

GENERAL

1. Application of These Bye-laws

- 1.1 These Bye-laws regulate the Members, Member's spouses and children (age between 12 and 21) (hereinafter collectively called "family members"), Lady Subscribers and visitors in using the facilities and services provided by the Club.
- 1.2 It is the responsibility of each Member to draw the attention of the family member(s) and visitor(s) to the existing Bye-laws; such Members shall be responsible to ensure that the family member(s) and visitor(s) do observe prevailing Regulation & Rules of the Club while on the Club premises. Lady Subscriber who invites visitor(s) to the Club should also observe the By-laws and Regulations & Rules as well.
- 1.3 Any Member, family member and lady Subscriber who persistently refuses or fails to comply with the existing Bye-laws, may be liable to expulsion from the Club pursuant to Article 56 of the Articles of Association of the Club ("M&A").

2. Identification

Members, family members and Lady Subscribers must, upon request, produce their membership cards for inspection by the guard / receptionist at the entrance of the Club. Similarly they should produce their cards whenever requesting for the supply of food and drink and service to be rendered. Any Member, family member and Lady Subscriber who cannot produce his / her membership card may be denied service and / or access to the Club.

3. Visitors

- 3.1 Members, Members' spouses and Lady Subscribers may bring visitors into the Club premises must conform strictly in accordance with the provisions of Article 50 of the M&A, except on such occasions when such visitors are invited as guests of the Club. Article 50 provides, inter alia, "Visitors shall be permitted to enter the Club House in the company of a Member, Member's spouse or a Lady Subscriber but this privilege shall not be enjoyed in case of any one visitor more than twice during any one month or more than 8 times in one year. "Visitors' names should be entered in the Visitors Book by the inviting Members, Members' spouses or Lady Subscribers on entry into the Club.
- 3.2 Each visitor must be accompanied by his / her host.

- 3.3 A host who brings a visitor onto the premises of the Club shall be responsible for the conduct of his / her guest whilst on the premises of the Club.
- 3.4 Members' children are not allowed to invite visitors.
- 3.5 A prescribed fee will be levied for using the relevant Club facilities.

4. Lady Subscribers

Lady Subscribers may only invite visitors to use the Club's Card Rooms, F&B facilities, Karaoke Rooms, Seminar Room and Children Playroom on such days and at such times as the General Committee may, at its sole discretion, decide from time to time.

5. Children

- 5.1 Children are not allowed in the Club's Bars and Card Rooms.
- 5.2 Parents shall be fully responsible for the behaviour of their children while they are in the Club and to prevent annoyance or inconvenience being caused to other users.

6. Membership Cards

- 6.1 All Members are required to apply for membership Cards.
- 6.2 Every Member is entitled to apply for Supplementary Membership Card(s) for his / her family members. The application for Supplementary Membership Card(s) must be complied with such regulations as prescribed by the Club from time to time.
- 6.3 Every Member, family member and Lady Subscriber must carry a valid Membership Card and Supplementary Membership Card(s) at all times while engaging in any activity of the Club. A valid Membership Card and Supplementary Membership Card must bear the relevant signature with a recent photograph.
- 6.4 Until the time of official cancellation of one's Membership Card, every Member, family member and Lady Subscriber is personally responsible for all charges incurred thereof. In the event of a corporate member, the business entity should be liable of the same.

- 6.5 Any loss of membership card must be reported in writing to the Manager of the Club at the first available opportunity. Thereafter, the matter will be subsequently dealt with in accordance with Article 35 of the Memorandum and Articles of Association of the Club.
- 6.6 All membership cards are not transferable under any circumstances. In the event of abuse, the particular member responsible will face consequences including but not limited to the prospect of suspension and / or cancellation. In addition, the matter may be dealt with under the Disciplinary Measure Bye-laws.
- 6.7 Every Member is responsible for the behaviour and activity of his / her family member(s) while engaging in the activities of the Club.
- 6.8 Any Member who resigns or ceases to be a Member of the Club or becomes an Emigrant or Absent Member of the Club must, at the first available opportunity surrender the Membership Card and / or Supplementary Membership Card(s), to the Club for appropriate action.

7. Dress

- 7.1 all persons within the Club premises should be properly attired at all times and are required to dress appropriately and respectfully,
- 7.2 slippers are strictly not allowed except in the changing rooms and swimming pool areas of the Club ; and
- 7.3 gentlemen wearing vests are also not allowed.

8. Prohibition of Activities

- 8.1 Any activity and playing of any game within the Club premises which may disturb or cause annoyance to any other person is prohibited.
- 8.2 Activities such as; football & shuttlecock playing, bicycle riding, kite flying, skating and use of any devices such as drone, wireless-controlled equipment / toys etc which may annoy other users or may cause damage to property of the Club are not permitted in any area not specifically designated for such purpose.

9. Radio, Musical Instruments and Public Address Systems

The use of radios, entertainment or communication devices except when used with earphone or headset, and the use of musical instruments and public address system are absolutely prohibited within the premises of the Club except with the prior approval of the General Committee.

10. Pets

Pets are not allowed in the Club premises at any time.

11. Property of the Club

11.1 Members, family members, Lady Subscribers or visitors shall not remove any property of the Club from the Club premises.

11.2 A Member or Lady Subscriber will be required to meet the cost of making good any damage caused by himself / herself, his / her spouse or children, or visitor to the property of the Club.

12. Food

Members, family members, Lady Subscribers or visitors may only consume food & drinks ordered in the Club's premises except within the designated areas, bearing in mind that outside food & drink are not permitted under any circumstances. However, infant food from outside for consumption may be allowed in the Club premises.

13. Use of Glassware

Glass bottles, glassware, Chinaware or porcelain will not be permitted within the Tennis Courts, Squash Courts, Swimming Pool Area, Gymnasium and Changing Rooms or such other areas as may be specified by the General Committee from time to time.

14. Smoking

14.1 Cigarette

All outdoor areas (except a number of designated areas), all indoor and semi-indoor areas of the Club are designated as **No Smoking Areas**.

Smoking is allowed only on the roof of the Centenary Building, at the designated areas outside the Centenary Bar and at the area outside the lift plant room on the roof of the Sports Building.

14.2 Pipe & Cigars

Smoking of pipes or cigars is allowed on the roof of the Centenary Building and at the designated area outside the Centenary Bar.

15. Coaching

Coaching in the Club in return for payment of money is not allowed unless authorized in writing by the General Committee. Any Member, family member and Lady Subscriber who fails to observe the rule may be dealt with by the General Committee in such manner as deemed appropriate.

16. Tipping

The giving of tips to an employee of the Club is strictly prohibited.

17. Liability for Accident

The Club shall be under no liability or responsibility for any accident or injury howsoever incurred and / or sustained by any Member, family member, Lady Subscriber and visitor whether or not such accident or injury is caused by the willful act, default or omission and / or negligence of other members, the Club & its employees, agents or contractors.

18. Personal Property

The Club shall be under no liability or responsibility for damage to or loss of any property of a member, family member, Lady Subscriber or visitors howsoever occurring in the premises of the Club.

19. Complaints and Suggestions

A Member who has grounds for complaint concerning any fellow Member or other person using the Club facility or service or a Club employee or who wishes to suggest improvement to the Club facility or service is requested to refer the matter in writing either to the Club Manager, the appropriate Sub-committee or General Committee.

20. Club Employees

20.1 Under no circumstances shall a Member, family member and Lady Subscriber could order or request the Club staff to perform errands outside the Club premises.

20.2 A Member, family member, Lady Subscriber and visitor may not reprimand any Club employee for alleged misconduct or any other wrongdoing. If necessary, matter should be referred to the Club Manager, the appropriate Sub-committee or General Committee for further action.

21. Disciplinary Measures

21.1 Any Member(s), family member(s) and / or Lady Subscribers must observe all Bye-laws and Regulations & Rules of the Club at all times. Therefore, any person who has behaved in an improper manner or failed to observe the Bye-laws and Regulations & Rules will be firstly warned by the Club Manager, the appropriate Convenor, and / or Committee members / Officer of the General Committee either verbally or in writing. If the person responsible fails to acknowledge or deliberately ignores the warning, the matter will be dealt with Clause 21.2 of the Memorandum and Articles of Association of the Club.

21.2 After an allegation or complaint has been lodged by a Member or Manager of the Club against the person responsible, who fails to behave in a gentleman or lady like manner or has failed to observe or infringed one or more of the Bye-laws and Regulations and Rules of the Club, the matter must be first reported to the Manager or Secretary of the General Committee of the Club. The General Committee may refer such allegation or complaint to the Disciplinary Sub-committee for their inquisition and substantiation of the same. If in the opinion of the Disciplinary Sub-committee, the allegation or complaint is established, the Member responsible shall be subject to sanction ranging from being warned reprimanded, temporary or permanent suspension of privileges to use the facility, to expulsion of membership of the Club dependant upon the seriousness or gravity of the matter as the Disciplinary Sub-committee may recommend and the General Committee may impose.

21.3 When any official Meeting of the Club is in session, the Chairperson may ask any Member to leave the compound of the Meeting for those who behaved in an ungentleman or unlady like manner or failed to abide by or observe the proper conduct of the Meeting which, in the opinion of the Chairperson, that his or her (their) prolonged and continued presence may or will hinder the proper progress of the Meeting and would be prejudicial to the best interest of other members who are present. Furthermore, the Chairperson may also refer the matter to the Disciplinary Sub-committee for their recommendation of additional sanction, if any, to be considered by the General Committee.

22. Expelled Members

A person who has been expelled from the membership of the Club shall not be allowed to enter the premises of the Club or use any facility or service of the Club.

23. Maids / Helpers

23.1 Members' maids / helpers who are accompanied by the Members may, subject to the relevant Bye-laws and Regulations & Rules, gain access to Club's facilities.

23.2 Members' maids / helpers who are not accompanied by the Members should stay in the designated Waiting Area next to the Pool.

24. Typhoon

24.1 All Club facilities will cease to operate when storm signal no. 8 or above is hoisted. Members are advised to leave as soon as possible.

24.2 When storm signal no. 8 is replaced by a lower signal before 5:00 p.m., all Club facilities will resume normal service in 2 hours' time unless circumstances are beyond control.

24.3 If storm signal no. 8 is lowered at or after 5:00 p.m., the Club will not resume normal service.

24.4 All bookings for catering, recreational, social and sports facilities affected by typhoon will be automatically cancelled.

BADMINTON

1. Opening Hours

The hours during which the Badminton Courts are open are listed in Schedule One to the Badminton Bye-laws.

2. Charges

The charges for the use of Badminton Courts and for inviting visitors to use the facility are listed in Schedule Two to the Badminton Bye-laws.

3. General Rules

- 3.1 Members, family members and Lady Subscribers shall produce their membership cards or associate membership cards to the staff-in-charge and sign their names in the Badminton Register. The order of play shall be in accordance with the order of the names appearing in the Badminton Register.
- 3.2 Players shall provide their own shuttle-cocks.
- 3.3 Players must wear non-marking soled (white or light colour) badminton sports shoes on the court.
- 3.4 Pulling, pushing, pressing or scratching of the badminton net is prohibited.
- 3.5 No other games or sports except badminton is allowed in the Court area.
- 3.6 No players shall be allowed to play on the Court without wearing proper sports outfit. Singlets and Jeans are not allowed.
- 3.7 No food and drinks in the Badminton Hall. Smoking is prohibited in the Badminton Hall.
- 3.8 The following rules shall apply to the use of video recording devices in the Badminton Hall:
 - (a) For safety reasons, the use of any tripod or other similar equipment for the purpose of photography or video recording is strictly prohibited in the Badminton Hall unless such activities had the prior permission of the Badminton Sub-Committee.
 - (b) Without prejudice to sub-paragraph (a) above to protect of personal privacy, video recording with any device is not permitted in the Badminton Hall unless the recording had the prior consent of all persons who would be seen in the recording.

3.9 Unless with the approval of the Badminton Convenor, a maximum of four shuttlecocks may be used at any one time on any one court. This rule does not apply when all the players on the court are Members.

4. Reservations and Rules

4.1 Badminton Court A is not designated for reservation. Members, family members and Lady Subscribers may use the court according to the following procedures :

4.1.1 Players shall present their membership cards to the staff-in-charge in advance to register and sign their names in the Badminton Register. The order of play shall be strictly by rotation in accordance with the order of the names appearing.

4.1.2 A Court fee will be charged for each member per session.

4.1.3 Members, family members and Lady Subscribers shall produce their membership cards or associate membership cards to the staff-in-charge and sign their names in the Badminton Register. The order of play shall be in accordance with the order of the names appearing in the Badminton Register.

4.1.4 When any tournament, league or other matches are held by the badminton team, the court shall be reserved for the match only and other members are not allowed to play on the court during the match.

4.1.5 The Court shall not be occupied for more than either a game of 21 points or 20 minutes of play if other players are waiting.

4.1.6 The Court shall be fully utilized. In the event of the Court being occupied by 2 players, they shall allow 2 other players who wish to play to join them.

4.1.7 The game of Singles is not allowed when there are other players waiting unless their consent is first obtained.

4.1.8 Players shall not play 2 consecutive games if there are other players waiting.

4.1.9 If a game is not played, stroke practice is limited to twenty minutes only. A new game is not allowed to start after stroke practicing.

- 4.2 Badminton Court B is designated for advance reservations and coaching purposes. Members, their spouses and Lady Subscribers may reserve the court and cancel the reservations according to the following procedure.
- 4.2.1 Before playing on the court, each individual Member and visitor should register and sign his / her name with relevant Membership Number in the Badminton Register.
- 4.2.2 For non-coaching reservations, reservation can only be made for 30 minutes or 1 hour periods in accordance with the charges listed in Schedule Two of the Badminton Bye-laws. Reservation shall only commence at the full hour mark or the half hour mark.
- 4.2.3 The Same Member is not allowed to reserve more than two consecutive hours on any one day. Extended usage of the court is permitted if there is not subsequent booking by other members.
- 4.2.4 Reservations can be made up to 3 days in advance either by phone or in person at the Club office.
- 4.2.5 Cancellations must be made 24 hours before the session reserved, otherwise a normal reservation fee per hour will be charged.

5. Visitors

For Court A : Court A is designated as Members' court.

Members or Members' spouses may invite visitors to participate in a game. Members or Members' spouses shall sign in advance a chit for guest fee per session for each visitor.

Each playing Member can invite only one guest on any one day.

For Court B : Each playing Member who has reserved the court can invite a maximum of three guests on any one day at the reserved timeslot(s).

Any playing Member, other than the booking Member may also invite one additional guest to join upon his / her presence at the Badminton Hall at the reserved timeslot(s).

A guest fee will be charged for each visitor per session.

Visitors shall be physically accompanied by their hosting Members during their stay in the Club.

- 5.1 Any visitor who produces his or her passport or travel document as evidence of the visitor's identity may be invited by a Member or a Member's spouse to play on the court with the Member or the Member's spouse during opening hours on any day by paying the appropriate visitor fee.
- 5.2 Visitors shall be physically accompanied by their hosting Members during their stay in the Club.

6. Children

- 6.1 Children under the age of 21 years are not allowed to use Court A after 6:00p.m. on any day except Saturday.
- 6.2 Children are not allowed to invite visitors on any day.
- 6.3 Children are not allowed to reserve or sign-in badminton courts.

7. Coaching

- 7.1 Members can reserve court B for coaching by the Club's appointed Badminton coaches. A coaching fee per hour will be charged along with the hourly reservation fee, listed in Schedule Two of the Badminton Bye laws.
- 7.2 Cancellations must be made 24 hours before the session booked, otherwise a full coaching fee along with the court reservation fee will be charged.

8. Others

Any violation to the Badminton Bye-laws will be dealt with by the Club Manager, the appropriate Convenor, member(s) or Officers of the General Committee under the Disciplinary Measure Bye-laws.

SCHEDULE ONE

Opening Hours

Mondays to Sundays	:	8:00 a.m. to 11:30 p.m.
*Morning session	:	8:00 a.m. to 1:00 p.m.
*Afternoon session	:	1:00 p.m. to 6:00 p.m.
*Evening session	:	6:00 p.m. to 11:30 p.m.

SCHEDULE TWO

Charges

For Court not designated for reservation : Court A

- Members : Free
- Visitors : HK\$60 / person / session *

For Court designated for reservation : Court B

- Reservation Fee : HK\$40 / hour, HK\$20 / half an hour
- Visitor Fee : HK\$60 / person / session*

* Bookings can be made up to 3 days in advance either by phone or in person at the Reception.

BILLIARD

1. Opening Hours

The hours during which the Billiard Room is open are listed in Schedule One to the Billiard Bye-laws.

2. Charges

The charges for use of billiard table are listed in Schedule Two to the Billiards Bye-laws.

3. General Rules

3.1 In order to maintain the table in good condition, player are prohibited from:

- (a) smoking are allowed at the Billiard Room,
- (b) sitting on or climbing over the table,
- (c) throwing the balls, rest, cue or any other heavy object on the table,
- (d) striking any colour balls and
- (e) excessive use of the chalk and powder and dusting over the table.

3.2 When a game is in progress, spectators should not cause any disturbance.

4. Reservation

4.1 Member players shall abide by the following table booking rules which may be amended from time to time by the Billiards and Darts Sub-committee as circumstances require:

- (a) A member, Member's spouse and Lady Subscriber wishing to play may book a table by entering his or her name or account number on the Table Booking Board and await his / her turn.

(b) If there are Members waiting, duration of play should be limited to:

- i. Solo practice – 30 minutes, when more than one member is waiting, Members should not carry on ‘solo practice’
- ii. Two players or more – 15 minutes per players (if a game is not finished within the time stated, the players may be allowed an extra time of up to 10 minutes to finish the game).

5. Visitors

5.1 Visitors are allowed on Mondays to Fridays, except Public Holidays. They are however not allowed to play when another Member, Member’s spouse or Lady Subscriber is waiting. If a game participated by a visitor has started when the other Member, Member’s spouse or Lady Subscriber books a table, the game should be concluded as soon as possible, and in any case, limited to 30 minutes from the time when the table is booked.

5.2 Visitors are not allowed on Saturdays, Sundays and Public Holidays.

6. Children

6.1 Children under the age of 14 are not allowed to enter the Billiard Room.

6.2 Members’ children are not allowed to play on Saturdays, Sundays and Public Holidays. On Mondays to Fridays, Members’ children over the age of 14 are allowed to play before 5:00 p.m.

6.3 Members’ children are not allowed to invite visitors.

7. Others

Any violation to the Billiards Bye-laws will be dealt with by the Club Manager, the appropriate Convenor, and / or member(s) or Officers of the General Committee under the Disciplinary Measure Bye-laws.

SCHEDULE ONE

Opening Hours

Mondays to Fridays	: 3:00 p.m. – 11:00 p.m.
Saturdays, Sundays & Public Holidays	: 12:00 p.m. – 11:00 p.m.

SCHEDULE TWO

Charges

Table without visitors	: HK\$12 / table / hour
Table with visitor(s)	: HK\$48 / table / hour
Cue locker rental	: HK\$100 / locker / calendar year

CAR PARK

1. Opening Hours

The hours during which the Car Park is open are specified in Schedule One to the Car Park Bye-laws.

2. Charges

- 2.1 Car park charges, as decided by the General Committee, shall be levied on an hourly basis, and shall be charged to the Member's or Lady Subscriber's account.
- 2.2 The charges for use of car park and issue of car park label are listed in Schedule Two to the Car Park Bye-laws.

3. Conditions of Use

- 3.1 The car park will be opened from 7:00 a.m. to midnight for the use of Members, Members' spouses and Lady Subscribers who display a valid car park label on the windscreen of their cars and are in possession of an Electronic Parking Card. The gates of the car park will be closed at midnight and any cars remaining in the compound after the closure of the gate will be charged for overnight parking accordingly.
- 3.2 Only cars bearing a valid car park label issued by the Club and prominently displayed on the windscreen may be permitted to enter the Club's car park. During the entire period that a car is in the car park, the label must continue to be prominently displayed on the windscreen. Any cars found in the Club's car park without a valid label prominently displayed on the windscreen are liable to be towed away at the car owners' expense and risk. The Club shall NOT be responsible for any damage arising from such towage.
- 3.3 Members, Members' spouses and Lady Subscribers shall exercise the greatest care while driving their cars in the car park and shall be liable for all damage, including that occasioned by their staff/helpers, to existing fixtures and vehicles parked therein.
- 3.4 Parking spaces except those reserved under Car Park Bye-laws 5 & 6, are available on a first-come first-served basis. A "FULL" sign shall be displayed at the gate when all such available spaces are occupied.

- 3.5 Cars parked in the car park and all contents inside the cars shall be at the risk of the owners. The Club shall not be responsible for any loss, damages to, theft of or from cars parked in the car park.
- 3.6 Cars shall only park within the confines of designated parking spaces and obstruction of the driveway or exit are strictly prohibited. Any cars found not parking within the confines of designated parking spaces or in obstruction of the driveway or exit will be clamped without compensation and notice. Members whose cars have been clamped will be charged a fee as listed in Schedule Two to the Car Park Bye-laws.
- 3.7 Any Member, a Member's spouse or a Lady Subscriber who fails to observe the Car Park By-Laws shall be dealt with by the General Committee at its discretion.
- 3.8 Only one car from each membership is allowed to park in the Club's car park at any one time.

4. Parking Labels

- 4.1 When applying for the Club's car park label, a Member and Lady Subscriber must produce either the owner's vehicle registration certificate or insurance policy as evidence of ownership. A label for a period at a fee, as decided by the General Committee, will be issued to a Member or Lady Subscriber in respect of the car(s) which he/she owns. Each Member or Lady Subscriber will be eligible for one car park label which may contain the numbers of all cars owned by him/her. The car number will be entered with the name of the Member or Lady Subscriber in a register at the Club when the application for a label is made.
- 4.2 The car park label is the property of the Club. If a car, for which a label is issued, is subsequently disposed of, the label must be surrendered to the Club. If a Member or Lady Subscriber changes his/her car, he/she must surrender the original car park label to the Club in exchange for a fresh one which will be issued free of charge.
- 4.3 Car park labels are not transferable and shall only be valid for the car(s) detailed on the label. Any unauthorised amendment or alteration of a label shall invalidate the label, and the Member or Lady Subscriber to whom it has been issued may be dealt with by the General Committee in such manner as the General Committee may deem appropriate.

- 4.4 Lost car park labels will only be replaced when so reported to the Club by the Member or Lady Subscriber who will be charged a replacement fee as decided by the General Committee from time to time.
- 4.5 Car park labels are valid for the period of not more than one year. Car park label holders may renew their labels according to the following condition:
- a. For a car registered in the name of an individual, a Member should return the old label and provide copy of the vehicle registration certificate or insurance policy as evidence of ownership.
 - b. For a car registered in the name of a company, a Member should either:
 - i) return the old label and provide copy of insurance policy on which the applying Member's name shall appear as a "named driver" or
 - ii) return the old label and provide copy of the vehicle registration certificate or insurance policy of the car & the proof that the applying Member is a director or an employee of the company.

5. Reservation of Parking Spaces

Subject to the approval of the Club, car park spaces may be reserved for special occasions. On such occasions, the Club Manager shall issue a written notification to the car park attendant on duty specifying the car number, the date and hours during which the car park space is to be reserved.

6. Visitors

Subject to availability, Visitors may use the car park on the conditions as laid down by the General Committee from time to time. Parking spaces may be provided to the visitors invited to the Club by the General Committee and members of other clubs coming to the Club for a tournament or any official business if application is made in advance to the Club Manager. Visitors so parking their cars do so at their own risk.

7. Others

Any violation to the Car Park Bye-laws will be dealt with by the Club Manager, the appropriate Convenor, member(s) or Officers of the General Committee under the Disciplinary Measure Bye-laws.

SCHEDULE ONE

Opening Hours

Mondays to Sundays : 7:00 a.m. to 12:00 midnight

SCHEDULE TWO

Charges

Parking Fee : Weekdays : HK\$14 / hour
Weekends and Public Holidays : HK\$17 / hour

Parking Label : HK\$200 / label / calendar year

Additional Label : HK\$100 / label

Replacement of Car Park Label : HK\$100 / label

The fee to unlock a clamped vehicle : HK\$350 / car / incident

CARD ROOMS

1. Opening Hours

The hours during which the Card Rooms are open are listed in Schedule One to the Cards and Mahjong Bye-laws.

2. Charges

The charges for use of Card Rooms are listed in Schedule Two to the Card Rooms Bye-laws.

3. General Rules

- 3.1. There must be at least a Member, a Member's spouse or a Lady Subscriber playing at each mahjong table.
- 3.2. Only mahjong will be provided. Members, Members' spouses and Lady Subscribers shall be responsible for the safe custody thereof.
- 3.3. No meals shall be taken in any Card Room. Only drinks and snacks will be served.
- 3.4. The Card Rooms are to be used for playing mahjong, bridge and dice only.

4. Reservations and Cancellation

- 4.1. Tables may be booked either in person, by fax or by telephone. Bookings are accepted two days in advance. Priority will be given to in-person bookings.
- 4.2. Telephone reservations will be accepted after the reservations made by the Members, Members' spouses or Lady Subscribers at the reception counter. Only one mahjong table could be booked in each telephone reservation.
- 4.3. A Member, Member's spouse or Lady Subscriber who books a mahjong table in person must produce his / her membership card for inspection. A Member, Member's spouse or Lady Subscriber's privilege of reservation at that moment shall be denied if his / her membership card could not be presented for inspection.

- 4.4 Second priority will be given to a Member who books a mahjong table in person for his / her spouse. The membership cards of both the Member and his / her spouse should however be produced for inspection upon making reservation at the reception counter.
- 4.5 Except for the reservation made for his / her spouse, a member who books the table should show up for the reservation and sign the chit on the date the table is used.
- 4.6 Some Card Rooms will be reserved for Members' use as follows:
- 4.6.1 Room no.1 will be reserved for Members' reservation up to 5:30 pm from Monday to Saturday.
- 4.6.2 Room no. 2 (tables 2a & 2b) will be reserved for Members' reservation up to 5:30 pm daily.
- 4.6.3 Room no.22 is reserved for the use of Members and their spouses only. No advance booking of the tables are accepted and tables will be allocated on a first-come first-served basis.
- 4.7 Cancellation is accepted if it is to take place before 12:00noon on the previous day. Member will be charged HK\$40 on weekdays and HK\$60 on weekends if the cancellation is not made in the said manner or if the Member fails to show up for the reservation.

5. Children

Children under the age of 18 are not allowed in the Card Room area.

6. Visitors

- 6.1 Visitors are not allowed to use the mahjong tables designated for the use of Members or their Spouses only.
- 6.2 A maximum of three guests are allowed for each table.
- 6.3 Visitors must be accompanied by the hosting Members at all times.

7. **Others**

Any violation to the Cards and Mahjong Bye-laws will be dealt with by the Club Manager, the appropriate Convenor, member(s) or Officers of the General Committee under the Disciplinary Measure Bye-laws.

SCHEDULE ONE

Opening Hours

Mondays to Sundays : 11:30 a.m. to 11:45 p.m.

SCHEDULE TWO

Charges

Members	: Mondays to Fridays	: HK\$10 / person
	: Saturdays, Sundays & Public Holidays	: HK\$15 / person
Visitors	: Mondays to Fridays	: HK\$80 / person
	: Saturdays, Sundays & Public Holidays	: HK\$100 / person

CHANGING ROOMS

1. Opening Hours

The hours during which the Changing Rooms are open are listed in Schedule One to the Changing Rooms Bye-laws.

2. Charges

The charges for use of the Changing Room facilities are listed in Schedule Two to the Changing Rooms Bye-laws.

3. General Rules

- 3.1 Only permitted users may access the shower and changing areas of the changing rooms.
- 3.2 Glass bottles, glassware, chinaware or porcelain is not allowed in the changing rooms.
- 3.3 Food and drinks, except the distilled water provided at the changing rooms by Club, are not allowed in the changing rooms.
- 3.4 Smoking is not allowed in the changing rooms

4. Personal Belongings

Clothing and / or personal belongings should not be left unattended inside the changing rooms. No responsibility will be accepted by the Club for the loss of or damage to any personal belongings left unattended in the changing rooms.

5. Lockers

5.1 Annual Rental of Lockers

Limited number of lockers are provided in the changing rooms for Members, Members' Spouses and Lady Subscribers to store their personal belongings. Locker is allocated according to the sequence of the application. Annual fee for the rental of locker is listed in Schedule Two to the Changing Rooms Bye-laws.

5.2 Temporary Lockers

Limited number of lockers in the changing rooms are set aside for temporary use of those Members, Members' spouses and Lady Subscribers who have not been allocated with permanent lockers. Locker keys are obtainable from the service counter at the changing rooms upon the production of users' membership cards or supplementary membership cards. Locker keys should be returned to the service counter at the respective changing room before closure of the changing room on the same day otherwise a fee as listed in Schedule Two to the Changing Rooms Bye-laws will be charged to the user's account.

6. Children

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.

7. Visitors

On occasions on which a Member or a Member's spouse may introduce a visitor to use the Club's sports facility, the visitor may use the changing room after registering at the Reception.

8. Cleanliness

The attendants are charged with the duty to monitor their respective areas in a good state of cleanliness. All users are requested to assist by using the facility in a considerate manner.

9. Others

Any violations to the Changing Rooms Bye-laws will be dealt with by the Club Manager, the appropriate Convenor member(s) or Officers of the General Committee under the Disciplinary Measure Bye-laws.

SCHEDULE ONE

Opening Hours

Mondays to Sundays : 7:00 a.m. – 12:00 midnight

SCHEDULE TWO

Charges

Members	:	Free
Rental of Locker	:	HK\$600 / large locker / calendar year HK\$300 / small locker / calendar year
Temporary Locker	:	Free (the penalty of HK\$100 will be charged for each locker key not returned on rental day)
Replacement of locker key	:	HK\$50 / locker
Use of Bath Towel	:	HK\$5 / towel (the penalty of HK\$50 will be charged for not returning the towels is HK\$50 /each)
Visitors	:	No fee prescribe

CHILDREN PLAYROOM

1. Opening Hours

The hours during which the Children Playroom is open are listed in Schedule One to the Children Playroom Bye-laws.

2. Charges

The charge for use the Children Playroom is listed in Schedule Two to the Children Playroom Bye-laws.

3. General Rules

- 3.1 The maximum capacity of the playroom is 20 (twenty) children at any one time.
- 3.2 A maximum of 3 (three) children may be introduced to use the Children Playroom by a Member at any one time.
- 3.3 The use of playroom's equipment and facility is restricted to children up to the height of 1100mm (1.1m) or under the age of 4 (four).
- 3.4 All children must be accompanied by a Member, a Member's spouse or an adult in the Children Playroom.
- 3.5 Members are responsible for the conduct and safety of the children at all times whilst the children are in the Children Playroom.
- 3.6 Users of the Children Playroom must follow the instructions of the Children Playroom Attendant who are authorized to reject any users for using the Children Playroom when the users misbehave.
- 3.7 Users must wear socks at all time and the shoes are not allowed inside the area covered by safety mat. Users must take off their shoes and put them on the shoes rack before entering the play area.
- 3.8 Smoking, eating, drinking or use of mobile phones is strictly forbidden in the Children Playroom.

3.9 A Member or Member's spouse who introduces a child to use the Children Playroom will be required to produce his / her membership card for registration and sign a Form printed with a disclaimer prior to the child being allowed to use the Children Playroom. A Member or Member's spouse who signed the Form shall be deemed to have agreed to indemnify the Club of any liability arising out of any injury, loss or damage howsoever sustained by the child.

4. **Others**

Any violation to the Children Playroom Bye-laws will be dealt with by the Club Manager, the appropriate Convenor and / or Member(s) or Officers of the General Committee under the Disciplinary Measure Bye-laws.

SCHEDULE ONE

Opening Hours

Mondays	:	Closed (except Public Holidays)
Tuesdays to Fridays	:	12:00 nn - 8:00 p.m.
Saturdays, Sundays & Public Holidays	:	9:00 a.m. - 8:00 p.m.

SCHEDULE TWO

Charges

Members' Children	:	Free
Visitors	:	Free

GOLF DRIVING RANGE

1. Opening Hours

The hours during which the Golf Driving Range (the Driving Range) is open are specified in Schedule One to the Golf Driving Range Bye-laws.

2. Charges

The charges for use of the Driving Range and rental of clubs are listed in Schedule Two to the Golf Driving Range Bye-laws.

3. Reservations

Bookings are accepted three days in advance whether in person or by telephone. The telephone number for booking is 2577 8331.

4. General Rules

- 4.1 Members must, upon the production of their membership cards, check in at the Golf Driving Range office before playing.
- 4.2 Only one (1) player is allowed at any one lane at any one time except during such hours when activities are organized by the Club management.
- 4.3 Only players are allowed to stay on the Range.
- 4.4 During the time when the Driving Range is used for practice, only golf balls and irons are permitted at the Range. Woods and Drivers can be used only under the supervision of the Club's coach.
- 4.5 No one is allowed to stay beyond the yellow line when someone is practicing at the Range.
- 4.6 Eating, drinking and smoking are not permitted on the Range.

- 4.7 Balls which are to be provided by the Club should not be removed from the Range without the permission of the Club management.
- 4.8 Clubs may be rented from the office at the Golf Driving Range and should be returned upon completion of the practice.

5 Children

- 5.1 Children under 13 are not allowed to make any booking for the use of the Golf Driving Range.
- 5.2 Children between 13 and 21 must be accompanied and supervised by an adult playing member.
- 5.3 Children are not allowed to invite visitors.

6 Visitors

- 6.1 Visitors may only play with Members.
- 6.2 On Saturdays, Sundays and Public Holidays, visitors should share the same lane with the hosting Members. The hosting Members and visitors should however observe Golf Driving Range Bye-laws 4.2 while practicing at the Driving Range.

7. Others

Any violation to the Golf Driving Range Bye-laws will be dealt with by the Club Manager, the appropriate Convenor, and / or member(s) or Officers of the General Committee under the Disciplinary Measure Bye-laws.

SCHEDULE ONE

Opening Hours

Mondays to Sundays : 8:20 a.m. to 10:20 p.m.

SCHEDULE TWO

Charges

Visitors : HK\$25 / bay / 40 minutes

Rental of Clubs : HK\$10 / Club

Rental of Lockers : HK\$350 / small locker / Calendar Year
HK\$600 / large locker / Calendar Year

GYMNASIUM

1. Opening Hours

The hours during which the Gymnasium is open are listed in Schedule One to the Gymnasium Bye-laws.

2. Charges

The charges for use of the Gymnasium is listed in Schedule Two to the Gymnasium Bye-laws.

3. General Rules

- 3.1 Each permitted user must abide by the instructions of the Club Manager or the Instructors.
- 3.2 All equipment provided must be used in accordance with the instruction of the instructors.
- 3.3 A permitted user must be in sportswear and sportshoes while using the exercise equipment.
- 3.4 Jeans (be they long or short) are not allowed while exercising.
- 3.5 Each permitted user must refrain from damaging the equipment provided.
- 3.6 A permitted user using equipment for multiple sets must let the single set user go first.
- 3.7 A permitted user must wipe the equipment with a towel after use.
- 3.8 Activities, such as; shadow boxing, jumping or any contact sport playing are not allowed inside the Gymnasium and violation will result in expulsion.
- 3.9 Smoking, eating, drinking or photo-taking inside the Gymnasium is strictly prohibited.
- 3.10 A permitted user is required to produce his / her Club's membership card for registration before using the exercise equipment.

4. Reservations

- 4.1 Reservations are not permitted.

4.2 Each permitted user is required to show consideration for others and is not permitted to “reserve” equipment or prevent others from accessing equipment not being used for exercise.

5. Visitor

5.1 Visitors are permitted from 10:00 a.m. to 3:00 p.m. from Monday to Friday.

5.2 Visitors must be accompanied by hosting Members.

6. Children

6.1 Children are not permitted to invite visitors.

6.2 Children under the age of 14 are not allowed.

7. Others

Any violation to the Gymnasium Bye-laws will be dealt with by the Club Manager, the appropriate Convenor and / or member(s) or Officers of the General Committee under the Disciplinary Measure By-laws.

SCHEDULE ONE

Opening Hours

Mondays to Sundays : 7:00 a.m. to 10:00 p.m.

SCHEDULE TWO

Charges

Monthly fee : HK\$100 / Member / month
Per visit : HK\$10 / Member / visit
Visitors : HK\$50 / visitor

INTERNET CORNER

1. Opening Hours

The hours during which the Internet Corner is open are listed in Schedule One to the Internet Corner Bye-laws.

2. Charges

The charge for the use of the Internet Corner are listed in Schedule Two to the Internet Corner.

3. Visitors

Visitors are not allowed in the Internet Corner.

4. General Rules

- 4.1 Tutoring, meeting, chatting, drinking, eating, discussion, musical device, (except with headphone) or use of mobile phone is not allowed in the Internet Corner.
- 4.2 Anything left unattended on the desks or chairs for more than 30 minutes will be disposed of without notice. The Club is not responsible for the loss of or damage to the property due to the said removal work.
- 4.3 Users should not remove the magazine, or newspaper from the Reading Room without the permission of the Club Manager.
- 4.4 Users are kindly reminded not to cause disturbance to others while using the computer at the Internet Corner.
- 4.5 Advanced booking of the computer station is not accepted. A Member may however put his / her name & membership number on the form provided next to the computer station for queuing up purpose.

5. **Children**

Children under the age of 12 are not allowed in the Internet Corner.

6. **Others**

Any violation to the Internet Corner Bye-laws will be dealt with by the Club Manager, the appropriate Convenor, and / or member(s) or Officers of the General Committee under the Disciplinary Measure Bye-laws.

SCHEDULE ONE

Opening Hours

Mondays to Sundays : 7:00 a.m. – 12:00 midnight

SCHEDULE TWO

Charges

Members : Free

Visitors : Not applicable

JACUZZI

1. Opening Hours

The hours during which the Jacuzzi is open are listed in Schedule One to the Jacuzzi Bye-laws.

2. Charges

The charges for use of Jacuzzi and inviting visitor to use to facility are listed in Schedule Two to the Jacuzzi Bye-laws.

3. General Rules

- 3.1 Permitted users are required to produce their membership cards for registration upon entering the pool area or Jacuzzi area.
- 3.2 Permitted users should take a shower before entering the Jacuzzi area.
- 3.3 Users should wear the swimming attire.
- 3.4 Wearing foot-wear other than slippers is not allowed in the Jacuzzi area.
- 3.5 All persons suffering from any contagious disease are not allowed to use the Jacuzzi.
- 3.6 Smoking, eating, drinking or photo-taking is not allowed.
- 3.7 Exercising, putting on strong scents, hair-cutting or dyeing and oil treatment are strictly not allowed.
- 3.8 Club staff is charged with the duty of maintaining the Jacuzzi in a good state of cleanliness. All permitted users are requested to use the Jacuzzi in a considerate manner.

4. Visitors

Visitors are not allowed to use the Jacuzzi on Sundays & Public Holidays.

5. Children

Children under the age of 12 are not allowed to use the Jacuzzi alone.

6. Others

Any violation to the Jacuzzi Bye-laws will be dealt with by the Club Manager, the appropriate Convenor and / or member(s) or officers of the General Committee under the Disciplinary Measure Bye-laws.

SCHEDULE ONE

Opening Hours

Monday	:	from 10:00 am to 2:00 pm and from 3:00 pm to 10:00 pm
Tuesday to Friday	:	from 7:00 am to 2:00 pm and from 3:00 pm to 10:00 pm
Saturday, Sunday & Public Holiday	:	from 7:00 am to 10:00 pm

SCHEDULE TWO

Charges

Members : Free

Visitors : Monday to Friday and Saturday (before 1:00 p.m.) : HK\$60 / person / day
Saturdays (after 1:00 p.m.) : HK\$120 / person / day

KARAOKE ROOMS

1. Opening Hours

The hours during which the Karaoke rooms are open are listed in Schedule One to the Karaoke Bye-laws.

2. Charges

The charges for the use of Karaoke rooms and for inviting visitors to use the facility are listed in Schedule Two to the Karaoke rooms Bye-laws.

3. General Rules

- 3.1 Upon entrance, Members whether accompanied by visitors or not must first present their membership cards to the staff on duty or give their membership numbers, which must be verified, in order to sign chit for charges, failing which no service including the Karaoke facility, drink or beverage will be provided by the staff on duty.
- 3.2 Upon leaving the premises, the staff on duty will fill in the signed chit with the appropriate amount of prescribed and / or other fees to be charged (corkage fee is HK\$30.00 per bottle).
- 3.3 While waiting in line to use the Karaoke facility, the staff on duty has the discretion and use the best endeavour to serve members on a “first come first serve: basis. For any dispute arisen, the matter will be referred to the Club office for immediate resolution.
- 3.4 Each user may continue to use the Karaoke facilities up to ten minutes if other Members or visitor is waiting.
- 3.5 During the hours the Karaoke Room is not designated for private use, each Member may invite a maximum number of three visitors to use the Karaoke facility.
- 3.6 Visitor must be accompanied by member at all times while using the Karaoke facility and remaining on the premises.
- 3.7 Unless with prior approval, member or visitor is not allowed to bring any CD's discs or other audio devices to be used in conjunction with or as an integral part of the Karaoke facility system.

- 3.8 Smoking is not permitted on the premise
- 3.9 No alcoholic drink will be served to anyone under the age of 18.
- 3.10 Member and visitor must abide by the aforesaid Rules and Regulations as well as all relevant Club Rules and Bye-laws at all times while using the Karaoke facility and remaining on the Club premises.
- 3.11 For violation or breach of the aforesaid Rules and Regulations by any Member or visitor, the matter will be referred to the Club office for immediate action.
- 3.12 The staff on duty may refuse service to any member or visitor for improper attire, ungentlemanly or unladylike behaviour.

4. Reservation

The Karaoke Rooms that are designated for private use could be booked 3 days in advance either in person or by telephoning the Reception Counter at 2837 1888.

5. Cancellation

Cancellations of the bookings of Karaoke Rooms are accepted if the cancellations are to take place before 6:00 p.m. on the previous day.

Normal booking fee will be charged if the cancellations are not made in the above manner.

6. Children

Children under the age of 12 must be accompanied by an adult member while using the Karaoke facility.

7. Others

Any violation to the Karaoke facility Bye-laws will be dealt with by the Club Manager, the appropriate Convenor and / or member(s) or officers of the General Committee under the Disciplinary Measure Bye-laws.

SCHEDULE ONE

Opening Hours

Large Room

Monday to Friday : 2:00 p.m. - 4:00 p.m. (for private use)
4:00 p.m. - 11:45 p.m. (for walk-in users)

Saturday, Sunday & Public Holiday : 12:00 nn - 11:45 p.m. (for walk-in users)

Medium and Small Rooms

Monday to Friday : 2:00 p.m. - 11:45 p.m. (for private use)

Saturday, Sunday & Public Holidays : 12:00 nn - 11:45 p.m. (for private use)

SCHEDULE TWO

Charges

Large Room (Room no. 1)

For private users : HK\$120 per hour

For walk-in users : Monday to Friday : HK\$30 / Member
: HK\$60 / Visitor
Saturday, Sunday & : HK\$40 / Member
Public Holiday : HK\$120 / Visitor

Medium Room (Room no. 3)

HK\$100 per hour : A maximum of two consecutive hours could be booked for each reservation. Should there be a room vacant at the end of the booked hours, a further session may be booked.

Small Room (Room no. 2)

HK\$60 per hour : (Ditto)

LAWN BOWLS

1. Opening Hours

The hours during which the Lawn Bowls Greens are open are listed in Schedule One to the Lawn Bowls Bye-laws.

2. Charges

2.1 The charges for use of Lawn Bowls Green and for inviting visitors to use the facility are listed in Schedule Two to the Lawn Bowls Bye-laws.

2.2 On practice nights fixed by the Sub-committee during the summer and winter league seasons, players who have signed up to play for the Club need not pay lighting charges. Otherwise on all nights, a lighting charges shall be levied.

3. General Rules

3.1 Players must wear proper smooth soled bowling shoes while playing on the bowling greens. They must also ensure that the bowling shoes are clean before stepping onto the indoor bowling greens.

3.2 Eating and smoking are not permitted on any area covered by the indoor bowling carpet and outdoor bowling greens.

3.3 Drinks are nor permitted on the indoor bowling playing surface. Running is not permitted on the same surface.

4. Reservations

4.1 The bowling greens will be available for play on a first come first serve basis.

4.2 Unless no other players are waiting, no player may alone occupy a rink. Should all rinks be occupied and two players wish to join in, they should be given the opportunity to join one of the following categories : (a) those playing singles, (b) those playing pairs, (c) those playing triples in that order provided that none of them are official matches and none have played more than six heads. Should there be more than one of the same category, the two players shall decide by lot in the presence of the skips concerned which rink they are to join.

- 4.3 Players who have completed a game or, in the case of indoor bowling, a session, shall vacate the rink if other players are waiting.
- 4.4 The Sub-committee may, at its discretion, reserve the bowling greens (i.e. both indoor and outdoor) or parts thereof for whatever purpose it deems necessary.

5. Visitors

- 5.1 Except in an official match or when special permission has been granted by the Sub-committee, no visitors (local residents) are allowed to use the bowling greens on league practice nights or during day time on weekends and public holidays.
- 5.2 Visitors, (local resident) may use the bowling greens on occasions other than those listed in Lawn Bowls By-law 5.1 subject to the following :
- (a) any one visitor (local resident) may not use the bowling greens more than twice during any one month or more than 8 times in one year;
 - (b) a visitor fee as decided by the General Committee paid;
 - (c) their names are entered into the Lawn Bowls Visitors Book;
 - (d) unless permission has been granted by the Sub-committee, not more than four visitors (local residents) may use the bowling greens at any one times;
 - (e) unless permission has been granted by the Sub-committee, the number of visitors (local residents) playing in any one rink shall not exceed the number of Members playing in that rink.
- 5.3 Tourists who can produce evidence of such status endorsed on the passport or travel documents may be invited by a Member or Member's spouse to use the bowling greens with him / her during opening hours on any day on payment of the appropriate visitor fee.

6. Children

Provided a rink is free and not required by other Members and family members, children over age of 8 may be allowed to play under the supervision of an experienced bowler.

7. **Others**

Any violation to the Lawn Bowls Bye-laws will be dealt with by the Club Manager, the appropriate Convenor, and / or member(s) or Officers of the General Committee under the Disciplinary Measure Bye-laws.

SCHEDULE ONE

Opening Hours

- Covered Lawn Bowling Green : Mondays to Sundays
7:00 a.m. – 11:00 p.m.
- Outdoor Lawn Bowling Greens : Outdoor Lawn Bowling Greens are open according to the condition of the Greens. Members are requested to refer to the notice board for the opening hours

SCHEDULE TWO

Charges

- Day Time : Free for Members, family members and Lady Subscribers
- Light Fee : HK\$5 / player
- Visitors : HK\$60 / person

MULTI-ACTIVITIES ROOM

1. Opening Hours

The hours during which the Multi-activities Room is open are listed in Schedule One to the Multi-Activities Room Bye-laws.

2. Charges

The charges for the use of Multi-Activities Room and for inviting visitors to use the facility are listed in Schedule Two to the Multi-activities Room Bye-laws.

3. Reservations

Not applicable

4. Visitors

Each Member may invite a maximum of three visitors only. Visitors must be accompanied by hosting Members.

5. Conditions of Use

5.1 Without the approval of the General Committee, private training should not be conducted in the Multi-activities Room.

5.2 Any Members who intend to use the Multi-activities Room during such hours when the Room is not used for the Club's activities or classes should register at the Reception and sign an appropriate Club chit for a fee as listed in Schedule Two to the Multi-activities Room Bye-laws.

5.3 Each Member may invite a maximum of three visitors to use the Room at a fee as listed in Schedule Two to the Multi-activities Room Bye-law. Appropriate Club chit should be signed by the hosting Member at the Reception. Visitors should be accompanied by hosting Members at all time.

- 5.4 After registration, the booking Member will be given a “Registration Slip” which should be inserted into a plastic box at the entrance of the Multi-activities Room.
- 5.5 Any Members who use the facility without signing the appropriate club chits before the use of the facility will be dealt with by the Club management under the Disciplinary Bye-laws.
- 5.6 Any Members who use the Room should be responsible for any damage to the equipment, furniture and fixtures provided at the Multi-activities Room.
- 5.7 Only non-marking soled indoor shoes are allowed.
- 5.8 Eating, drinking or smoking is strictly not allowed.
- 5.9 No musical equipment shall be used except those approved by the Club Manager to be photographed or used.

6. Others

Any violation to the Multi-activities Room Bye-laws will be dealt with by the Club Manager, the appropriate Convenor, and/or member(s) or Officers of the General Committee under the Disciplinary Measure Bye-laws.

SCHEDULE ONE

Opening Hours

Mondays to Sundays : 7:00 a.m. – 11:00 p.m.
[except during such time when the facility is reserved for the Club’s event(s), training class(es), cleaning or repair works]

SCHEDULE TWO

Charges

During such time when the Multi-activities Room is not reserved for the Club's event or training class, Members may use the Room at a fee to be decided by the General Committee. The prevailing rates of fees are:

A. Exclusive Use of the Room

HK\$200 / 55 minutes

(Visitors are not allowed and booking may be made 7 days in advance)

B. Non-exclusive Use of the Room

Members : HK\$10 / person / 55 minutes

Visitors : HK\$100 / person / 55 minutes

QUIET ROOMS

1. Opening Hours

The hours during which the Quiet Rooms are open are listed in Schedule One to the Quiet Rooms Bye-laws.

2. Charges

The charges for use of the Quiet Rooms is listed in Schedule Two to the Quiet Room Bye-laws.

3. General Rules

- 3.1 Users are not allowed to enter the opposite sex Quiet Room.
- 3.2 Smoking, eating, drinking, tutoring, eating, chatting, use of mobile phone, musical device (except with headphones) or lighting devise is strictly not allowed.
- 3.3 Any thing left on the chair unattended for more than 10 minutes will be disposed of without notice or compensation.
- 3.4 Users may use the chairs not more than 2 hours each time.
- 3.5 Users should be properly attired and are required to dress tidily and respectfully when using the facility.
- 3.6 Users in sweaty cloths or without shoes are not allowed.
- 3.7 Users are not allowed to take off the shoes.

4. Visitors

Visitors are not allowed to enter the Quiet Rooms at all time.

5. **Children**

Children under 12 are not allowed to enter Quiet Rooms at all time.

6. **Others**

Any violation to the Quiet Rooms Bye-laws will be dealt with by the Club Manager, the appropriate Convenor, and / or member(s) or Officers of the General Committee under the Disciplinary Measure Bye-laws.

SCHEDULE ONE

Opening Hours

Mondays to Sundays : 7:00 a.m. – 11:45 p.m.

SCHEDULE TWO

Charges

Members, family members : Free
and Lady Subscribers

Visitors : Not applicable

RACE BOX

1. Race Meetings

The Race meeting schedule is subject to the confirmation of racing fixture from the Hong Kong Jockey Club.

2. Charges

The Hong Kong Jockey Club will provide standard catering package in each meeting. Members and their guests will be charged a fee for the food & beverage services consumed.

3. Reservations

3.1 Seats at the Club's Race Boxes could be reserved either by fax or in person by completing the appropriate application form.

3.2 The procedure of booking will be announced by the Race Box sub-committee from time to time.

4. General Rules

4.1 The Race Box Sub-committee shall exercise such supervision as may be necessary to ensure that no one is allowed to enter the box unless upon production of the appropriate badge which must be worn continuously throughout each race day in such a manner as to be readily visible.

4.2 Smoking of cigar is not allowed within the enclosed area of the box. Smoking is forbidden by the Hong Kong Jockey Club in the betting hall next to the Club Boxes.

4.3 Mobile phone conversation outside the restaurant area, and in areas such as the balcony, corridor, lift lobby, toilet and betting hall is permitted but not in the parade area.

4.4 Attendees to the Race Box must be properly attired, i.e. tailored safari suit, or shirt and tie or collared shirt and jacket. Tracksuits, shorts overalls, sports shoes, flip-flops, jeans and T-shirts are not allowed. Ladies are required to wear a comparable standard of dress.

- 4.5 Attendees shall take up their seats in the Race Box as arranged by the Race Box Sub-committee.
- 4.6 Attendees shall comply with all Rules and Regulations laid down by the Hong Kong Jockey Club.
- 4.7 Attendees shall wear valid badges issued by the Hong Kong Jockey Club.

5. Visitors

Visitors may, subject to the prevailing rules, be invited to use the Race Box facility.

6. Children

Any person under the age of 18 are not allowed in the Race Box.

7. Others

Any violation to the Race Box Bye-laws will be dealt with by the Club Manager, the appropriate Convenor, and / or member(s) or Officers of the General Committee under the disciplinary Measure Bye-laws.

READING ROOM

1. Opening Hours

The hours during which the Reading Room is open are listed in Schedule One to the Reading Room Bye-laws.

2. Charges

The charge for the use of the Reading Room are listed in Schedule Two to the Reading Room Bye-laws.

3. Visitors

Visitors are not allowed in the Reading Rooms.

4. General Rules

- 4.1 User are required to register by entering their names and membership numbers in the registration book provided at the Reading Room.
- 4.2 Users should not remove the books, magazines or newspapers from the Reading Room without the permission of the Club Manager.
- 4.3 Anything left on the desk, chair or sofa unattended for more than 30 minutes will be disposed of without notice or compensation.
- 4.4 Tutoring, meeting, chatting, drinking, eating, discussion, musical device (except with headphone) or use of mobile phone is not allowed.

5. Others

Any violation to the Reading Room Bye-laws will be dealt with by the Club Manager, the appropriate Convenor, and / or member(s) or Officers of the General Committee under the Disciplinary Measure Bye-laws.

SCHEDULE ONE

Opening Hours

Mondays to Sundays : 7:00 a.m. – 11:45p.m.

SCHEDULE TWO

Charges

Members, family members : Free
and Lady Subscribers

Visitors : Not applicable

SQUASH

1. Opening Hours

The hours during which the Squash Courts are open are listed in Schedule One to the Squash Bye-laws.

2. Charges

The charges for use of Squash Courts and for inviting visitor to use the facility are listed in Schedule Two to the Squash Bye-laws.

3. General Rules

- 3.1 All players must abide by the decision of the Squash Sub-committee and / or Club staff when using the squash courts.
- 3.2 Players should fill in and sign the register of users kept at the Squash Courts for the booked sessions.
- 3.3 Players using the squash courts must be dressed in proper squash clothing and must wear non-marking, white or clear rubber-soled sport shoes without heels.
- 3.4 Players should wear white or pastel colour clothing and are advised to wear protective glass spectacles.
- 3.5 Only non-marking squash balls may be used.
- 3.6 All squash rackets must have their racket heads white taped.
- 3.7 Coaching involving the giving of Squash tuition in return for payment of money of kind is not allowed unless authorised in writing by the General Committee. Authorised coaches will be permitted to use designated courts for coaching during the hours and upon the conditions prescribed by the Squash Convenor.

4. Reservations / Cancellations

- 4.1 Members, Members' spouses or Lady Subscribers can book not more than one court for 45 minutes on any one day.
- 4.2 Should there be a bookable court vacant at the end of the booked hours, a further 45 minutes may be booked.
- 4.3 Bookings can be made up to 3 days in advance either by phone or in person at the Reception Counter.
- 4.4 Cancellations must be made 24 hours before the actual day / evening of session booked, otherwise dues incurred will be charged.

5. Visitors

Visitor may play on any day and at any time upon the prior signing of a Club chit for visitor fees by an inviting Member or Member's Spouse.

6. Others

Any violation to the Squash By-laws will be dealt with by the Club Manager, the appropriate Convenor, and / or member(s) or Officers of the General Committee under the Disciplinary Measure Bye-laws.

SCHEDULE ONE

Opening Hours

Mondays to Sundays : 7:00 a.m. – 10:45 p.m.

SCHEDULE TWO

Charges

Court fee : HK\$15 / session / 45 minutes.
Visitor : HK\$60 / person

SWIMMING

1. Opening Hours

The hours during which the Swimming Pool and Children Water Games Area are listed in Schedule One to the Swimming Bye-laws.

2. Charges

The charges for use of the Swimming Pool and Children Water Games Area are listed in Schedule Two to the Swimming Bye-laws.

3. General Rules

3.1 For the purpose of control, upon entering the pool area with or without the intention of using the pools-

(a) Members, family members and Lady Subscribers shall produce their membership cards or supplementary membership cards to the staff on duty at the pool entrance for inspection.

(b) Children of Members under the age of 12 shall deposit their Children's Cards to the staff on duty at the pool entrance for inspection.

3.2 Persons suffering from any contagious disease are not allowed to enter the pools and Jacuzzi.

3.3 All persons in the pool area shall observe Bye-laws 14 and 16 of the Swimming Pool (Urban Council) Bye-laws (Chapter 132, sub.leg., Laws of Hong Kong) which are conspicuously displayed in the form of notices near the entrance area of the pools.

3.4 All persons in the pool area or in the pools, as the case may be, shall-

(a) before entering the pools, use the foot baths and take a shower to remove the suntan lotion and similar objects;

- (b) refrain from -
 - (i) wearing foot-wear other than rubber slippers in the pool area;
 - (ii) wearing wristwatches, bracelets, necklaces or finger rings mounted with large stones in the pool area ;
 - (iii) using face masks, flippers, snorkels or other swimming aid / equipments not approved by the Club Manager.
 - (iv) pushing another person into the pools ;
 - (v) playing games of chase or similar object in the pool area or in the pools ;
 - (vi) taking glass-ware or similar object into the pool area or in the pools ;
 - (vii) throwing coins or other object into the pool ;
 - (viii) spitting in the pools or in the pool area except into receptacles provided for the purpose.

3.5 Changing in the pool area is forbidden. Bathers shall use the changing room provided for the purpose.

3.6 Persons in swimming attire shall remain at all time in the pool area and shall always take the most direct route to or from the changing room.

3.7 Swimming caps are to be worn by all persons with shoulder length hair or longer.

3.8 No footwear other than rubber slippers are permitted in the Swimming Pools area.

3.9 Provided it is safe to do so, diving or jumping into the main pool shall be only from the deep end towards the shallow end.

3.10 Only drinks served with plastic or paper cup may be consumed in the pool area but not within one meter from the edge of the pools.

3.11 Smoking within the pool area is not allowed.

- 3.12 Except with the permission of the General Committee, radios, tape-record or cassette players and musical instruments, except with headphones shall not be used or played in the pool area.
- 3.13 Persons under the influence of alcohol or drugs shall not enter the pool area.
- 3.14 For the sake of safety and hygiene, all persons using the pools shall at all times co-operate with the life-guards or duty staff who are authorized by the General Committee to ensure that these Bye-laws are properly observed.
- 3.15 Under no circumstances should domestic helpers, maids or other servants enter the swimming pool area.
- 3.16 Members, family members and Lady Subscribers and visitors shall use the pools at their OWN risk and the Club shall not be responsible in any manner whatsoever for any accident or injury suffered by any such persons.

4. Visitors

Subject to Article 50 (which limits a visitor to two visits a month or not more than eight in one year), a Member, or his / her spouse but NOT a Lady Subscriber, or Members' children may invite visitors to use the pools in his / her company when they are in use EXCEPT on Sundays and Public Holidays and on such other days as the General Committee may specify, upon payment by signing the appropriate chit before entering the pool area, of a fee as listed in Schedule two to the Swimming Bye-laws.

5. Reservation

The General Committee may at its discretion close the swimming pool at any time without giving prior notice.

6. Children

Children under the age of 12 must be accompanied by an adult who is an eligible swimming pool user.

6 Others

Any violation to the Swimming Bye-laws will be dealt with by the Club Manager, the appropriate Convenor, member(s) or Officers of the General Committee under the Disciplinary Measure Bye-laws.

SCHEDULE ONE

Opening Hours

Mondays	:	10:00 a.m. – 2:00 p.m. and 3:00 p.m. – 10:00 p.m.
Tuesdays to Fridays	:	7:00 a.m. – 2:00 p.m. and 3:00 p.m. – 10:00 p.m.
Saturdays, Sundays and Public Holidays	:	7:00 a.m. – 10:00 p.m.

SCHEDULE TWO

Charges

Members, family members and Lady Subscribers	:	Free
Visitors	:	Mondays to Saturdays (before 1:00 p.m.) : HK\$60 / person / day
	:	Saturday (after 1:00 p.m.) : HK\$120 / person / day
	:	Sundays & Public Holidays : Visitors are not allowed

TABLE TENNIS

1. Opening Hours

The hours during which the Table Tennis area is open are listed in Schedule One to the Table tennis Bye-laws.

2. Charges

The charges for use of the Table Tennis tables are listed in Schedule Two to the Table Tennis Bye-laws.

3. General Rules

- 3.1 Table tennis tables are available on a first-come first-serve basis.
- 3.2 Booking of a table can be made at the Reception Counter on the day when the table is used.
- 3.3 Advance booking for the use of the table tennis table at the Table Tennis Room can be made 48 hours in advance at a fee as listed in Schedule Two of the Table tennis Bye-laws.
- 3.4 Each session for the use of table tennis table is one hour.
- 3.5 Any Member or his/her spouse who wishes to play should provide their membership number and players' names for registration at the Reception Counter at the time of play.
- 3.6 After registration, the Member will be given a booking confirmation slip. The slip should, upon request, be produced for inspection by the staff at the table tennis area.
- 3.7 Each permitted user must abide by the instruction of the Club Manager or his staff.
- 3.8 Only table tennis balls & bats are allowed.
- 3.9 Users should put on sportswear. Footwear must be non-marking rubber-soled shoes.
- 3.10 Sitting on the table tennis table is strictly forbidden.
- 3.11 Smoking, eating or drinking inside the table tennis area is not allowed.

- 3.12 Parents are responsible for their children's behavior in the table tennis area.
- 3.13 Children below 1.2m (3 ft 11") in height or under the age of 6 (six) are not permitted to use the Table tennis facilities.
- 3.14 No coaching after 1:00 p.m. on Saturdays, Sundays and Public Holidays.
- 3.15 Members should sign the chits at the Reception before commencement of each coaching session.
- 3.16 Unauthorized coaching is strictly not allowed.

4. Visitors

- 4.1 Lady Subscribers and children of Members cannot bring in visitors at any time.
- 4.2 Visitors are not allowed on Saturday afternoons (after 1:00 p.m.), Sundays and Public Holidays.
- 4.3 The host Members should register the visitor(s) and sign the appropriate chit at the Reception before playing the games.

5. Others

Any violation to the Table tennis Bye-laws will be dealt with by the Club Manager, and / or Member(s) or Officers of the General Committee under the Disciplinary Measure Bye-laws.

SCHEDULE ONE

Opening Hours

Mondays to Sundays : 7:00 a.m. to 11:00 p.m.

SCHEDULE TWO

Charges

Members, family members and Lady Subscribers:

Table Tennis Room : -Free of charge for tables booked on the day when the tables are used.
-\$10 for the table booked 48 hours in advance

Squash Court : \$20 / session

Visitors : HK\$60 / person / day

Ball Machine : Per visit : HK\$10 / Member / session
Monthly : HK\$100 / Member / month

TENNIS

1. Opening Hours

The hours during which the Tennis Courts are open are listed in Schedule One to the Tennis Bye-laws.

2. Charges

The charges for use of the tennis courts and for inviting visitors to use the facility are listed in Schedule Two to the Tennis Bye-laws.

3. General Rules

- 3.1 When using the tennis courts, all players must abide by the decisions of the Tennis Convenor, and Club staff who are delegated with the responsibility to enforce the Tennis Bye-laws.
- 3.2 No other games and sports except tennis is allowed in the tennis court area.
- 3.3 Players are not allowed to use the tennis courts when the nets are not in position.
- 3.4 Players who are playing on the tennis courts must wear proper tennis shoes and tennis attire. Only non-marking tennis shoes are allowed on the hard surface tennis courts.
- 3.5 Any person entering the tennis court area must wear rubber-soled sports shoes. Shoes with heels are not allowed on the courts.
- 3.6 Smoking is not allowed in the tennis court area and its adjacent waiting area.
- 3.7 Glass bottles, glassware, china ware or porcelain are not permitted on the tennis courts and their adjacent areas at all times.
- 3.8 Unless with the approval of the tennis convenor, a maximum of six tennis balls may be used at any one time on any one court.
- 3.9 Unless authorized in writing by the General Committee, coaching involving the giving of Tennis tuition in return for payment of money is not allowed on the tennis courts. Authorised coaches will be permitted to use designated courts for coaching during the hours and upon the conditions prescribed by the Tennis Convenor.

4. Reservations / Cancellations

- 4.1 The procedure for bookings and allocation of tennis courts are at the sole discretion of the Tennis Convenor who shall prescribe and amend the procedures and regulations thereof from time to time to suit the requirement of the operations.
- 4.2 Subject to change by the Tennis Convenor, floodlight for the tennis courts will be available during the following hours:-
- Summer : 7:00 p.m. to 11:00 p.m.
Winter : 6:00 p.m. to 11:00 p.m.
- 4.3 Under Tennis Bye-law 4.2, a Member, Member's spouse or Lady Subscriber may book one tennis court for one hour on any one day. Should there be a vacant court at the end of the hour, he / she may book an extra hour.
- 4.4 Should inclement weather render the tennis courts unplayable, Members, Members' spouses and Lady Subscribers who have booked the courts may report to the staff on duty at the Tennis Markers' Desk on the roof and return the signed chits to enable the bookings to be cancelled.
- 4.5 Tennis courts not designated for booking are available for play on a "first-come first-served" basis. The following rules governing the use of such courts should be observed by all players:
- 4.5.1. A court shall be used by four players. Singles or rallying / stroking shall only be allowed when no other player is waiting for the court.
- 4.5.2. Upon ringing of the bell which signifies the end of the playing session, players must vacate the court if other players are waiting for the court.
- 4.5.3. Any player playing on a court may not vacate the court during a session in order to queue up for the same or another court for the following session.
- 4.5.4. At the discretion of the Tennis Convenor, some floodlit courts may be reserved for use by Members only. Charges, if any, will be levied on a "per player" basis. Details will be posted up on the notice board.
- 4.6 The Tennis Convenor may, at his / her discretion, reserve the tennis courts for competition, training, repair and other purpose as he deems fit

5. Visitors

5.1 Subject to Article 50 governing the frequency of visitors to the club, Members or Members' spouses may invite not more than three visitors to play on one tennis court with him / her upon the prior payment of the appropriate visitor fee.

5.2 Visitors may be invited by Members or Members' spouses to play on the tennis courts according to the following procedure.

(a) Local residents:

- Visitors (local residents) are allowed to play on the courts on Saturdays, Sundays and Public Holidays before 7:00 p.m.
- Before using the tennis courts, the hosting Member should register the name(s) and HKID number(s) of his/her guest(s) and sign the appropriate Club chit at the Reception on the G/F of the Clubhouse Building.
- The signed chit should be presented to the staff on duty at the Tennis Markers' Desk for verification purpose before the game.

(b) Tourists (oversea residents)

- i. At the invitation of a Member or Member's spouse, overseas residents who are visiting Hong Kong for not more than 2 weeks, may upon production of relevant proof, use the tennis courts between 1:00 p.m. and 7:00 p.m. on Saturdays, Sundays and Public Holidays for a maximum of two times every calendar year. The Member or Member's spouse must apply to the Club's Office one day before use of the tennis courts by the overseas visitors, and register at the Reception before the game.
- ii. Oversea residents who are visiting Hong Kong for more than 2 weeks may use the tennis courts in accordance with the procedures as stipulated in clause 5.2 (a).

6. Children

6.1 Children may play on the tennis courts as follows:

- a. Children between 14 and 20 are allowed to play from Monday to Friday on any court. On Saturdays, Sundays and Public Holidays, they may only play on Courts 3 and 4 and up to 3:00p.m. They may also play on booked courts after 7:00 p.m. on all days.
- b. Children under 14 may use the Club's tennis courts in accordance with the conditions stipulated in clause 6.1.(a). However they must be accompanied by an adult Member or a Member's spouse while playing on the courts.
- c. Members' children who are Club's team members may play on any courts and at anytime for team practice.

6.2 Members' children are not allowed to book courts and are not allowed to invite visitor.

7. Others

Any violation to the Tennis Bye-laws will be dealt with by the Tennis Convenor in such manner as he deems fit

SCHEDULE ONE

Opening Hours

Mondays to Sundays : 7:00 a.m. – 11:00 p.m.

SCHEDULE TWO

Charges

Outdoor Court fee : Day time : Free
 Evening : Bookable Courts
 HK\$40 / hour /court

Covered Courts (Members Only) : Free

Visitors

Morning Session (7:00 a.m. to 1:00 p.m.) : HK\$60 / person / session
 Afternoon Session (1:00 p.m. to 7:00 p.m.) : HK\$60 / person / session
 Evening Session (7:00 p.m. to 11:00 p.m.) : HK\$60 / person / two hours