equipment & Courts	13. Persons seen abusing the courts and equipment may be reported to management for possible disciplinary action.
Fees	14. See Fee Schedule.

SWIMMING POOL BYE-LAWS

The following Bye-laws are designed for the safety, comfort and convenience of all users of the pool and its surrounds.

- Hours**
- 1.1 The daily operating hours of the swimming pool when lifeguards are on duty will be displayed at the Health Centre and Swimming Pool areas and are subject to change from time to time by the General Committee or Management. Swimming outside these permitted hours is strictly forbidden for safety reasons.
- 1.2 The whole or part of the swimming pool may be closed during certain periods for special Club events.
- 1.3 The whole or part of the swimming pool may be closed during certain periods for classes, training or competitions as endorsed by the Games & Sports Sub-Committee from time to time.
- 1.4 At the first sound of thunder or the first sighting of lightning, the swimming pool will close and swimmers be asked to leave the pool. Swimming activities may resume once the thunderstorm warning is cancelled.
- Changing**
- 2.1 All members, their children and guests must change in the Club's changing rooms. The dressing and undressing of children, in particular the changing of infants' nappies at Poolside is inconsiderate of other users of the pool and surrounding area and is not permitted.
- 2.2 Only accepted swimming attire (no cut-offs or jeans) may be worn in the pool.
- Health
Hygiene
Pollution**
- 3.1 Persons suffering from infectious skin ailments must not use the pool.
- 3.2 All users must shower before entering the pool.
- 3.3 Parents are responsible for accidental calls of nature by their children and may not, by right, call upon Club staff for assistance.
- Activities &
Aids**
- 4.1 Only such swimming aids as can be firmly attached to the body are permitted.

4.2 Activities and aids which may cause hindrance and danger to other swimmers are prohibited except as may be provided by the Club. No potentially hazardous swimming equipment shall be used in the pool, including air mattresses, rubber tubes, surfboards, balls, paddles and similar articles.

4.3 Use of underwater swimming equipment is limited to such items as swim fins and facemasks, snorkels, flippers and similar equipment at the discretion of the lifeguard. No frisbees or hard balls of any kind may be used in the pool. Use of permitted equipment must not interfere with the enjoyment of the pool by other swimmers.

4.4 No Club or swim coaching equipment will be loaned for general use.

Diving Board

5.1 Only one diver is permitted on the board at one time. Succeeding divers must ensure that those ahead are well clear of the water beneath the board before diving.

5.2 There shall be no dangerous bouncing while on the board.

5.3 Jumping or diving off the sides of the board is not permitted.

5.4 Swimmers are not allowed in the diving impact area.

5.5 Any act of jumping from the edge of the pool which, in the opinion of the duty lifeguards represents a potential danger to themselves and other pool users is prohibited.

5.6 For the sake of safety, the use of the diving board is at the discretion and control of the lifeguards at all times.

5.7 Lifeguards may ban a person/s from using the pool / diving board for a period of time i.e. 30 minutes should the person fail to acknowledge or comply with a lifeguard's instructions & directions.

Pool Surround for Swimmers Only

6.1 The "pool surround" is an area delineated as 1.20 metres surrounding the edge of the swimming pool and is reserved for the use of swimmers only.

6.2 Prams, push-chairs and mobile toys are not permitted within the "pool surround".

6.3 The consumption of food and drink within the "pool surround" is not permitted.

6.4 The placing of sun-loungers, chairs, tables and personal effects within the "pool surround" is not permitted.

Noise Nuisance & Music	7.1 Running, games of chase, bicycles, tricycles, skateboards, roller-skates, pedal/mechanical cars and battery operated toys around the sun-bathing and sitting out areas are prohibited in the interests of peace and relaxation. 7.2 With the exception of iPods, MP3 players or Discman-type players with earphones, all other portable radios, cassette/tape recorders, television/video equipment and musical instruments may not be played in the sun-bathing/sitting out areas.
Guests	8.1 At least one member must accompany guests at the swimming pool. The names of all guests, whether resident or non-resident, along with the accompanying member's name, must be recorded in the Swimming Pool Sheet at the Swimming Pool Counter, available Monday to Sunday including public holidays. Any guest fees will be charged to the account used to make the booking. 8.2 Members shall be responsible for ensuring that all of their guests are advised of all rules, regulations and pool procedures. 8.3 Members' children under the age of sixteen (16) years are not permitted to bring guests. Children over the age of sixteen (16) years may bring no more than one (1) guest at a time unless in the company of an adult member. 8.4 Proof of age may be required by Club management.
Swimming Guest Fee	9. Members bringing guests to swim in the pool are required to register and sign a guest chit for each guest, adult or junior, each day.
Personal Attendants	10. Helpers, nannies, nurses, drivers and other personal attendants are not permitted to remain within the pool complex. Once they have conducted the child or children to the Poolside, they should vacate the area and wait in the designated helpers' area.
Lifeguards	11.1 Lifeguards are empowered to enforce these Bye-laws and are in charge of water safety. Lifeguards will report infringements, including any abuse of staff and disregard of legitimate instructions they may give to members to Club management. Members are particularly requested to cooperate with the lifeguards whose position in these matters is a difficult one. 11.2 In accordance with the Public Health & Municipal Services Ordinance, lifeguards have specific responsibilities which exclude looking after members' children and the provision of swimming instruction whilst on duty.

Food & Beverage	12. For the avoidance of breakages, beverages will, as far as possible, be served in unbreakable glassware. With the exception of bottled wine which must be kept in ice-buckets, glass bottled drinks may not be taken in the area occupied by sun-loungers.
Swimming, Diving Lessons & Coaching	13. Swimming and diving lessons and coaching by recognised Club coaches will be permitted during such times and on such days as may be designated by the Games & Sports Sub-Committee from time to time.
Children's Pool	14. Use of the children's wading pool is only for children six (6) years and younger. All children using the wading pool must be accompanied and supervised by an adult or a responsible member of the family sixteen (16) years of age or older. Children in the wading pool are the responsibility of the parent/guardian in attendance and not the lifeguard on duty.
General Behaviour	15.1 No person is permitted to run within the poolside complex, nor shall pushing, shoving or throwing of persons into either pool be permitted. 15.2 No tampering with pool equipment and no rough or disorderly conduct is permitted. 15.3 Diving is not allowed at the shallow end of the swimming pool or anywhere that is crowded. 15.4 In the interests of hygiene, infants are required to wear plastic pants or swim nappies in the pool at all times. 15.5 Lanes roped off and designated as lap lanes shall be used for those swimming laps only - lap lane users are required to swim along the right hand side to avoid collisions. 15.6 Pulling or sitting on any lane ropes deployed is not permitted. 15.7 Members are expected to behave in a considerate manner towards other members in the utilisation of poolside complex dining tables and sun-loungers. Management has the right to remove any unaccompanied personal items occupying tables and sun-loungers.

TENPIN BOWLING BYE-LAWS

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|------------------------|--|
| Hours | 1. The opening hours of the Bowling Alley shall be from 12:00 p.m. to 9:00 p.m. on Sunday to Wednesday and 1:00 p.m. to 10:00 p.m. on Thursday to Saturday. |
| Guests | 2.1 At least one member (or spouse) must bowl with guests.

2.2 No bowling lane shall be occupied totally by guests only. |
| Age Regulations | 3.1 Children under the age of 6 years are not permitted in the Bowling Alley.

3.2 Any child between the age of 6 years and 12 years, must be accompanied by a parent. If the child is between the age of 6 years and 8 years, the parent must bowl with the child or be present to supervise and assist the child.

3.3 At the discretion of the bowling alley staff on duty, members' children between the ages of 8 and 12 years may be allowed to bowl on their own provided the parents give their consent to the bowling alley staff. In such circumstances, the parents shall be remained responsible for such children.

3.4 No child between the ages of 6 and 8 years is allowed to bowl after 8:00 p.m.

3.5 Members' children aged 8 to under 21 years are permitted to use the bowling lanes during operating hours EXCEPT: <ul style="list-style-type: none">(i) Sundays and Public Holidays - 2:00 p.m. to 5:00 p.m.(ii) On any day, after 9:00 p.m., if adults (aged 21 and above) are waiting to bowl, junior members must vacate the lanes on completion of the game they are bowling.(iii) After 9:00 p.m., junior members under 18 years of age must be accompanied by a parent. |
| Waiting List | 4. When all lanes are occupied, members who wish to bowl shall register their names in a book maintained by the bowling alley staff in the order of their signing in. If for any reason a member is prevented from taking up his/her turn at bowling, his/her name shall be deleted from the waiting list. He will not be permitted to pass over his/her turn to another person. |

**Walk-in
Usage**

5.1 Only one lane shall be allocated to one member. The bowling alley staff, however, shall have discretion to allocate a second lane if no other members are waiting to bowl, on the condition that the member shall surrender the second lane to subsequent arrivals who are waiting to bowl.

5.2 Not more than 5 bowlers, at least one of whom must be a member, shall be allowed to play on any one lane.

5.3 A bowler shall be allowed to bowl 3 games at any one time, and shall then vacate the lane if other members are waiting to bowl.

5.4 On Sunday and Public Holidays, if other members are waiting to bowl, a lane shall be vacated on the completion of 3 games per bowler, subject to a maximum of 10 games when 4 or more players are using the one lane.

Reservations

6.1 A member wishing to block book a lane/s must do so at the bowling alley in writing 2 weeks in advance.

6.2 Cancellation of any block lane booking must be received at least 2 days prior to the commencement time. Failure to do so or in the event of a No-Snow - a cancellation fee of \$100.00 per lane shall be charged to the member's account.

6.3 On weekdays, up to four (4) lanes may be reserved for two hours for the purpose of hosting private parties in the Bowling Alley.

6.4 Any private party so booked must be concluded not later than 6:00 p.m.

6.5 Such a reservation must be made at least seven days in advance.

6.6 Such a reservation will be held for 15 minutes from the booked time and if the reserved lanes are not claimed thereafter, the reservation will lapse and the bowling alley staff will have the discretion to allocate the lanes to any other bowlers waiting to bowl.

**Bowling
Rules &
Etiquette**

7.1 Players shall observe the General Playing Rules and Regulations on bowling.

7.2 Bowlers shall not commence bowling until the pins have been properly set and the protective guard raised.

7.3 Only proper bowling shoes shall be worn on the lanes. Bowling shoes may be hired from the bowling staff (see Fee Schedule).

7.4 Bowlers wishing to leave the bowling alley temporarily shall be required to take off the bowling shoes first.

7.5 No smoking, eating or drinking is allowed beyond the white line.

7.6 Persons wearing swimming costumes are not permitted to enter the bowling alley.

7.7 Bowlers shall observe correct bowling etiquette:

- (i) Be prepared to take your regular turn on the lane.
- (ii) The player ahead of you on the approach has the right of way.
- (iii) If two players step on the approach at the same time, the player to your right has the right of way.
- (iv) Stay on your own approach at all times.
- (v) Step back off the approach after making each delivery.

Beginners

8.1 In the interest of protecting the bowling lanes and equipment, beginners are required to undergo compulsory instruction from the duty Supervisor at a charge for members including members' children and for guests including child guests.

8.2 If in the opinion of the bowling alley staff any bowler is obviously a beginner and is, therefore, likely to damage the bowling lanes or equipment, the bowler may be told to stop bowling or undergo compulsory instruction for which the appropriate fee must be paid.

SQUASH BYE-LAWS

- Hours** 1. Bookings may be made commencing at 7:00 a.m. daily. The court closes at 9:00 p.m. daily. Each session shall be for 45 minutes.
- Bookings** 2.1 The reservation book is kept with the duty controller in the Pro-Shop. Bookings may be made by telephone or in person.
- 2.2 No member may use the court without first having booked.
- 2.3 Two members playing together may only make a maximum of two consecutive bookings, i.e. they shall in no instance play for more than 90 minutes.
- Guests** 3.1 The charge for guests shall be as set out in the Fee Schedule.
- 3.2 A court may not be occupied solely by guests.
- Conditions of Use** 4.1 Players are required to:
- (i) Use only conventionally acceptable dress on court.
- (ii) Use the correct equipment, i.e. non-marking rubber-soled shoes without heels, approved squash balls and rackets.
- (iii) Under no circumstances may Racket Ball be played on the court.
- (iv) Under no circumstances may tennis balls or tennis rackets be used on the court.
- 4.2 Children under 8 years of age are not permitted in the gallery or on the court unless accompanied by a member.
- 4.3 Bookings for private games may not be made in excess of 7 days in advance.
- 4.4 In the event that a member wishes to cancel a booking, 24 hours notice must be given.
- 4.5 Official Club tournaments sanctioned by management shall take priority over private games.
- 4.6 Children under 8 years of age are not permitted to book the squash court.
- 4.7 No member may book in the name of another member.

4.8 The wearing of eye guards while playing is strongly encouraged.

4.9 If a player is a beginner, the wearing of eye guards is compulsory.

**Etiquette or
Changeover**

5.1 Oncoming players are to knock first and allow play to be completed before entering. Players may finish that point only.

5.2 Players completing their booked time slot must leave as quickly as possible.

5.3 The clock in the Pro-Shop is the official time clock.

Lights

6. Players should turn off the lights and air conditioning at the end of play and on leaving the court.

SPORTS AND RECREATION BYE-LAWS

General Health & Hygiene

1. Persons suffering from infectious skin ailments must not use the pool, sauna, cold pool, steam room, jacuzzi and health club.
2. Members are advised to consult a physician prior to using the health club, pool, sauna, cold pool, steam room and jacuzzi if they have a history of high blood pressure, heart trouble, are pregnant and are suffering from respiratory problems or for any other health reasons.
3. Persons who have obvious infections or are suffering from contagious diseases are not permitted to use the health club, sauna, cold pool, steam room and jacuzzi.
4. Intoxicated persons will not be permitted access to the health club, pool, sauna, cold pool, steam room and jacuzzi at any time.
5. All persons using the swimming pool, sauna, cold pool, steam room and jacuzzi are required to take a shower before entering. Members are asked to remove all oily skin preparations and lotions before entering.
6. All hairpins, bobby pins, etc. must be removed before entering the swimming pool.
7. Parents are responsible for accidental calls of nature by their children and may not, by right, call upon Club staff for assistance.
8. After leaving the sauna, cold pool or steam room, members must shower before entering the jacuzzi and swimming pool.
9. Member's Guests who use changing room facilities, such as the sauna, jacuzzi, and showers, without having paid a guest fee for any other facility, will be subject to a guest fee for such use.

HEALTH CLUB COMPLEX BYE-LAWS

- Definitions** 1. The Complex comprises:
- (i) the changing rooms, showers and toilets;
 - (ii) the spa area incorporating saunas, cold pool, steam room, jacuzzis and massage rooms;
 - (iii) the gymnasium and weights room (“the gym”); and
 - (iv) the Health Club reception.
- Prohibitions** 2.1 Children under the age of twelve are not permitted in the gym nor are they permitted to use the sauna, cold pool, steam room and jacuzzi.
- 2.2 Boys over the age of five are not permitted to enter or use the Ladies Changing Room whether or not accompanied by a parent or helper.
- 2.3 The drying of clothing is not permitted in the saunas.
- 2.4 Food and beverage are not permitted in any part of the Complex. Drinking water is provided in the changing rooms and the gym.
- 2.5 Drivers and personal security personnel are not permitted inside the changing room save to assist members and their children.
- Conditions of Use** 3.1 Persons using the spa area must shower first.
- 3.2 Persons using the Complex are expected to behave decorously at all times. Children, accompanied or otherwise, remain the responsibility of parents or assigned helpers and may be subject to suspension if found misbehaving in the Complex.
- 3.3 Members are required to assist in maintaining the changing facilities in a clean and tidy condition by using the receptacles provided for used towels and rubbish.
- Medical Clearance** 4. Persons wishing to use the Health Club Complex are advised to obtain medical clearance since the Club does not accept responsibility for any physical accident or impairment to health resulting from the use of such facilities either at the time of use or at any time thereafter.
- Fees** 5.1 See Fee Schedule.

Lockers

5.2 Members may be required to show their respective membership cards upon request to the changing room attendant at the changing room counter in exchange for a locker key for use by members or their guests.

5.3 All keys must be returned to the changing room counter before leaving the Health Club complex.

5.4 A penalty charge calculated on a key per day basis may be incurred for non-return of a key on the day of hiring.

5.5 Non-return of any key after seven days will result in the emptying of the locker followed by written notice advising the defaulter of the penalty charge against his/her Club Account. The penalty for late return and the cost to the member for replacing a lost key will be determined by the General Committee from time to time.

Look After Your Property - Safe Custody Of Valuables

6.1 The Club shall not be responsible or held liable for any loss of members' valuables, money or other property on Club premises.

6.2 Users must not leave their belongings inside the daily lockers or changing room overnight. Any item found in the daily lockers and the changing rooms will be collected and disposed of by the management on a daily basis.

GYMNASIUM & WEIGHTS ROOM

1.1 The gym is open daily. Hours of operation are posted on the notice board outside the gym.

1.2 Users of the gym are required to sign in and may be asked to show a valid membership card to the Health Club staff on duty at the reception before commencing exercise. First time users are required to complete a health history and waiver of liability form.

1.3 Any abuse of equipment, the disruption or interference with the workout of another member, unsportsmanlike conduct or failure to comply with the rules and regulations of the gym may result in a report being made to management and possible disciplinary action being taken.

1.4 The Health Club staff on duty is deemed to be the supervisor and has the authority to request a member or the accompanied guest of a member to leave the gym, if in the opinion of the supervisor, his/her conduct is detrimental to other users of the facility.

1.5 Children of members aged 15 may use the gym subject to the following restrictions:-

- (i) They may use the gym while receiving personal training from the Club's authorised personal trainers;
- (ii) They may use the gym provided they are certified to do so in writing by the Club's authorised personal trainers;
- (iii) They may use the gym during off peak hours only: Mondays to Fridays 12:00 p.m. to 6:00 p.m. only;
- (iv) Juniors aged 16 and over may use the gym without any restriction.

1.6 A time limit of 30 minutes per machine applies to use of all cardio equipment. If the machine you wish to use is occupied, it is your responsibility to ask the current user how long they have to finish their 30 minutes timeslot and advise them that you are waiting.

1.7 Members unfamiliar with the use of a specific piece of equipment should ask the gym staff for assistance.

1.8 Those members interested in an individualised workout routine are encouraged to register for instruction with one of the Club's personal trainers.

1.9 Members must wear appropriate exercise attire in the gym at all times. Buckles, snaps, buttons, etc. on street clothes can pose an injury risk and damage the equipment and should not be worn.

1.10 For the safety of all gym users, members using free weights must not drop them onto the floor but return them to the free weights rack with care after use.

1.11 Spotters are strongly recommended when using heavy free weights.

1.12 Collars are to be used at all times to secure weights to the weight bars.

1.13 For the purpose of safety, only the Health Club staff and the Club's personal trainers are permitted to provide instruction on exercise technique or equipment preparation and adjustments.

1.14 Coaching can only be conducted by recognised Club personal trainers and will be permitted during such times and on such days as may be designated by the Games & Sports Sub-Committee from time to time. For the avoidance of doubt, members' guests are not allowed to act or behave as a personal trainer to provide instruction to any members.

Etiquette

2.1 No one may operate an audible music device while in the gym. Personal music devices with headphones are permitted.

2.2 No sandals, open-toe shoes or bare feet are permitted. Appropriate training shoes (non-marking type) together with socks must be worn. All shoes should be thoroughly wiped on a mat provided before entering the gym.

2.3 All equipment should be thoroughly wiped down after use. Gym users should keep themselves and the equipment free from perspiration in the interests of other members. Shirts should be changed as required if members are engaged in intense physical activity and perspiring heavily. Hand towels and towels are provided for members and must be returned to the gym for laundering after use.

2.4 Limit use to one piece of equipment at a time and be considerate to other users.

2.5 Multiple sets may be done on stations; however, right of way should be given to persons doing singles set or circuit training.

2.6 Drinking water is provided for members use. Food is not to be consumed in the gym.

2.7 You are exercising at your own risk - be wary of exercising outside of your own abilities and level of fitness. Should you feel dizzy or light-headed during your work-out, rest and reduce the intensity of your training.

2.8 The gym temperature is maintained at levels recommended by health experts. Only gym staff are permitted to adjust the air conditioning controls.

Guests

3.1 At least one member must accompany the guest and the name and address of each guest whether resident or non-resident together with the name of the member must be entered in the Guest Book at Club Reception on Saturdays, Sundays and Public Holidays or at the Health Club reception on Weekdays.

3.2 Members shall be responsible for ensuring that all of their guests are advised of all rules, regulations and procedures in force within the gym.

3.3 Members' children under the age of sixteen (16) years are not permitted to bring guests. Children over the age of sixteen (16) years may bring no more than one (1) guest at a time unless in the company of an adult member.

3.4 Proof of age may be requested by Club management.

3.5 A guest fee chit must be signed for each guest.

MASSAGE

- Duration of Message** 1. The duration of a single session may be 45 minutes or 60 minutes. Please refer to the fee schedule displayed at the Health Club for the applicable charges.
- Bookings** 2.1 Subject to availability, a member wishing to book consecutive massage sessions (whether of 45 minutes' duration or 60 minutes' duration or a combination of both) for a weekday (Mondays to Fridays inclusive) that is not a Public Holiday may do so in person or by telephone at any time up to 7 days in advance of the requested booking.
- 2.2 A member wishing to book consecutive massage sessions for a Saturday or Sunday must do so in person at the Health Club no earlier than the Thursday immediately prior to the Saturday or Sunday when the booking is requested and for a Public Holiday which falls on a weekday, no earlier than 48 hours immediately prior to that Public Holiday.
- 2.3 No member may use another member's account to book a massage session for use by the first mentioned member. Members are permitted to book massage sessions for their guests, excluding domestic helpers. Any guest fees will be charged to the account used to make the booking.
- Cancellations and No Shows** 3.1 Cancellation of any massage booking on Mondays to Fridays is permitted if at least 24 hours' prior notice is given. Failure to give such notice will result in a cancellation charge equal to 100% of the massage fee being charged to the member's account.
- 3.2 Cancellation of any consecutive massage booking on a Saturday, Sunday or Public Holiday must be received no later than Friday immediately prior to the weekend during which the booking falls. Failure to do so will result in a cancellation charge equal to 100% of the massage fee being charged to the member's account.
- 3.3 Members failing to show up for a booked massage without having given the requisite notice to the Health Club staff will be charged a no-show fee equal to 100% of the massage fee booked, unless the booking can be taken up by another member and charged accordingly.

SAUNA, COLD POOL, STEAM ROOM AND JACUZZI

1. All users must shower before entering the sauna, cold pool, steam room and jacuzzi.
2. Breakable objects are not permitted.
3. No person shall use the jacuzzi unless it is officially open.
4. Please ask the changing room attendant to switch on the water agitation if necessary.
5. Children under the age of twelve years (12) are not permitted in the jacuzzi. Children twelve (12) to fifteen (15) are not permitted unless accompanied by an adult twenty-one (21) years of age or older. Parents shall be responsible for and must chaperon their children, while they are using the sauna, cold pool, steam room and jacuzzi.
6. Soap, shampoo, conditioner, shaving products or oils cannot be used in the cold pool and jacuzzi.
7. The drying of clothes, towels, or any personal belongings within the sauna is strictly prohibited.

PLAYROOM BYE-LAWS

- Hours** 1. The opening hours of the Playroom shall be from 12:00 p.m. to 8:00 p.m. on weekdays and 9:00 a.m. to 8:00 p.m. on weekends and public holidays.
- Daily Pass** 2.1 The Playroom staff reserve the right to refuse admittance while the number of children exceeds the safe playroom carrying capacity.
- 2.2 The Playroom staff reserve the right to deny access to any child as a result of violent behaviour.
- General Rules** 3.1 Only children of age 11 or below are allowed to use the Playroom.
- 3.2 Children under age of 5 should be accompanied and supervised at all times by an adult (only one adult per child).
- 3.3 Guardians, helpers or parents are requested to sign in and sign out of the playroom.
- 3.4 For safety reasons, in the event of the Playroom being over-crowded and exceeding its safe carrying capacity, a “Time Limit” will be introduced using the “First in, first out” rule. This is controlled by the Playroom staff.
- 3.5 No food or drink other than water is permitted in the Playroom.
- 3.6 A member is allowed to invite a maximum of 5 guests per membership on weekdays and 3 guests on weekends and public holidays. Fees for guests shall be determined by the General Committee from time to time.
- 3.7 Children who are unwell or showing any signs of communicable illness may be refused entry to the Playroom.
- 3.8 The Playroom is not a licenced day care centre or nursery. Playroom staff will not be available to change infants’ nappies at any time.
- 3.9 No member who has left his/her child in the playroom shall leave the Club premises whilst the child remains in the playroom.

3.10 For health and safety reasons, bare feet are not permitted and socks are required in the Playroom for adults and children. Socks are available for sale at the counter.

3.11 Private bookings for birthday parties are permitted from Monday to Friday, 3:00 PM to 5:00 PM, excluding public holidays, subject to booking packages and a minimum charge.

TEEN ROOM BYE-LAWS

Hours	1. The opening hours of the Teen Room shall be from: 10:00 a.m. to 9:00 p.m. daily - Mondays to Sundays and Public Holidays.
Access to the Teen Room	2. Those persons wishing to enter the Teen Room shall register on the sign in sheets and obtain the entry access code from duty Health Centre Staff. The security access code shall be changed on a daily basis.
Age Limit	3. Only those persons aged between 10 years and 18 years of age may make use of the Teen Room.
Guest Fee	4. Teenage guests shall be charged a single daily entrance fee of \$20.00 per guest. At all times, the parent Member introducing the guest shall be on the premises within the club. A limit of 5 guests are permitted per member in the Teen Room at any one time unless with the prior authorisation of club management.
Removal of Equipment	5. No equipment is to be removed from the Teen Room at any time.
Food & Drink	6. No food may be consumed within the Teen Room, unless with the prior authorisation of club management.
Use of computers & WiFi	7. Users of the Teen Room making use of club computers and WiFi access within the Teen Room, agree to view only age appropriate web pages and sites. Any attempt to tamper or override the club's firewall and security settings may result in internet access to the Teen Room being withheld. Duty Staff retain the right to remove access to club computers at any time should inappropriate content be accessed or attempted to be accessed. A time limit of 45 minutes applies to any use.
Use of Electronic Media Video games ["Video Games"]	8.1 All Club Video Game Titles [Wii or Xbox] are held by Health Centre Reception Staff and shall be signed in and out on a daily basis for use by users of the Teen Room for use on the Teen Room game consoles. 8.2 A maximum of two (2) titles only may be signed out and taken by a user at any one time in the Teen Room. Failure to return titles shall entail the Member's account being debited with the full cost of a replacement and the Member so informed.

8.3 Users shall not bring in to the Teen Room or attempt to play any game titles, DVD or other media that shall be considered age-inappropriate [18+ years] for playing on the club's media equipment so provided. Duty Staff retain the right to remove access to such consoles at any time should inappropriate titles be attempted to be played or viewed.

8.4 The time limit set for use of the club games consoles shall be not more than 45 minutes.

Appropriate Purpose & Permitted Activities in Teen Room

9. Appropriate activities for the Teen Room shall include: reading, studying, homework, project internet research, using computers, DVD and game consoles for general recreation and socialising.

Teen Room Conduct & Etiquette

10. The following activities are not allowed in the Teen Room:

- Sleeping;
- Use of foul language;
- Consumption of alcohol or any illicit drugs of any kind;
- Smoking;
- Rough housing or fighting;
- Public displays of affection;
- Any other behaviour considered in the view of club management to be aggressive, inappropriate or likely to cause offence to other Teen Room users.

Vandalism

11. Any person doing any act of vandalism or damage to the Teen Room, its equipment, CCTV cameras, furniture and fittings will be asked to leave the Teen Room immediately and the member concerned shall be charged in full for the damage and/or replacement cost of any equipment so damaged.

Other

12. These bye-laws are to be read in conjunction with the club General Bye-laws.

POOL TABLE BYE-LAWS

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| Availability | 1. The pool table can be used on a first come-first served basis. No advance booking will be accepted. |
| Maximum Time Allowed | 2. The best of three frames and/or a maximum playing time of 30 minutes shall apply if there are other persons waiting to use the table. |
| Age Limit | 3. Only those persons aged between 13 years and older may make use of the Pool Table. |
| Pool Balls | 4. A set of pool balls can be obtained from the Health Centre Reception during the hours of operation and must be signed in and out and returned after play. Pool balls and log book will be kept at the Bowling alley after 9:00 p.m. |
| Times of Operation | 5. The table is open for games from 7:00am - 9:00pm. |
| Etiquette | 6. All usual pool/snooker rules and etiquette is to be exercised at all times. |

VIDEO LIBRARY BYE-LAWS

Opening Hours	1. The opening times will be as posted on the Video Library notice-board.
Definitions	2. For the avoidance of doubt, the term DVD/s shall refer to all DVDs, and Blu-Ray Disc made available for rental through the Video Library.
Membership	3. Children under 21 years are not allowed individual membership.
Admission to Video Library	4. Children over 12 years will be allowed to return and/or to exchange DVDs on their parents' authorisation. Children under 12 years are not permitted in the adult section of the Video Library either with or without an adult.
Charges	5. The charges posted on the Video Library notice-board shall apply to Video Library use and shall be subject to amendment by resolution of the General Committee from time to time. All charges incurred for whatever reason shall be debited against the member's account.
Cancellation of Membership	6. One calendar month's written notice of cancellation is required to withdraw from Video Library membership. Unless written notice of cancellation has been provided, members who take long periods of absence will continue to be debited the monthly fee.
Borrowing	7.1 A member may only have a maximum of six (6) titles on loan at any one time provided that no more than two (2) titles may be new releases. 7.2 Each new release DVD may be retained for a maximum of two (2) nights; recent releases may be retained for four (4) nights only and older releases may be borrowed for a maximum of seven (7) nights. Thereafter, a member will be surcharged a late fee for each day on non-return of the DVDs. 7.3 No consecutive renewal of new releases may be permitted.
Returning DVDs	8. DVDs must be returned via the "drop box" or directly to the Video Library Attendant only.
Loss of DVDs	9. Members are responsible for the replacement cost of lost DVDs even when lost or misplaced on Club premises.

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| DVDs Not Censored | 10. The Club is neither responsible for the content of any DVDs nor for the descriptions given on their packaging. Parents are advised to preview DVDs they select if they are to be viewed by children. |
| Inspection of DVDs | 11. Before leaving the Library with a DVD, members should ensure that the Video Library Attendant opens the DVD box and checks for damage. If a DVD is returned in a damaged condition, a repair or replacement charge will be levied. |
| Original DVDs Only | 12. Replacement DVDs, whether purchased or copied, will not be accepted in place of the Video Library's original DVDs. |

SNOOKER BYE-LAWS

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| Hours | 1. The opening hours of the Snooker Room shall be from 2:00 p.m. to 12:00 a.m. |
| Marker | 2. The Marker is responsible for ensuring observance of the Snooker Bye-laws and the maintenance of correct conduct and etiquette during play. |
| Age Limit | <p>3.1 Members, members' dependants and guests must be 8 years old and above to enter the Snooker Room or to use the facilities.</p> <p>3.2 Members' dependants between 8 and 21 years of age:</p> <ul style="list-style-type: none">(i) may only play on week days from 5:00 p.m. onwards and Saturdays, Sundays and Public Holidays from 2:00 p.m. to 5:00 p.m.;(ii) must be vacated within 15 minutes of a member requesting use;(iii) may play only when the Marker is present, unless playing with a member;(iv) are not allowed to bring any guests; and(v) dependant users aged between 8 and 15 years old must be accompanied by an adult member. |
| Table Booking | <p>4.1 The table nearest to the entrance is designated Table No. 1. The table furthest from the entrance is designated Table No. 2.</p> <p>4.2 When both tables are occupied, members waiting to play shall put their names in the booking register. By doing so, each member reserves the right to use the next available table.</p> <p>4.3 Two players may play for a maximum of one hour and four players may play for a maximum of one and half hours.</p> <p>4.4 The names of all players actually playing shall be entered into the booking register by the time play begins.</p> <p>4.5 A member playing on a table with other members may not have a reserved booking on any other table at a later time (Club matches and Ladder matches excepted).</p> <p>4.6 Not more than four players may play on any one table at one time.</p> |

4.7 Practicing alone is permissible; however, if a member is waiting to play, the member playing alone must invite that member to play with him.

4.8 Only one table may be reserved in advance.

Conduct & Etiquette

5.1 The posted Snooker & Billiards Rules shall be observed at all times.

5.2 Members and guests will avoid loud conversations or any other form of loud or irritating behaviour.

5.3 Drinks must not be placed on the snooker tables.

5.4 The Snooker Room door shall remain closed at all times except when entering and leaving the Snooker Room.

5.5 Cues, balls and rests should be returned to their correct locations immediately after play.

5.6 With the exception of swimwear, any form of casual or sports wear is permitted provided persons are fully clothed with proper footwear at all times.

5.7 Cue lockers are available for members with personal cues. There shall be an annual locker rental charge as directed by the General Committee from time to time.

5.8 Members and their guests are required to conduct themselves in such a manner so as not to cause disturbance to others.

Guests

6.1 There shall be a guest fee per day per guest as directed by the General Committee from time to time.

6.2 Guests must be signed in by a member. The Guest Book will be located in the "Wine Cellar".

6.3 Members wishing to play have priority over guests in booking tables.

Beginners

7.1 In the interests of protecting the snooker table and equipment, beginners are required to undergo compulsory instruction from the duty Marker at a charge as directed by the General Committee from time to time.

7.2 If in the opinion of the Marker any player is obviously a beginner or not playing the game in a proper manner and is, therefore, likely to damage the snooker table or equipment, the player may be told to stop playing or undergo compulsory instruction for which the appropriate fee must be paid.

INDEX

<u>SUBJECT</u>	<u>PAGE NO.</u>
General Bye-Laws	
Access to Club Premises	7
Attire	14-15
Accidents and Injuries	16
Behaviour towards Club Employees	10
Complaints and Suggestions	10
Commercial Advertising	10
Children	12-13
Cards and Mahjong	15-16
Cash Transactions	18
Cash Coupons	18
Definitions	1-2
Dogs and Other Pets	10
Disturbance of the Peace	12
Food and Beverage	12
General Conduct and Behaviour	2-3
Gratuities to Club Staff	10
Introduction	1
Mobile Phones & Electronic/Digital Devices	11
Meal Service	12
Membership Cards	16-17
Members' Accounts	18
Settlement of Accounts	19
Exceptions	19
Opening Hours	3-4
Private Instructors and Coaches	6
Parking at the Club	7-9
Protection of Club Property	10
Photography at the Club	11
Personal Attendants	14
Protective Security Personnel	14
Personal Property	16
Recreational Mobility Devices	11
Smoking	12
Signing of Club Chits	17-18
Typhoons and Other Calamities	7
Use of the Club & Facilities – Spouse & Children	4
Use of the Club & Facilities – Guests and Visitors	5-6
Use of Wi-Fi	11