

KOWLOON BOWLING GREEN CLUB



BYE-LAWS
Adopted 9 July 1990

Amended in 1992, 1993, 2002, 2003, 2008, 2015, 2021, 2022 and
2023, 2025

Reprinted in 2009, 2015, 2021, 2022, 2023 and 2025

KOWLOON BOWLING GREEN CLUB

BYE-LAWS

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SCHEDULE OF CHARGES AND PENALTIES

KOWLOON BOWLING GREEN CLUB

BYE-LAWS

1. AUTHORITY_____

- 1.1. These bye-laws are made by the General Committee in exercise of the powers conferred upon it by Article 19 of the Articles of Association of the Kowloon Bowling Green Club and may be altered or repealed at the discretion of the Committee, subject to the power of the members to set aside any bye-laws through a special resolution at a General Meeting of the members of the Club.
- 1.2. A printed copy of these bye-laws together with a copy of the Memorandum and Articles of Association of the Kowloon Bowling Green Club shall be sent to all members resident in Hong Kong and shall be binding upon them.
- 1.3. The Memorandum and Articles of Association and these bye-laws shall together form the Rules of the Club under which the Club operates. If any inconsistency arises between the Articles of Association and these bye-laws, the former shall take precedence.
- 1.4. Any question as to the interpretation of these bye-laws shall be left to the discretion of the Committee whose decision shall be final.
- 1.5. In these bye-laws, words importing the masculine gender include the feminine gender.

2. DEFINITIONS_____

- 2.1. In these bye-laws, unless there is something in the subject or context inconsistent therewith the following definitions shall apply:-
 - 2.1.a. “Club” means the company registered as the Kowloon Bowling Green Club.
 - 2.1.b. “Committee” means the General Committee of the Club for the time being.
 - 2.1.c. “Secretary” means the Honorary Secretary of the Club.
 - 2.1.d. “Treasurer” means the Honorary Treasurer of the Club.

- 2.1.e. “Officers” of the Club are the President, Vice President, Secretary and Treasurer.
- 2.1.f. “Member” shall, for the purposes of these bye-laws, be deemed to include a member, his family, visitors and guests, unless otherwise stated. This shall not be applicable to Junior Members.
- 2.1.g. “General Meeting” means a general meeting of the Ordinary and Life members of the Club whether annual or extraordinary.
- 2.1.h. “Manager” means the General Manager of the Club.
- 2.1.i. “Staff” means all employees, staff and servants employed, either full or part time, by the Club.
- 2.1.j. “Member’s family” means his/her Spouse or Partner and unmarried children under the age of 21 years. “Partner” means a girl friend of a male member living together with him as a couple or a boy friend of a female member living together with her as a couple. For the purpose of this Bye-Law, a member cannot include both his/her spouse and partner as part of his/her family at the same time.
- 2.1.k. A member without a spouse or partner or any other family member(s) can nominate one of his/her unmarried children over 21 years old as a family member. All such applications are subject to the approval of the General Committee.
- 2.1.l. “Member’s household” means, in addition to his family, any adult female(s) and children who are temporarily visiting Hong Kong and residing with the member.
- 2.1.m. “Accompanied”, in regard to members’ children in the Club, means in the constant company and under the behavioural supervision of a member, his wife or her husband, as the case may be, or of another member or wife of a member authorised by the member parent to exercise parental supervision over the children.
- 2.1.n. “Premises” means the entire area bounded by the Club’s perimeter fences including the sports and car park areas and all buildings.

3. ENTRY

- 3.1. Entry to the Club premises shall be restricted to members, their families and guests and bona fide visitors.

- 3.2. Without the prior permission of the Manager, areas of the Club premises such as kitchens, offices and storerooms shall be out of bounds to all persons other than staff in the course of their duties and members of the General Committee.
- 3.3. Families of members suspended under the provisions of the Articles of Association are not permitted into the Club, even as guests of other members, and may not use any of the Club's facilities.
- 3.4. Private or domestic helpers may only enter the Club premises in the course of performing his/her duties assigned by his/her employer who is a member of the Club and is in the Club premises at that time, except that a member's chauffeur may enter the car park in the course of his duties but must leave the premises immediately the car is parked or when the member has alighted as the case may be. The chauffeur may subsequently return to collect the member but may not linger unduly in the car park.
- 3.5. No animals or pets of any description shall be allowed to enter any part of the Club premises at any time.

4. CHILDREN

- 4.1. Children over the age of eight years must have a Club Membership Card.
- 4.2. Children are not members of the Club and may not introduce guests to any part of the Club's premises.
- 4.3. Children under the age of 12 years may not enter the Club premises unless accompanied.
- 4.4. No person under the age of 18 years may be served or may consume any alcoholic drinks in the premises.
- 4.5. Children under the age of 16 years are not allowed in the bar.
- 4.6. Children over the age of 16 years in the immediate company of a parent may be admitted to the bar but must leave by 7:30pm.
- 4.7. Children under the age of 14 years are not allowed in the Restaurant after 6.30p.m. unless accompanied.
- 4.8. Children under 12 years are not permitted to use the pool unless they are accompanied.
- 4.9. Children may use the tennis courts provided: -
 - 4.9.a. Proper dress and shoes are worn;

- 4.9.b. Children under the age of 10 years are accompanied.
- 4.9.c. Children under the age of 18 years may not use the tennis courts on Saturday afternoons, Sundays and Public Holidays when members wish to play and, at other times, must vacate the court if it is required by members.

5. OPENING HOURS _____

- 5.1. The premises shall be opened for members at 10:00a.m. daily and be closed at 12:00a.m. the following day except on Sundays and Public Holidays when opening time shall be 9:00a.m. and closing time 11:30p.m. The Committee may vary these times for special occasions but when it is impracticable for such variation to be approved by the Committee, the times may be varied in special circumstances by two members of the Committee one at least of whom shall be an Officer of the Club; such a decision shall be notified to the Committee at their next meeting. 1:00a.m. last orders, 1:30a.m. close on special functions and karaoke nights.

6. CLUB PROPERTY _____

- 6.1. No member shall remove any Club property from any part of the premises without the prior written approval of the Committee, of the Secretary or of the Manager.
- 6.2. Any member who breaks, damages, loses or destroys any property of the Club shall repair or replace such property at his own expense as soon as practicable or shall be charged by the Club the cost of making good such breakage, damage, loss or destruction.

7. ACCIDENTS AND INJURIES _____

- 7.1. Neither the Club nor any member of the Committee, Sub-committees, the Manager or staff shall be liable for any accident, injury, loss or damage to person, vehicle or property caused to or suffered by any member or his family, visitor, resident, guest or any other person, whether occurring on the premises or whilst representing the Club in competition or sporting activity elsewhere in Hong Kong, whether or not such accident, injury, loss or damage is caused by negligence or otherwise of any member, staff or any other persons.

- 7.2. A member who is directly involved in any accident of any kind while on or in any part of the premises or which occurs outside the Club's boundaries as a result of an act done within them in which injury is caused to any person or damage is caused to any property shall report the accident in writing to the Manager or Secretary at once and, in any case, within 24 hours of such accident whether or not it appears likely that any claim will arise from injury or damage caused thereby.

8. DRESS

- 8.1. Members shall at all times maintain a reasonable standard of dress on the premises commensurate with circumstances, time of day, area of activity and subject to any direction of the General Committee. Bathing costumes, athletic vests or athletic shorts, in particular, are not acceptable dress at any time in any part of the Club other than the pool area and, as necessary, in the changing rooms.

9. GENERAL USE OF THE CLUB FACILITIES

9.1. Registration

- 9.1.a. Each member is required to register with the Secretary or Manager all members of his family over the age of eight years whom he wishes to be permitted to use the facilities of the Club.
- 9.1.b. Members will be held accountable for all chits signed or entered by their families. When a member has withdrawn the signing rights of a member of his family, the staff will endeavour to ensure that his instructions are carried out but the Club accepts no responsibility for any error which may arise because of this.

9.2. Membership Cards

Each member shall obtain from the office a Club Membership Card for himself and all members of his family over the age of eight years. Members and their families may be required to produce these cards on the request of the Manager, Lifeguard (only in the pool area) staff, (only when signing chits) or by any member of the Committee.

9.3. Food and Drinks

No food or drinks, other than that required for infants may be brought into the premises by members, their families or their guests for consumption on the premises.

9.4. Radios and Musical Instruments

No private radios, except of the “Walkman” type, tape recorders, record players or musical instruments of any type may be played in the Club premises or grounds without the prior consent of the Committee.

9.5. Valuables

Members are responsible for their own property on Club premises and the Club will not accept any responsibility for any losses or damage no matter how incurred. No responsibility whatsoever will be accepted for the loss of any valuables entrusted to the care of any staff.

9.6. Lost Property

9.6.a. Any articles of value or property not belonging to the Club found on the premises shall be handed to the Manager. These articles will be stored in the Club and may be claimed from the Club office.

9.6.b. If any such article remains unclaimed for a period of four weeks from the date of storage, it may be disposed of by sale or in such other manner as the Manager may direct.

9.7. Private Functions

9.7.a. Arrangements may be made to reserve facilities or parts of the premises for private functions. Applications for such arrangements must be made in advance to the Manager and his decision in the matter shall be final.

9.7.b. The Treasurer shall fix charges for the use of the Club facilities for private functions.

9.7.c. Those parts of the premises used for such occasions may remain in use until midnight, or later with the written permission of the Secretary. Any overtime worked by staff as a result of such functions will be added to the member’s account.

9.7.d. A member holding a private function shall provide the Secretary with a guest list, indicating which of his guests are not members of the Club.

9.8. Notice Boards and Raffles

9.8.a. No subscription list, raffle or any other notice whatsoever shall be displayed on any notice board or other place in the premises or grounds without the prior approval of the Secretary or Manager.

- 9.8.b. Notices of a commercial nature shall not be displayed unless previously sanctioned by the Committee.
- 9.8.c. All raffle prizes must be collected from the office within one month. Prizes remaining in the office after one month will be disposed of as the Committee thinks fit.

9.9. Complaints

- 9.9.a. If any member wishes to lodge a complaint against a fellow member, a visitor or a guest it shall be made in writing to the Secretary or the Manager.
- 9.9.b. No member shall reprimand or punish any staff in any way whatsoever for alleged misconduct or inefficiency or any other matter. If a member wishes to lodge a complaint against a member of staff, he shall make it in writing giving full details of the case to the Secretary or the Manager. In cases of emergency such complaints may be made verbally to any Officer of the Club or to the Manager.
- 9.9.c. Members are responsible for ensuring that their families and guests observe these rules governing complaints and conduct.

9.10. Portable Telephones / Paging Devices

Upon entering the Club premises, all portable telephones and paging devices must be switched off or switched to vibration/silent mode. Use of Mobile phone inside the Clubhouse is only allowed in a modest way in so far as no disturbance is caused to other members or users of the Club.

9.11. Uncivilized Behaviour

- 9.11.a. Members, their family members, guests and all other persons on Club premises shall not behave in a manner which is injurious or detrimental to the character, reputation or interests of the club or of its staff, its Members, their family member(s) and guests and other visitors or in a manner which is unbecoming of a Member. In particular, it shall be a breach if any Member, his/her family member(s) or guest(s) shall subject any member of the staff, other Member(s), his/her/their family member(s), guest(s) or any other person on Club premises to abuse. For the avoidance of doubt, "abuse" shall include but not be limited to any form of verbal, written or physical expression, whether deliberate or reckless, which amounts to insulting, offensive, provocative, threatening or harmful conduct.
- 9.11.b. The Manager (or, if unavailable, a Committee Member not directly involved) may cause to be removed from any part of the Club

premises any person who, in his/her reasonable opinion, is behaving in an uncivilized manner.

- 9.11.c. The Committee may further impose such sanction as it considers appropriate against an infringing member (who is responsible for the acts of his/her family member(s) or guest(s)).

10. MANAGER'S DUTIES AND AUTHORITY_____

- 10.1.a. The Manager is responsible to the Committee, through the Secretary, for the day to day conduct of the affairs and operations of the Club in accordance with policies laid down from time to time by the Committee.
- 10.1.b. He shall direct and supervise all members of the staff in the executions of their duties.
- 10.1.c. He is empowered to take whatever action he deems necessary and appropriate to prevent misuse of the premises and facilities by members and their families or the use or misuse of premises and facilities by non-members.
- 10.1.d. In addition to the authority delegated by the Committee to the Manager for protection of the Club's property and general application of these bye-laws under (c.) above, any member of the Committee may exercise similar authority.

11. SOME OTHER CATEGORIES OF MEMBERSHIP_____

11.1. Temporary Member

A visitor to Hong Kong may be introduced to the Club as a temporary member under the sponsorship of two ordinary members. The maximum tenure of this form of membership is three months and the fees are the equivalent of the monthly subscription payable by ordinary members. Temporary members are allotted account numbers and may sign chits but their sponsors will be held responsible for any debts contracted by temporary members.

11.2. Absent Member

Any member who intends to be absent from Hong Kong for a period of 6 successive months or more may, on written request, be listed as an absent member. Upon his return, the member so informs the Club in writing within

one month and requests reactivation of his ordinary membership. A charge is made for this service.

11.3. Junior Member

11.3.a. A “Bowling Junior Member” shall have the right to use the Club’s Bowling Greens, be available for selection to play for a Club team in the League Championship, and to enter for all Club competitions open to members.

11.3.b. Junior Members shall not be entitled to bring any guests, whether members of their family (including spouses), friends or other visitors into the premises without the prior permission of the Manager. Spouses of Junior Members shall not be permitted to sign chits but shall be permitted to purchase cash coupons.

12. VISITORS AND GUESTS _____

12.1. A visitor, having been recorded in the Visitors’ Book, may be admitted to the Club premises in his own right for a maximum period of two weeks but the proposing and seconding members shall remain jointly and severally responsible for all Club debts contracted by him. No fees are levied on visitors or guests.

12.2. A guest may be admitted to the Club premises only in the company of a member.

12.3. A valid family guest card holder may use the Bar and Restaurant of the Club without the presence of a member.

Other membership categories can be found in the Articles of Association.

13. PAYMENT OF ACCOUNTS _____

13.1. Members’ accounts are made up to the end of each month and are despatched to them on or about the 10th day of the following month.

13.2. Accounts must be paid by the last day of the month in which they were despatched and any member who fails to settle his account by then will be penalised 5% of the amount outstanding with a minimum of \$50, the amount of the penalty being added to his account. Members, on joining the Club, are required to provide the Club with a Direct Debit Authorisation for settlement of their accounts through the autopay system.

- 13.3. The Committee may, at their discretion, post in the Clubhouse the name of any member whose account is not paid when due. If a member's account remains unpaid two weeks from the date of posting he will cease forthwith to be a member unless the Committee rules otherwise after considering a prompt appeal by the member. Members who have been posted, but retain their memberships, are required to pay future accounts by autopay.
- 13.4. A member who is posted as a defaulter may neither enter the premises nor use any of the facilities.

14. LIMITATION OF CREDIT

- 14.1. The Committee may limit the credit of a member at any time and impose any conditions thereto as they deem appropriate. A member may be required by the Committee to make a deposit to the credit of his account when his payment record has been consistently unsatisfactory.

15. CAR PARK

- 15.1. The car parking facility is reserved exclusively for the use of members who must prominently display on the windscreens of their vehicles a current car park permit. Permits to use the car park remain the property of the Club and are issued on written application at fees and under conditions determined by the Committee from time to time.
- 15.2. Members may be granted second permits on production of their Owner's Vehicle Registration or a Company Vehicle Registration together with a letter from the Company certifying that the vehicle is allocated to the member for his use. Second permits are issued on the solemn undertaking by the member that the two subject cars are never in the car park at the same time. Contravention of this rule will result in both permits being withdrawn, only one of which may subsequently be returned at the discretion of the Committee. Second permits may be used only in second cars.
- 15.3. Car park permits bear the licence number of the vehicle(s) and the member's club account number. The labels are neither interchangeable between cars nor transferable to other parties and any unauthorised alteration or interchanging will be brought to the attention of the Committee who will take appropriate action.
- 15.4. The car park will be opened at 8:00 a.m. and remain open during normal Club hours. Overnight parking will be allowed only on payment of the prescribed fees. Any member leaving his car overnight without payment of such fee will

be penalised. Parking continuously for more than 48 hours without the relevant permit will result in withdrawal of parking privileges.

- 15.5. Visiting sporting teams playing at the Club may be granted the use of one car park space per team provided the captain or convenor of the visiting team makes prior arrangements with the Manager.
- 15.6. The car park is controlled by a Car Park Attendant and members wishing to park must act in accordance with the advice of the Attendant.
- 15.7. Cars will not be permitted to enter the car park when the “Car Park Full” sign is displayed.
- 15.8. Failure to comply with any of the carpark rules will result in the withdrawal of parking privileges which may be reinstated at the discretion of the Committee after considering a written explanation of the reasons for the failure.
- 15.9. The Club, its employees and agents shall be under no liability or responsibility for loss or damage, howsoever caused, to vehicles or property therein belonging to the members, their families or their guests while in the Club premises, or for damage occurring during the removal of vehicles from the carpark should this become necessary.

16. THE CLUB BAR

- 16.1. Children under the age of 18 years are prohibited by the Laws of Hong Kong from consuming alcoholic drinks in the premises and members will be held responsible for any action arising as a result of their children ignoring the law. Repeated contraventions may be regarded by the Committee as being contrary to the interests of the Club, thereby warranting suspension of the member.
- 16.2. Children under the age of 16 years will not be admitted to the Bar. Children over 16 years in the immediate company of a parent, may be admitted to the bar but must leave by 7:30p.m.
- 16.3. Members may bring guests into the bar at any time except when there is a function, from which guests have been specifically excluded, taking place in the bar.
- 16.4. Members will be held responsible for the good conduct of their guests.
- 16.5. Guests may purchase in the bar books of cash coupons redeemable for drinks and tobacco products. Sales of cash coupons shall be entered by the barman in the ledger held in the bar which must be signed by the introducing member.

- 16.6. It is a general policy of the Club not to supply liquor of any kind or tobacco products in bulk to members. As a service, members may sign an I.O.U. for a bottle of liquor to be taken out of the Club. The I.O.U. represents an undertaking to replace the bottle with one of the same brand as soon as possible. A member whose I.O.U. is not so honoured by the last day of the month in which it was signed will be charged at the appropriate full pouring rate.

17. THE RESTAURANT

- 17.1. The Restaurant will be opened from 11:00a.m. to 10:00p.m. daily. These times may be varied by the Committee for special occasions.
- 17.2. Should a member consider grounds exist for complaint the matter should be taken-up immediately and as amicably as possible with the Head Waiter. If the matter is not satisfactorily resolved, a complaint should be made direct to the Manager or in writing to the Secretary. Reasonable time should be allowed for preparation of meals.
- 17.3. Dress may be casual within the normal limits of acceptance in a restaurant environment. A respectable standard of dress should be maintained at all times. After 7:30p.m. sportswear of any kind is not acceptable. Swimwear is not permitted at any time.
- 17.4. The Club's general policy is not to accept bookings for tables in the restaurant but when congestion occurs and after 6:30p.m. the Caterer may accept table bookings at his discretion.
- 17.5. Guests, but not more than twelve at any one time, may be taken into the restaurant at any time except when there is a function taking place from which guests are specifically excluded. When a member invites more than twelve guests, the Manager will exercise his discretion for admission. The Committee may restrict the entry of guests at any time or allow greater numbers for special functions.
- 17.6. Only chits signed by a member or his family, or cash coupons from guests, will be accepted for the purchase of meals from the Caterer. Under no circumstances shall any person pay cash for meals.
- 17.7. Members will be held responsible for the good conduct of their guests and children.

18. THE BOWLING GREENS

- 18.1. Smooth-soled, heel-less shoes are strictly the only type of footwear permitted to be worn by anyone walking on the bowling greens.
- 18.2. The bowling greens shall be open for play on days and at times decided by the Grounds Convenor. If the greens are unfit for use in the opinion of the Grounds Convenor or, in his absence, any two members of the Committee, they may declare the greens closed.
- 18.3. Once closed, the greens may be re-opened only by the Grounds Convenor or, in his absence, by at least two members of the Committee present provided such decision is unanimous.
- 18.4. The greens or any part thereof may be reserved for any particular lawn bowls game(s) or for league practice at the discretion of the Grounds or Bowls Convenors. Matches other than Club competitions shall be subject to the prior written approval of the Committee.
- 18.5. Members taking part in league matches and National competitions shall be dressed in the manner required by the Lawn Bowls Association of Hong Kong, China. Members taking part in Club competitions and friendly games may be dressed in any modest and comfortable attire.
- 18.6. Members inviting visiting players shall be subject to the general bye-laws of the Club in regard to the admission of guests to the various privileges of the Club.
- 18.7. The game of singles, pairs or triples, other than Club competitions or official matches, may not be played when other members are waiting to participate and another rink is not available.
- 18.8. Before being permitted to use the bowling greens, members' children must satisfy the Grounds or Bowls Convenors that they will not damage the greens in any way. As a general rule, children under the age of 12 years may be refused permission to play bowls but each request for a child to play will be considered on its own merits.
- 18.9. As a specific rule, no child under the age of 16 years may use the bowling greens unless they are playing with a member or member's wife.

19. THE SWIMMING POOL

- 19.1. The Swimming Pool will be open daily from 9:30a.m. until 9:00p.m. from the beginning of May to the end of October. Swimming Pool will be closed for cleaning between 9:30a.m. to 11:30a.m. on every Thursday. The Committee may alter these times depending on circumstances at any time.
- 19.2. If in the opinion of the Pool Convenor or, in his absence, any two other members of the Committee, the pool is unfit for use, it will be closed. Once closed the pool may only be re-opened by the Pool Convenor or, in his absence, by at least two members of the Committee one of whom must be an Officer of the Club.
- 19.3. Persons suffering from skin complaints or other communicable diseases must not enter the water. Spitting is strictly forbidden.
- 19.4. Bottles or glassware of any kind are not to be used in the pool environs.
- 19.5. Coins or other foreign objects may not be thrown into the pool.
- 19.6. Water polo or any other ball game may not be played in the pool, unless for a specific event or occasion approved by the Committee. Running, chasing, pushing, splash bombing or general 'horse-play' is forbidden in the pool area.
- 19.7. Apart from aids essential for official swimming lessons organised by the Club only recognised swimming aids such as arm-bands will be allowed in the pool. Flippers, balls, floating boards, snorkels, facemasks, goggles of other than plastic safety glass and the like are forbidden.
- 19.8. The Club's Lifeguard is responsible for the safety and good conduct of all users of the pool and instructions issued by him in execution of his duties must be obeyed. In addition, the orders and instructions of the Manager, Pool Convenor or any other member of the Committee in relation to good conduct in the pool and pool area must be obeyed.
- 19.9. The infants' pool is for the use of infants only; adults and older children should not enter this pool unless accompanying infants.
- 19.10. Members wearing bathing costumes are not permitted to enter any part of the Club premises other than the pool area and the changing rooms.
- 19.11. No-one may dress or undress in the pool area.
- 19.12. Children over 3 years of age are not allowed to enter the opposite sex changing room under any circumstance. Children over 3 years of age who

cannot dress himself / herself should enter the same sex Changing Room in an accompany of a Membership card holder.

- 19.13. Food and drinks are not allowed in the changing rooms.
- 19.14. The Club will not accept any responsibility for any damage to or loss of clothing or valuables from the changing rooms or pool area.
- 19.15. The Club will not accept any responsibility for any accidents or injury, howsoever caused, suffered by any person either in the pool or the pool area.
- 19.16. Guests are permitted to use the pool or pool environs on Saturdays, Sundays or public holidays.
- 19.17. Guests, including children, may use the pool on other days on payment of a fee fixed by the Committee which will be charged to the host member's account, subject to the following conditions:-
 - 19.17.a. The names of all guests and the member's name and membership number must be entered in the Guest Book held by the Lifeguard.
 - 19.17.b. Not more than four guests may be admitted by a member or member's family at any time.
 - 19.17.c. Guests must be accompanied by a member.
- 19.18. Any member who contravenes this section of these bye-laws may be penalised an amount fixed by the Committee or have his membership cancelled or both.

20. THE SNOOKER ROOM

- 20.1. The snooker balls, darts equipment and the key of the snooker room are kept in the Bar and are available by the signature of a member. The snooker room must be locked again by the signing member when he leaves it on completion of his game. The equipment should be returned in good condition to the Bar.
- 20.2. The Snooker Room may not be used by guests or children unless accompanied by the member who has signed the ledger at the bar.
- 20.3. Children under 8 years of age must not use the snooker table. Children under 8 years of age are welcome to play the darts. Children below 16 years old must be accompanied by a member parent if using snooker room. Members will be responsible for any damage caused by their guests or children.

- 20.4. Only billiards, snooker and recognised variations of these games may be played. Billiards Five and other violent and unorthodox games are strictly forbidden.
- 20.5. Members using the snooker room should conduct themselves in a decorous manner in order not to interfere with the enjoyment of other occupants of the room.
- 20.6. The condition of the table and all other items of Club property in the snooker room must be respected at all times.
- 20.7. Damage to any item of Club property in the snooker room must be reported to the Manager immediately. A penalty may be imposed on any member damaging the snooker room equipment.
- 20.8. Members taking food and drinks into the snooker room should, in the interest of hygiene and room tidiness, remove all evidence of the fact when leaving the room.
- 20.9. When the table is in use, other members wishing to play shall put their initials on the score board. Members playing together may not book the table consecutively. The table may not be booked in advance except for Club competition games.
- 20.10. Members failing to take their turn when the table becomes vacant shall have their names removed from the board except that a member without a partner or opponent to complete the required number of players, may book in the approved method and allow the next members in turn to play without prejudicing his own position on the board.
- 20.11. Members may continue playing until the table is booked and, notwithstanding previous games, shall have the right to finish the game in hand.
- 20.12. For the purpose of booking only, a game of billiards is defined as being complete when either player has a score of 100 on the board.

21. TENNIS

- 21.1. A tennis convenor shall be appointed by the Committee to arrange matches and competitions and to liaise with the Manager.
- 21.2. The tennis courts shall be available for use from 10:00a.m. until 11:00p.m. daily.

- 21.3. The Tennis Convenor shall close the courts at any time if, in his opinion, they are not fit for play or for any other reason. In the absence of the Tennis Convenor the decision to allow the courts to be used after rain will be made by the Manager.
- 21.4. Reservations
- 21.4.a. Except for official Club and league matches and other occasions decided by the Committee, reservations to play under flood-light are not allowed.
- 21.4.b. Except for official club matches, or when courts have been reserved for special occasions approved by the Committee, singles matches may not be played when other courts are occupied and other players are waiting to play. However, if the singles game was started prior to the arrival of the waiting players the set may be concluded on the understanding that it shall not be more than 11 games.
- 21.4.c. Members may reserve a court for a one hour period. Periods commence on the hour and not more than one period per evening shall be reserved by any one member.
- 21.4.d. In all other instances, when courts are occupied and players waiting to play, the courts shall be vacated at the conclusion of the set which may not be of more than 12 games.
- 21.5. Dress
- 21.5.a. Recognised tennis attire and shoes shall be worn on the courts. Black-soled shoes are not permitted. The Tennis Convenor, Manager or any member of the Committee has the authority to debar from playing anyone who is not properly dressed.
- 21.5.b. Spectators are not allowed to enter the tennis courts and any player or official who has to enter must be wearing flat, rubber-soled, heel-less shoes to avoid damaging the court surface.
- 21.6. Not more than 2 guests may be introduced by a member to use the tennis court on Saturdays, Sunday or Public Holidays. On other days, not more than 4 guests may be introduced. The introducing member shall sign in the guests in the guest book. The introducing member will have the guest fee added to his account.
- 21.7. No food, drinks or smoking are allowed on the courts.

22. THE FITNESS ROOM

- 22.1. Daily opening hours are from 10:00 a.m. to 9:00 p.m.
- 22.2. Each individual is entitled to use the room for 2 hours and can continue to use it if there are vacancies. Fitness Room can accommodate up to 9 people at any one time.
- 22.3. All users must register with the Office in advance as an “Eligible Fitness Room User” for the use for the Fitness Room.
- 22.4. All users are responsible for obtaining their own safety training before using any equipment in the gym. They are hereby notified that the use of any equipment in the gym is entirely at their own risk. The Club cannot be held responsible for any injury caused by use of the gym equipment.
- 22.5. Eligible Fitness Room Users are required to register and sign in at the Office (before 6pm) / Main Bar (after 6pm) each time they use the fitness room. After signing in, a fitness room door card to open the electronic lock on the door will be issued to the user and which is to be returned after use. HK\$200 will be charged to the account of the member for each unreturned or lost door card.
- 22.6. Persons aged 16 or below are not allowed inside the Gymnasium or to use any equipment. Guests are not allowed in the gym.
- 22.7. Before beginning any exercise programme, users are advised to consult their doctors or relevant professionals in order to avoid personal injury or death.
- 22.8. Users with high blood pressure, heart problems, other medical conditions or under the influence of alcohol, medications or drugs should not use the Gymnasium.
- 22.9. Users should stop exercise immediately if he/she has any symptoms of dizziness, chest pain, nausea, abnormal breathing, feeling uncomfortable or continuous soreness of certain muscle/joint etc.
- 22.10. All equipment used in the Gymnasium will have appropriate instructions for use displayed on or near the apparatus. These instructions must be strictly adhered to in the interest of safety.
- 22.11. Users must wear appropriate or suitable sportswear and non-staining rubber-soled sports shoes. No leather-soled shoes are permitted.

- 22.12. Radios and other sound or electronic equipment (except for headphone/earphone types) are not allowed to be operated in the Gymnasium.
- 22.13. The use of equipment in the gymnasium will be on a first-come, first-served basis. Users are requested to limit their session on an equipment to 30 minutes if someone is waiting to use it.
- 22.14. Please be considerate and use a towel to wipe down the machine after use. Please return equipment to its original position ready for the next user.
- 22.15. Observers should stand clear of any equipment in use. Failure to do so may cause injury to the observer and/or exerciser.
- 22.16. No eating, drinking, smoking, spitting or littering is allowed inside the room.
- 22.17. Fitness Assessment and personal fitness training services must be arranged with instructors approved and appointed by the Club only.
- 22.18. Users shall be held wholly responsible for all damage/loss/mess and the cost of repair/replacement/cleaning in respect of the Gymnasium and its equipment.
- 22.19. Users shall comply with the instructions given by the Club General Manager. The Club General Manager reserves the right to refuse admittance of any person who breaches any of the rules, misbehave or causes nuisance or danger to other Clubhouse users.
- 22.20. The Club reserves the right to amend the rules and regulations without prior notice.
- 22.21. The Club reserves the right to suspend the use of the Gymnasium at its absolute discretion without prior notice.
- 22.22. Users shall be solely responsible for their own safety and personal belongings. The Club and its staffs shall not be responsible for any loss, death, injury or damage arising out of or in connection with using the facilities.

SCHEDULE OF CHARGES AND PENALTIES

<u>Subject</u>	<u>Charge or Penalty</u>
Special Carpark Label	HK\$3,300.00 per month
Standard Carpark Label	HK\$3,300.00 per year
Hourly parking fee (Members with valid Parking labels)	HK\$20.00
Hourly parking fee (Guest)	HK\$33.00
Overnight parking without a special Parking Label	HK\$100.00 per night from 12:00 midnight to 08:00 a.m.
Vehicle without a Special Carpark Label parked continuously more than 48 hours without overnight permit	Parking rights withdrawn
Swimming Pool Guest	HK\$20.00 per head per session
Tennis Court Guest	HK\$20.00 per head per hour
Snooker Room Guest	HK\$10.00 per head per hour
Pétanque Court Guest	HK\$10.00 per head per session
Failure to pay accounts when due	5% of amount with HK\$50.00 minimum. Name posted
Absent Membership Free	HK\$2,400.00 each occasion for a period of two (2) years
Monthly Minimum Charge	HK\$300.00 per month. For catering consumption only