

# KOWLOON TONG CLUB



## BYE-LAWS

2018 Edition

**KOWLOON TONG CLUB  
BYE-LAWS**

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29 September 1987; 23 January 1990; 27 July 1993; 29 September 1998; 3 October 2000;  
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and 25 January 2017 )

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## GENERAL

1. Except Swimming Pools which open at 6:30am, the Club House shall be opened from 7:00am to 12:00midnight everyday and 7:00am to 1:00am on Saturdays, Sundays and Public Holidays. However, the General Committee may, at their discretion, change the time of opening and closing, and reserve all or any part of the Club premises for internal or special purposes when deemed necessary.
2. No persons, except the staff members on duty, shall be allowed to stay on the premises of the Club after the closing time.
3. Members shall use the front gate only when visiting and leaving the Club.
4. Membership cards may only be used by the person to whom it is issued and members shall not allow or suffer the card to be used by any other person.
5. Members must sign chits for any use of the Club's facilities and shall produce their membership cards upon demand by the Club's staff. If a member fails to sign chits or produce his membership card on demand by the Club's staff, the Club may refuse to allow the member to use the Club's facilities.
6. Loss of membership card must be reported in writing to the Club immediately. A new card will be issued at the cost of \$80 or such other cost as the General Committee may from time to time determine.
7. Members shall not give money or gratuity to any staff of the Club for any reason except as the General Committee may otherwise at its discretion allow.
8. Members should not reprimand or in any way punish staff members of the Club. Any comments, suggestions or complaints concerning services and/or facilities provided by the Club shall be made by members in writing or through telephone to the General Manager. Comments, suggestions or complaints will be referred to Committee/Sub-Committee concerned for consideration or investigation if appropriate. The General Manager will communicate the result to the member concerned.
9. Animals are not allowed within the premises of the Club.
10. Gambling or games of chance in any form shall not be allowed on the premises of the Club except in designated Social Rooms where lawful games are played in accordance with the Gambling Ordinance.
11. Musical instruments, wireless sets or other sound reproducing devices shall not be played or operated on the Club premises without the prior approval of the General Manager.
12. Subscription list, raffle, etc., shall not be allowed without the prior approval of the General Committee.

13. Meetings, exhibitions or group activities as well as any form of trade or commercial exchange shall not be allowed on the Club premises without the prior approval of the General Committee.
14. Coaching or tuition in any form shall not be allowed in the Club without the prior approval of the General Committee.
15. Smoking is not allowed in all in-door areas of the Club premises and is only allowed in certain designated outdoor areas of the Club premises.
16. Foul language is not allowed in the Club premises.
17. Bicycles, roller-skates, scooters, pogo-sticks, etc., shall not be used on the Club premises. However members may push, but not ride, their bicycles to the bicycle racks during the opening hours of the Car Park.
18. Footwear with spikes or points is not allowed on the Club premises.
19. No baskets, bags, sports gear, clothing, towel, etc., shall be left lying about in the Club premises unattended.
20. In the event of any member, member's spouse or guest breaking or damaging any property of the Club, the member concerned shall be responsible for compensating the Club by paying the replacement cost thereof. The General Committee's valuation of such property shall be final.
21. The Club shall not be held responsible for any personal accident or injury suffered, or loss of or damage to any of the members' or visitors' property left on the Club premises.
22. Any unclaimed article found on the Club premises will be stored for a period of 14 days, after which it will be handed over to the police for handling.
23. Members, their dependent members and guests shall observe the Club's Bye-laws and follow the advice of the Club's staff members while they are in the Club premises.
24. Staff on duty are authorized to strictly enforce the Bye-laws. Any violation of the bye-laws will be reported to the General Manager and the persons concerned may be asked to stop from using the Club's facilities or to leave the premises.
25. The General Committee reserves the right to amend the Club's Bye-laws at any time.

## **ACCOUNTS OF MEMBERS**

26. (a) A numbered account will be assigned to each member upon admission.
- (b) Payment of all accounts shall be settled by cross cheque made payable to “Kowloon Tong Club” or by autopay.
- (c) Any member who registered as a new member after January 1995 or who has his/her membership reinstated must settle his/her payment by autopay.
- (d) All monthly dues from member must be paid in full before the end of the following month, failing which the following shall apply:
- (i) First reminders will be sent to members concerned by the Club.
  - (ii) Second reminders will be sent by registered mail from the Club should the accounts remain unpaid 10 days after the first reminders.
  - (iii) Upon the dispatch of second reminders, the names of members concerned and the amounts due shall be posted on the notice board.
  - (iv) Upon the posting of such notice, the members concerned shall not be allowed to sign chits and an administration fee of \$200 and interest at 5% on the outstanding dues shall be imposed.
  - (v) If the accounts remain unpaid within 60 clear days of the said second reminders, the members concerned will cease to be members of the Club in accordance with the Articles of Association of the Club. Nevertheless, those members shall remain liable for their outstanding debts due to the Club.
- (e) In case of loss of membership cards, members must report such loss in writing to the Club immediately. Cardholders are responsible for all chits signed before they report such loss.

## **DEPENDENT MEMBERS**

27. (a) Upon admission of membership, a member may apply for his/her spouse and children under 21 to become dependent members by completing the membership record form and producing attested documents for identification purpose. (To register the spouse, the marriage certificate or other attested documents is required; to register children, the birth certificates are required.) Members’ children aged 8 and above but under 21 may apply to the Club for their membership cards.
- (b) A member shall be responsible for all expenses incurred by and the conduct of their dependent members.

- (c) Members' children are not entitled to invite guests to use the Club facilities except that members' children aged 8 and above but under 21 may invite guests to use the catering services provided by the Club in the company of such members' children.
- (d) Children under 8 must be accompanied by an adult while they are in the Club premises.
- (e) The General Committee may at their absolute discretion exclude any dependent member from the premises of the Club if he/she violates any of the Bye-laws.

### **GUESTS**

28. (a) Subject to the Articles of Association of the Club and the Bye-laws, guests may be permitted to enter the Club premises in the company of a member or a dependent member. With the exception that members' children may invite guests to use the Club's catering services in their company as provided in paragraph 27(c) of these Bye-laws, all guests must be accompanied by members or their spouse when using the Club facilities. Guests are only eligible to use the changing rooms and showers after using sports facilities.
- (b) A member shall be responsible for the general behaviour of his/her own and of the guests brought into the Club premises by him/her or by his/her dependent members, and shall ensure that the Bye-laws and the Articles of Association of the Club are duly observed by his/her guests.
- (c) The General Committee shall have the power to debar, permanently or for a specified period, the entry into the Club of any guest whose behaviour in the Club premises has been in their judgement inappropriate.

### **RESTAURANTS**

29. (a) Opening hours:

|                    |                  |                      |
|--------------------|------------------|----------------------|
| Club Café          | 8:00am - 11:00pm | (Last order 10:30pm) |
| Chinese Restaurant | 11:00am - 3:00pm | (Last order 2:45pm)  |
|                    | 6:00pm - 11:00pm | (Last order 10:30pm) |

The General Committee may, however, at their absolute discretion amend the opening hours in order to hold special functions in the Restaurants when deemed necessary.

- (b) No cash sales are allowed. All sales shall be charged to members' accounts and members are required to produce their membership cards and sign chits therefor.

- (c) Reservation for Dining Rooms:
- (i) Subject to sub-paragraph (ii) below, members may reserve tables or dining rooms for private functions in the Restaurants on a first-come, first-served basis.
  - (ii) Not more than 2/3 of the Chinese Restaurant may be reserved at any one time for private functions, and not more than 1/4 of the Club Café may be reserved at any one time.
  - (iii) The member who has made the reservation shall be responsible for the proper care of the dining area and for any breakage or damage done to the property of the Club by any person in his/her party.
  - (iv) No reservations may be made for the Club Café on Saturdays, Sundays and Public Holidays. However, 5 Care Tables are available for reservations on a first-come, first-served basis for members with special needs (disabled persons). The Care Tables will be released for the use of other members if not reserved.
- (d) Diners using the Chinese Restaurant must be properly attired. Slippers are not permitted. Males over 16 years of age are not allowed to wear sleeveless shirt.
- (e) Shouting and fingers guessing games are not allowed in all dining areas.
- (f) No refreshments or food of any kind shall be brought in from outside for consumption inside the Club premises.
- (g) The General Manager and the Restaurant Managers have the right to expel anyone not properly dressed or causing annoyance to other members.

### **BADMINTON HALL**

30. (a) Opening hours: 8:00am - 11:00pm
- |             |                  |
|-------------|------------------|
| 1st session | 8:00am - 1:00pm  |
| 2nd session | 1:00pm - 6:00pm  |
| 3rd session | 6:00pm - 11:00pm |
- (b) Charges: refer to page (26).
- (c) Coaching: Coaching is available from 8:00am to 1:00pm everyday, except on Sundays and Public Holidays. Members may also take coaching lessons during the 2nd session on Mondays to Fridays should there be no other player using the Court.

Revisions of coaching fee will become effective after the approval of the General Committee has been granted. Members must sign chits for taking lessons. No cash shall be given to any coach as coaching fee.

Only coaches assigned by the Club shall conduct coaching lessons in the Club.

Coaching shall be limited to members and dependent members only.

Coaching fee: refer to page (27).

- (d) Guests: Members and their spouses may invite guests twice a week. Not more than two guests shall be invited at any one time.

No same guest, whether invited by one or several members, shall be allowed to play more than twice within the same week.

- (e) Dress code:
- (i) Members and guests entering the Badminton Hall must be properly dressed.
  - (ii) For players, the wearing of trousers and jeans are not allowed.
  - (iii) If wearing cycling wear, sports shorts must be worn on top.
  - (iv) T-shirt can be with or without collar, and of any colour and pattern. However, for men, T-shirt must be with sleeves; for women, T-shirt can be with or without sleeves.
  - (v) Shoes must be with soft rubber and non-marking soles.

- (f) Members wishing to play shall put their names on the board kept at the court or register with the court attendant. Priority to play shall be given to the member whose name stands first on the board or on the attendant's register and who is present with other players ready to play. Should any player, having put his/her name on the board or having registered with the court attendant, be absent when the court becomes vacant, his/her right to play will be forfeited.

- (g) The court shall be fully utilised. In the event of the court being occupied by only 2 players, they shall allow 2 other players who wish to play to join them. Should the court be unoccupied or there be less than 4 players, singles match shall be allowed.

- (h) The court shall not be occupied for more than either a game of 31 points (rally point scoring system) or 15 minutes of play if there are other players waiting to play.

- (i) A player having withdrawn from a game shall have no claim to rejoin the same when his/her place is filled by another player.

- (j) Members must sign for the charges of the games prior to the commencement of the game.

- (k) No shuttlecocks will be provided by the Club.



- (l) When games are in progress spectators shall refrain from making any noise or playing any other games that will disturb the players.
- (m) Children under the age of 8 entering the Badminton Hall must be accompanied and supervised by adults, but are not permitted to play badminton in the hall, except those 6 years old or above taking lessons from the Club's coaches.
- (n) No food or drinks shall be brought into the Badminton Hall.
- (o) The Badminton Sub-Committee reserves the right to close the Badminton Hall for Club functions and activities at any time.

### **BILLIARD ROOM**

31. (a) Opening hours: 10:00am - 11:00pm
- (b) Charges: refer to page (26).
- (c) Coaching: Coaching is available from 10:00am to 6:00pm everyday, except on Saturdays, Sundays and Public Holidays.
- Only coaches assigned by the Club shall conduct coaching lessons in the Club.
- Coaching shall be limited to members and dependent members only.
- Coaching fee: refer to page (27).
- (d) Guests: Member and their spouses may invite guests. Not more than 3 guests shall be invited at any one time. If there are other members waiting for the tables after chits have been signed, members and their guests shall not occupy the tables for more than half an hour thereafter, and the guests may not register to play again.
- (e) Dress code: (i) Players may wear long trousers or shorts covering up to the knee.  
(ii) Swimming suit, singlet or slippers are not allowed.
- (f) Members wishing to play shall put their names on the board kept in the Billiard Room. Priority to play shall be given to the member whose name stands first on the board. When the game commences his/her name shall be removed from the board. Should any member, having put his/her name on the board, be absent when the table becomes vacant, his/her right to play will be forfeited. Should such member still wish to play, he/she must write his/her name again at the end of the waiting list on the board and wait until his/her turn comes again.

- (g) If there are other members waiting for the tables, the players shall not occupy the table for more than half an hour counting from the commencement of waiting.
- (h) Members shall have priority in using the tables. Dependent members may use the tables only when there is no member waiting. Not more than four persons shall be allowed to use the same table simultaneously.
- (i) Members' children under 14 must be accompanied by members when using the table. Children under the age of 12 are not allowed to enter the Billiard Room.
- (j) When games are in progress, all players and spectators are requested to maintain silence and spectators shall remain in their seats. The marker is entitled to stop any person from making any annoying noise or gesture, or ask them to leave the Billiard Room.
- (k) Jump-shot or using any colour ball as the cue ball is not allowed. Players must not sit or climb on the table with both feet off the floor.
- (l) Anyone who does not know how to play the games shall not be allowed to play.
- (m) The complete set of Snooker or Billiard Balls must be returned to the attendant after use. Players will be held responsible for any loss or damages caused to the balls or cues.
- (n) Players are responsible for any cut or tear to any part of the Billiard cloth or damage caused to the Billiard table. They shall pay for the cost of the repair for the whole piece of Billiard cloth plus the average daily incomes of the table for the entire idle period.
- (o) Drinks are permissible in the Billiard Room, but no food is allowed.
- (p) The Billiard Sub-Committee reserves the right to use the tables for special occasions or for matches.

### **BOWLING ALLEY**

32. (a) Opening hours: 9:00am - 11:00pm
- (b) Charges: refer to page (27).
- (c) Coaching: Coaching is available throughout opening hours except on Saturdays, Sundays and Public Holidays.

Only coaches assigned by the Club shall conduct coaching lessons in the Club.

Coaching shall be limited to members and dependent members only.

Coaching fee: refer to page (27).

- (d) Guests: Member and their spouses may invite guests once a week. Not more than 3 guests may be invited at any one time. No same guest, whether invited by one or several members, shall be allowed to play more than 4 times in a calendar month.
- (e) Dress code: Players must wear standard bowling shoes and suitable clothing.
- (f) Members wishing to play shall put their names in the register and take their turn according to the order of registration. No telephone booking will be accepted.
- (g) Should any player having been allotted a lane fail to start play immediately, his/her claim to the lane as allotted shall be forfeited.
- (h) A bowler shall not play more than 3 games if there are other players waiting. Any one member shall not occupy more than one lane or leave a lane idle for a long period.
- (i) Children aged 8-12 are allowed to play under the supervision of adults. Children under 8 may enter the Bowling Alley as visitors and not as players and must be accompanied and supervised by adults who are responsible for their safety.
- (j) Upon completion of play, players must return the balls to the ball-rack and bowling shoes to the control counter.
- (k) To avoid damages to the lanes, players are not allowed to throw balls upward. Should any player's actions affect or jeopardize other players, the attendant shall have the right to take appropriate actions by stopping the game or asking the player concerned to leave the Bowling Alley. Players and spectators shall not disturb any bowlers during a contest or tournament.
- (l) When bowling on two adjacent lanes, the left-hand side bowler should give the right-hand side bowler the right to bowl first.
- (m) For bowlers who use powder accessories, he/she shall only apply the powder in the designated carpet area.
- (n) Members are responsible for any damage caused to the shoes or other equipment of the Club. The Bowling Sub-Committee has the absolute authority to assess the damages in each case.
- (o) No shouting, foul language or running are allowed in the Bowling Alleys.

- (p) No food or drinks shall be brought into the Bowling Alley from outside. Only specified food and drinks provided by the Club may be brought into the spectator sitting area of the Bowling Alleys.
- (q) The computer scoring equipment is under the care and control of the attendant. Players should ask the attendant for assistance whenever correction or adjustment of scoring is required.
- (r) The Bowling Sub-Committee reserves the right to use the Bowling Alley for special functions or tournaments.
- (s) The Club shall not be liable for any private bowling ball being scratched accidentally in the Bowling Alleys.
- (t) All players must bowl within 1 minute after the pins are reset.

### **CHANGING ROOMS**

33. (a) Opening hours: 6:30am to 12:00midnight
- (b) Rules for the use of towels in the Changing Rooms:
- (i) Members and dependent members are entitled to use one free towel per person per day in the Changing Rooms. Use of the second and subsequent towels will be charged at \$5 each.
  - (ii) Towels are available at the service counter in the Changing Rooms. The towels after use should be returned to the attendant in the Changing Rooms. If the used towels are not returned to the attendants in the Changing Rooms on the same day, a charge of \$100 per towel will be levied and it will be debited directly to the member's account.
  - (iii) For hygiene concern, no towels are to be placed on the floor.
- (c) Children aged 4 or above are not allowed to enter the Changing Rooms for the opposite sex.
- (d) Children under 4 must be accompanied by adults when entering the Changing Rooms.
- (e) Servants are not allowed to enter the Changing Rooms.
- (f) No food or drinks shall be brought into the Changing Rooms.
- (g) Washing personal clothing or underwear in the wash basin is not allowed.
- (h) Running, shouting or playing games in the Changing Rooms are not allowed.
- (i) The Club is not responsible for any loss of or damage to property and valuables of members or their guests left in the Changing Rooms.

## **CHILDREN'S PLAYGROUND**

34. (a) Only children aged 12 or under are allowed to use the playground equipment.
- (b) Members are responsible for taking care of their children while using the Children's Playground.
- (c) No smoking is allowed.
- (d) No spitting is allowed.
- (e) No ball-playing is allowed.
- (f) No bicycles or roller-skates shall be used in the Children's Playground.
- (g) The Club's staff has the right to forbid the use of any equipment not provided by the Club if in their view such equipment may be potentially injurious to users of such equipment.

## **GOLF PRACTICE RANGE**

35. (a) Opening hours: 7:00am - 11:00pm  
Day session: 7:00am - 7:00pm  
Night session: 7:00pm - 11:00pm
- (b) Charges: refer to page (26).
- (c) Coaching: Only coaches assigned by the Club shall conduct coaching lessons in the Golf Practice Range. Coaching may be arranged during opening hours.  
  
Coaching shall be limited to members and dependent members only.  
  
Coaching fee: refer to page (27).
- (d) Guests: Member and their spouses may invite guests during opening hours.
- (e) Dress code: Players must be properly dressed in sports wear with sports shoes.
- (f) Players must register at the tennis counter before the game. Only one basket of golf balls shall be provided for each player.
- (g) Children under the age of 10 are not allowed to enter the Golf Practice Range. Children aged 10-13 are only allowed to play under the supervision of adults or a coach.

- (h) Each player shall be allowed to play for not more than half an hour when there are other players waiting.
- (i) Golf clubs and balls rented are to be used within the Golf Practice Range and shall not be taken away from the Club.
- (j) Golf clubs and balls must be returned to the tennis counter after use.
- (k) The Club shall assume no responsibility whatsoever for any accidents or injury that occur in the Golf Practice Range.
- (l) No food or drinks are allowed within the Golf Practice Range.

### **GYMNASIUM**

36. (a) Opening hours: 7:00am - 11:00pm
- (b) Charges: refer to page (26).
- (c) Coaching: Only coaches assigned by the Club shall conduct coaching lessons in the Gymnasium.
- Coaching shall be limited to members and dependent members only.
- Coaching fee: refer to page (27).
- (d) Guests: Members and their spouses may invite not more than 2 guests per calendar month.
- No same guest, whether invited by one or several members, shall be allowed to use the Gymnasium for more than 4 times in a calendar month.
- (e) Dress code: Suitable sports clothing and rubber shoes must be worn when using the Gymnasium. The staff member on duty shall have the power to assess the suitability of the user's clothing and shoes.
- (f) Children under 12 years old are not allowed to enter the Gymnasium and those under 14 must obtain permission from the attendant before using any equipment.
- (g) Gymnasium users are advised to handle all equipment with care. The Club and/or attendants shall not be liable for any loss, damage or injury suffered by any person in or from the use of the Gymnasium. All users are advised to have regular thorough physical checkups if they wish to use the Gymnasium.
- (h) Gymnasium users are responsible for cleaning the equipment after use and returning them to their original positions.

- (i) Users causing damage to the Gymnasium's equipment shall pay for the damage, and the Club has the sole discretion to assess the quantum of such damage.
- (j) No food or drinks shall be brought into the Gymnasium.
- (k) No unauthorised person is allowed to operate any audio visual equipment in the Gymnasium.
- (l) For the sake of safety, the attendant on duty may stop users from improper use or handling of equipment in the Gymnasium.
- (m) If any user is in breach of any of these Bye-laws, the General Committee may suspend his/her right to use the Gymnasium for such period as the General Committee may determine.

### **LOCKERS**

37. (a) Charges: refer to page (27).
- (b) Each hirer of locker shall be supplied with a key to his/her locker on payment of the annual hiring charge.
  - (c) Lockers must be vacated and surrendered with the key to the Club upon termination of hiring. Hiring charges paid are not refundable.
  - (d) Absentee members are not eligible for hiring lockers. If they were hirers of lockers before becoming absentee members, they must surrender the locker keys before they become absentee members.
  - (e) The Club shall send a letter in April of each year to each hirer of locker to ask if he/she intends to renew the hiring of locker for another year commencing 1st May. If no reply is received by the Club by 20th May, the locker-holders concerned shall be deemed to have surrendered their lockers, which should be vacated with the keys returned to the Club, failing which the relevant lockers shall be opened by the Club and the contents therein shall be disposed of in such manner as the Club may determine.
  - (f) Should the locker key be lost, the member concerned shall report the loss to the Club and apply for a replacement at such cost as the Club may from time to time determine.
  - (g) The Club shall assume no responsibility for any loss of, or damage to, any articles inside the lockers resulting from whatever reasons.
  - (h) Each member is eligible for only one locker in a specific area e.g. the Changing Rooms, the Bowling Alleys, etc.
  - (i) The Club reserves the right to open any locker when necessary or in case of emergency.

- (j) No dangerous or illegal articles are to be kept in lockers. Members are responsible for maintaining the lockers and the articles therein in clean and hygienic conditions at all times. The Club reserves the right to revoke the license and re-possess the lockers at any time if any members are found to be in breach of this Bye-Law.

### **READING ROOM**

- 38. (a) Opening hours: 7:00am - 11:00pm
- (b) To avoid causing disturbance to other readers, noise-making, running or chatting are strictly prohibited.
- (c) Lying on sofa, sleeping or sitting in a posture causing inconvenience and/or embarrassment to others are not allowed.
- (d) All books, magazines and the Club's other properties are not allowed to be taken away from the Reading Room.
- (e) No food or drinks are allowed in the Reading Room.
- (f) Children under 12 years of age are not allowed to enter the Reading Room.
- (g) Use of mobile phones is strictly prohibited in the Reading Room, except during the Club's organized classes or activities.
- (h) The Club has the right to close the Reading Room for other functions and activities.
- (i) Members are not allowed to use the room for any kind of practice except during official classes organised by the Club.
- (j) The 2 computers in Reading Room are for the use of members and their spouses only.
- (k) Persons in breach of the above rules may be asked to leave the Room.

### **SAUNA BATH ROOMS**

- 39. (a) Opening hours: 6:30am - 12:00midnight
- (b) Charges: refer to page (27).
- (c) Guests: Guests may be invited by members and their spouses.
- (d) Persons after drinking or known to be suffering from high blood pressure or heart disease or physically unfit for sauna bath are advised NOT to use the Sauna Bath.
- (e) Children under the age of 18 are not allowed to use the Sauna Bath.



- (f) The Club shall have no responsibility for whatever accident or injury that may occur in the Sauna Bath.

### **SOCIAL ROOMS**

40. (a) Opening hours: Mondays to Fridays 11:00am - 12:00midnight  
Saturdays, Sundays and 11:00am - 1:00am  
Public Holidays
- (b) Charges: refer to page (27).
- (c) Guests: Members and their spouses may invite guests. Guest fees at such amount as may be determined by the General Committee (unless waived as provided in the Schedule of Charges) shall be payable by the Members.
- (d) Reservation by members' children for tables in the Social Rooms shall not be accepted. Members' children are not allowed in the Social Rooms.
- (e) No cash is allowed to be placed on the table when games are played.
- (f) Players are not allowed to make up a "kitty" from winnings for the purpose of payment for dinner after the game or for any other purpose.
- (g) Each member may only reserve one room on the same day. Advance booking of more than 7 days shall not be accepted.
- (h) Members may reserve the use of a social room by:
- (i) Attending the Club Office to make the reservation and signing the chit for the requisite charges in person not more than one week prior to the hiring day; or
  - (ii) Via telephone/fax/email to make the reservations not more than one week prior to the hiring day. For reservations made by telephone, members shall deliver to the Club, either in person or by fax or email not later than noon on the day following the day on which the telephone reservation was made, a signed letter or a signed fax message or email confirming the reservation, which letter or fax message or email shall be deemed a chit signed for the requisite charges.

If the signed letter or fax message or email is not received by the Club in time, the reservation shall be deemed to have been withdrawn and the reserved room shall be open for reservation by other members. The reserved room shall be taken up by the reserving member not later than 6:00pm.

If the reserved room is not taken up by the appointed time, the reservation shall be deemed to have been cancelled. If the reservation is deemed cancelled by the reserving member not taking up the reserved room at the appointed time or the reserving member wishes to cancel the

reservation of a reserved room, the reserved room shall be made available to the next member on the waiting list. If the reserved room is taken up by another member, the chit signed by the original reserving member shall be cancelled. If the reserved room is not taken by another member, the original reserving member shall remain liable for the requisite charges.

- (i) Members should register their names, account numbers and number of guests on the registered book at the entrance of the Social Rooms.
- (j) Guests must be accompanied by members who shall be responsible for their guests' conduct. Members shall ensure that their guests comply with the rules and regulations of the Club.
- (k) Pursuant to the Gambling Ordinance (Cap. 148 of the Laws of Hong Kong), unlawful gambling within the Club premises is strictly prohibited.
- (l) The staff of the Club is authorised to inspect how the games are played in the Social Rooms. Upon failure of players to observe the Gambling Ordinance (Cap. 148 of the Law of Hong Kong) and/or the Bye-laws of the Club, the staff may stop and expel the people concerned from the Social Rooms.
- (m) The Social Rooms shall only be used for the purpose of playing games with mahjong tiles, playing cards and tin kau tiles.
- (n) Players using the Social Rooms for gaming by the use of mahjong, playing cards or tin kau tiles shall observe the following terms and conditions:
  - (i) No one may play any game in the Social Rooms or anywhere in the Club premises which involve playing against a bank kept by one or more of the players exclusively of the others.
  - (ii) The game will not be promoted or conducted by way of trade or business or for the private gain of any person otherwise than to the extent of a person's winning as a player of or at the game.

### **SWIMMING POOLS**

41. (a) Opening hours:
- (i) The main pool and the mid-pool
    - Summer - May to October      6:30am - 11:00pm
    - Winter - November to April      6:30am - 10:00pm
  - (ii) The toddler's pool
    - May to October      6:30am - 11:00pm
- (b) Charges: refer to page (26).
- (c) Coaching: Coaching is available except on Saturdays after 3:00pm, Sundays and Public Holidays.

Coaching is not allowed before 9:00am in the main pool.

Only coaches assigned by the Club shall conduct coaching lessons in the Club.

Coaching is only available to members and dependent members.

Coaching fee: refer to page (27).

- (d) Guests: Members and their spouses may invite not more than four guests at any one time. No same guest, whether invited by one member or several members, shall be allowed to use the Swimming Pool more than 4 times in a calendar month.

No guests are allowed before 9:00am.

- (e) Dress code: Only swimming costume is allowed in the swimming pool area. Swimming caps must be used within the main pool and mid-pool. Clean rubber slippers and water-sports shoes are allowed in the swimming pool area but must be left in the designated area when going into the water.
- (f) No children may enter the main pool between 6:30am to 8:30am from Monday to Saturday.
- (g) Swimmers must take showers and use the foot bath before entering the pools.
- (h) Domestic helpers are not allowed within the pool area.
- (i) Masks, flippers and other diving equipment are not allowed in all the pools although floating aids are allowed in the toddlers' pool and the mid-pool. Food, drinks and smoking are prohibited; no bottles or glasses are allowed within the pool areas. Spectacles are not allowed with the exception of swimming goggles.
- (j) The toddlers' pool is strictly reserved for children under the age of 8 in the care of adults.
- (k) Diving is only allowed at the deep end of Lanes No. 4 and 5 of the main pool on condition that it is safe for diving and no one is swimming in that area. Except this designated area, no diving is allowed at any part of the pools.
- (l) Throwing articles or objects into swimming pools is strictly prohibited.
- (m) Spitting, pushing or chasing are prohibited in or around the pools.
- (n) Persons with contagious skin ailments or suffering from enteritis or eye diseases or incontinence of the bladder or bowels are not allowed to use the pools.

- (o) Bathers using sun tan oils must wash themselves thoroughly with soap and water before entering the pools.
- (p) The Club is not responsible or liable for any loss of life, property, accident or injury suffered in or around the pools.
- (q) The Swimming Sub-committee reserves the right to close or partly close the swimming pools for Club functions and activities at any time.
- (r) No swimming is allowed outside the opening hours of the swimming pools.
- (s) Water guns are not allowed in all the pools. Swim training accessories are only allowed to be used in Lanes No. 4 and 5 of the main pool and in the mid pool (swimming team training sessions are excepted).

### **TABLE TENNIS ROOM**

42. (a) Opening hours: 7:00am - 11:00pm
- (b) Charges: refer to page (26).
- (c) Coaching: Coaching is available except on Saturdays after 1:00pm, Sundays and Public Holidays.
- Only coaches assigned by the Club shall conduct coaching lessons in the Club.
- Coaching shall be limited to members and dependent members only.
- Coaching fee: refer to page (27).
- (d) Guests: Members and their spouses may invite guests. Not more than 2 guests may be invited at any one time.
- No same guest, whether invited by one or several members, shall be allowed to use the Table Tennis Room for more than 2 sessions a week.
- (e) Dress code: Players must be properly dressed and must wear shoes with soft rubber and non-marking soles. Singlets as external garments not allowed.
- (f) Members wishing to play shall register with the attendant. Priority to play shall be given on a first-come-first-served basis. When there are other members waiting, players are permitted to use the tables for not more than 30 minutes. Should any player, having registered with the attendant, be absent when a table becomes available, his/her right to play will be forfeited.
- (g) No advance booking is allowed except for taking coaching lessons.

- (h) Children under the height of 115cm are not allowed to play table tennis in the Table Tennis Room, whether or not taking lessons with the Club's coaches.
- (i) Making excessive noise, chasing, striking balls against the wall, and sitting on or leaning against tables are strictly prohibited.
- (j) No foods or drinks shall be brought into the Table Tennis Room.
- (k) Changing clothes and being bare footed are not allowed in the room.
- (l) Players are not allowed to use more than 10 balls for each table except for coaching.
- (m) The Table Tennis Sub-Committee shall have the right to reserve the Table Tennis Room for competitions or other functions at any time.

### **TENNIS COURTS**

43. (a) Opening hours: 7:00am - 11:00pm in 3 sessions

Day session: 7:00am - 1:00pm

1:00am - 8:00pm

Night session: 8:00pm - 11:00pm

(b) Charges: refer to page (26).

(c) Coaching: Coaching is available except on Saturdays after 3:00pm, Sundays and Public Holidays.

Only coaches assigned by the Club shall conduct coaching lessons in the Club.

Coaching shall be limited to members and dependent members only.

The Tennis Sub-Committee shall have the right to make rules regarding coaching arrangement when deemed necessary.

Coaching fee: refer to page (27).

(d) Guests: During day sessions, not more than 3 guests on weekdays and 1 guest on weekends and Public Holidays may be invited by members and their spouses and not more than 4 times in a calendar month.

No same guest, whether invited by one member or by several members, shall be allowed to use the Tennis Courts more than 4 times in a calendar month. Members shall have priority in using the Tennis Courts.

When there are other members waiting for the court after a game has started, members and their guests must vacate the court after one normal set with a maximum of 10 games or 45 minutes of play.

- (e) Dress code: Players must be properly dressed and wear sport shoes with soft rubber and non-marking soles.
- (f) Bookings: Each member is allowed to book one court for one hour per day whether in the day or night session.

All bookings must be made by members in person at the Tennis Reception (daily from 9:00am to 10:00pm) or by letter or fax signed by members not more than 7 days before the desired court time.

Day sessions booking must be made at least 24 hours before the desired court time.

Day sessions booking is not available on weekends and Public Holidays.

Unless otherwise determined by the Tennis Sub-Committee, only Court 3 shall be available for day sessions booking.

When booking for courts whether in the day or night session members must sign chits for the court fees immediately.

Bookings may be cancelled only if and when the courts become unsuitable for play due to inclement weather either before the commencement or within 15 minutes of the commencement of the time slot booked.

- (g) The Use of Ball Machine:

Service Hours:

Mondays to Fridays (excluding Public Holidays)

- 10:00am to 8:00pm
- 8:00pm to 11:00pm (for members who have booked the courts)

Saturdays, Sundays and Public Holidays

- 10:00am to 3:00pm
- 9:00pm to 11:00pm (for members who have booked the courts)

Members who reserve the ball machine must book the designated court for using the machine.

Where a member has not reserved the Ball Machine Court for his exclusive use, he may only use the Ball Machine if there is no other player waiting to play on that Court and in any event for not more than 1 hour when there are players waiting to use the Court.

Members are responsible for placing the balls back into the machine after use.

- (h) Children under the age of 7 are not allowed to enter the tennis courts except when taking lessons with the Club's coaches.
- (i) If and when inclement weather makes the courts unfit for play, any court may be closed at the absolute discretion of the Club at any time without prior notice.
- (j) The Tennis Sub-Committee shall have the right to designate one or more courts for the exclusive use of duly appointed tennis coaches of the Club ("The Coaching Courts") or for other purposes and functions.
- (k) Court No. 6 is designated as the Family Court on Saturday, Sunday and Public Holidays. Players are not permitted to use the Family Court for rally or for a game of singles when there are members waiting to play. When there are members waiting for the court, players must vacate the court after one normal set with a maximum of 10 games or with 45 minutes of play. First waiting priority will be given to Family players (members playing with their family). The maximum warm up time is 5 minutes.
- (l) Not more than 6 balls may be used at the same time on any one court other than the Coaching Court, or the Ball Machine Court when used with the ball machine, or on Court 3 when players play with a marker designated by the Club.
- (m) Jumping over the net on the courts is prohibited.
- (n) Notwithstanding paragraph 43 (a) the Club Management shall have the absolute discretion to decide on the number of courts available and the opening hours at any time.
- (o) No one other than the players is allowed to enter the courts or move around the courts.
- (p) The Club assumes no responsibility for loss of property, any accident or injury suffered in or around the courts.

### **CARPARK**

- |     |     |                |   |   |
|-----|-----|----------------|---|---|
| 44. | (a) | Opening hours: | Mondays to Fridays<br>Saturdays, Sundays and<br>Public Holidays | 6:30am - 12:00midnight<br>6:30am - 1:00am                     |
|     | (b) | Guest parking: | Mondays to Fridays<br>Saturdays, Sundays and<br>Public Holidays | 11:00am - 3:00pm<br>6:30pm - 12:00midnight<br>6:30pm - 1:00am |

Members wishing to apply for temporary guest parking labels should register with the guards at the Club entrance or at the Club Office by presenting membership cards.

No advanced booking is accepted.

Each member may apply for not more than 2 guest parking labels at each session.

Not more than 15 guest parking labels shall be issued per session from Mondays to Fridays (except Public Holidays); and not more than 10 guest parking labels shall be issued on Saturdays, Sundays and Public Holidays. Guest parking labels will be issued on a first-come, first-served basis. However, should the carpark be full, the attendants have the right to stop issuing guest parking labels at any time.

- (c) A member (excluding Visiting Member, Absentee Member and Junior Member) who owns a private saloon with a seating capacity of not more than 8 or a motorcycle under his/her own name or the name of his/her spouse may apply for a parking label upon presenting the relevant Hong Kong Vehicle Registration Document or other attested legal documents. In case of a Special Nominee Member, the Hong Kong Vehicle Registration Document under the name of the company holding the nominee membership is also acceptable. An Ordinary Member wishing to apply for a carpark label for a car registered in the name of a company must show evidence that he/she is a director or an employee of that company.
- (d) Each member may apply one parking label only. However, each member may register more than one car in accordance with paragraph 44(c) on the same label.
- (e) Subject to paragraphs 44(h) and 44(s), only cars displaying valid labels will be permitted entry to the carpark. The label can be used only on the car/cars of the member designated on the label.
- (f) Parking labels shall be displayed prominently behind the windscreen for inspection.
- (g) Photocopied parking labels are not allowed and will not be accepted for access to the carpark.
- (h) Members (excluding Visiting Members, Absentee Members and Junior Members) entering the carpark without a valid parking label may register with the attendant at the entrance of the Club for the issuance of ONE "Members' Temporary Parking Label". The following registration criteria and regulations for the use of "Members' Temporary Parking Label" must be observed:
  - (i) Members must present their valid membership card for registration.



- (ii) A valid parking label and “Members’ Temporary Parking Label” cannot be used at the same time, i.e. members who has entered the carpark with a valid parking label cannot separately register for a “Members’ Temporary Parking Label” so as to enable another vehicle to enter the carpark.
  - (iii) “Members’ Temporary Parking Label” must be displayed visibly on the windscreen.
  - (iv) “Members’ Temporary Parking Label” is valid only for the date of issuance.
- (i) Should a member apply for an Absentee Membership, he/she shall return the parking label to the Club.
  - (j) Any member who has sold his/her car shall surrender the label to the Club immediately. The label shall not be transferred to any other person or be used on any other car. Should the label be damaged, replacement is permissible.
  - (k) Should the label be found lost, the member concerned shall report to the Club and apply for a replacement at such cost as the Club may from time to time determine.
  - (l) Should the car registration number be changed, the member concerned shall produce the new Hong Kong Vehicle Registration Document or other attesting documents for registration and issuance of a new parking label.
  - (m) The Club shall not be held responsible for the loss of or damage to any vehicle caused by the valet parking service provided by the Club or caused by members using the car parking facilities.
  - (n) Members should park only in designated areas and follow the instructions of the attendants. Vehicles must be parked within the white lines of a parking space.
  - (o) No cars shall be permitted to enter the carpark when the "CARPARK FULL" sign is displayed at the entrance except those cars with labels issued to the members of the General Committee while such members are on official business at the Club.
  - (p) Taxis are permitted to enter the carpark for the purpose of letting passengers to board or alight, but when and if the car park is full, the attendants may forbid such entry.
  - (q) The Club has the right to forbid entry of any car with an inappropriate label and report the case to the Management Committee for action.

- (r) No overnight parking by any member is allowed without a valid reason given to the General Committee. Whether or not any reason given by the member is valid shall be decided by the General Committee at its absolute discretion. If a member is found by the General Committee to be in breach of this Bye-Law, he shall be liable to pay to the Club a fine to be decided by the General Committee of not less than \$500.00 for each night of parking.
- (s) Members who do not have carpark labels may produce their membership cards to enter the carpark for urgent matters. However, their cars must leave the Club premises within 15 minutes.
- (t) If double parking and/or valet parking are offered for the convenience of members, they shall agree or are deemed to have agreed to the following conditions:
  - (i) The members shall hand over the car keys to the attendants.
  - (ii) The attendants shall be deemed to be authorized to drive and park the vehicles in such manner as they consider appropriate.
  - (iii) No claim shall be made against the Club for any damage caused to the vehicles due to double parking or as a result of the valet parking provided by the attendants.
- (u) Members failing to comply with any of these regulations may result in suspension of using the carpark for a period not exceeding 6 months.

(Bye-Law No. 45 has been cancelled)

## **CHILDREN'S PLAYROOM**

46. (a) Opening hours: 8:00am to 11:00pm
- (b) Only children between 2 to 8 years of age and below 1.2 meter may use the Children's Playroom.
- (c) Only children under the care of a responsible adult may use the Children's Playroom.
- (d) Members, guardians and guests are responsible for the safety of their children when using the Children's Playroom.
- (e) When using the Children's Playroom, users must keep the room clean, no toys or other objects shall be brought into the Children's Playroom.
- (f) No shoes are allowed when using the Children's Playroom. However, clean socks must be worn.
- (g) Users are responsible for their own personal belongings. The Club will not be responsible for any loss or damages of personal belongings.
- (h) Only 15 users are allowed inside the Children's Playroom at any one time. Other users shall wait outside the Children's Playroom for their turn when it is full.
- (i) When there are other children waiting, users are not allowed to use the Children's Playroom for more than 15 minutes counting from the commencement of waiting.
- (j) Members and their guests shall pay for the damage of the equipment at such cost as determined by the Club.
- (k) No smoking, food or drinks shall be allowed in the Children's Playroom.

Remarks: Words importing the singular number only shall be applicable to both the plural and the singular numbers, and vice versa. Words importing the masculine gender shall be applicable to the masculine, the feminine or the neuter gender, and vice versa.

## Schedule of Charges

| Department                            | Opening Hours                       | Charge   |        |
|---------------------------------------|-------------------------------------|--|--------|
| Badminton :                           | ( 3 Sessions )                      |  |        |
|                                       | 8 am - 1 pm                         | Member / Session   | \$ 10  |
|                                       | 1 pm - 6 pm                         | Guest / Session  | \$ 50  |
| Table Tennis :                        | ( 3 Sessions )                      |  |        |
|                                       | 7 am - 1 pm                         | Member / Session   | \$ 10  |
|                                       | 1 pm - 7 pm                         | Guest / Session  | \$ 45  |
| Tennis :                              | ( 3 Sessions )                      |  |        |
|                                       | Mon - Fri                           |  |        |
|                                       | 7 am - 1 pm                         | Member / Session   | \$ 10  |
|                                       | 1 pm - 8 pm                         |  |        |
|                                       | Mon - Fri                           | Guest / Session  | \$ 60  |
|                                       | Sat, Sun & Public Holidays          |  |        |
|                                       | 7 am - 1 pm                         | Member / Session   | \$ 10  |
|                                       | 1 pm - 8 pm                         |  |        |
|                                       | 7 am - 1 pm                         | Guest / Session  | \$ 90  |
|                                       | 1 pm - 8 pm                         | Guest / Session  | \$ 90  |
|                                       | 8 pm - 11 pm                        | Guest / Session  | \$ 60  |
| Court Booking (Member) & Ball Machine |                                     |  |        |
|                                       | Day Court Booking / Hour            |  |        |
| 7 am - 8 pm                           | (Except Sat, Sun & Public Holidays) | \$ 40  |        |
| 8 pm - 11 pm                          | Night Court Booking / Hour          | \$ 60  |        |
| 10 am - 11 pm                         | Ball Machine / Hour                 | \$ 50  |        |
| Billiard :                            | 10 am - 11 pm                       | Member / Table / Hour                                      | \$ 22  |
|                                       |                                     | Guest / Table / Hour                                       | \$ 100 |
| Swimming :                            | ( 2 Sessions )                      | Member / Session   | \$ 10  |
|                                       | Summer Season                       | Child / Session  | \$ 5   |
|                                       | 6:30 am - 2 pm                      | Guest / Session  | \$ 50  |
|                                       | 2 pm - 11 pm                        | Monthly Ticket (Members,                                   | \$ 200 |
|                                       | Winter Season                       | their spouses and dependent members aged 12 or above only) |        |
|                                       | 6:30 am - 2 pm                      |  |        |
|                                       | 2 pm - 9 pm                         |  |        |
| Gymnasium :                           | 7 am - 11pm                         | Member   | \$ 12  |
|                                       |                                     | Guest  | \$ 60  |
|                                       |                                     | Monthly Ticket (Members,                                   | \$ 240 |
|                                       |                                     | their spouses and dependent members aged 14 or above only) |        |
| Golf :                                | ( 2 Sessions )                      | Day Session / Half Hour                                    | \$ 10  |
|                                       | 7 am - 7 pm                         | Night Session / Half Hour                                  | \$ 12  |
|                                       | 7 pm - 11 pm                        | Guest / Half Hour  | \$ 50  |
|                                       |                                     | Golf Club Rental / Half Hour                               | \$ 6   |

| Department  | Opening Hours | Charge                                 |              |       |
|---|---------------|--|--------------|-------|
| Bowling :   | 9 am - 11 pm  | Member / Game                          | \$           | 6     |
|   | 9 am - 6 pm   | Mon- Fri                               | Guest / Game | \$ 25 |
|   | 6 pm - 11 pm  | Mon- Fri                               | Guest / Game | \$ 35 |
|   | 9 am - 11 pm  | Sat, Sun & Public Holiday              | Guest / Game | \$ 35 |
|   |               | Shoe / Pair                            | \$           | 5     |
| Social Room :   | 11 am - 12 mn | Per Table (Weekdays)                   | \$           | 80    |
|   | 11 am - 1 am  | Per Table (Sat, Sun & Public Holidays) | \$           | 80    |
|   |               | Per Guest*                             | \$           | 50    |
| * Guest fees will be waived if the players of each Tables expend in total \$1,000 or more on food and beverages in the Club on the day concerned. |               |  |              |       |
| Sauna :   | 7 am - 12 mn  | Member / Session                       | \$           | 0     |
|   |               | Guest / Session                        | \$           | 40    |
| Locker :  |               | Changing Room / Day                    | \$           | 0     |
|   |               | Large / Year                           | \$           | 500   |
|   |               | Small / Year                           | \$           | 250   |
|   |               | Bowling / Year                         | \$           | 200   |
|   |               | Billiard / Year                        | \$           | 100   |
| Towel :   |               | Member's First Towel / Day             | \$           | 0     |
|   |               | Second Towel Onwards / Piece           | \$           | 5     |
|   |               | Guest / Piece                          | \$           | 5     |
| Replacement :   |               | Membership Card / each                 | \$           | 80    |
|   |               | Carpark Label / each                   | \$           | 20    |
|   |               | Locker Key / each                      | \$           | 20    |

### Coaching Fees

| Department    | Coach Fee / Person / Hour    | Department              | Coach Fee / Person / Hour          |
|---------------|------------------------------|-------------------------|------------------------------------|
| Tennis:       | \$ 450 - 630 (for 1 person)  | Swimming:               | \$ 500 - 550 (for 1 person)        |
|               | \$ 235 - 325 (for 2 persons) |                         | \$ 280 (for 2 persons)             |
|               | \$ 170 - 230 (for 3 persons) |                         | \$ 240 (for 3 persons)             |
|               | \$ 140 - 180 (for 4 persons) |                         |                                    |
| 2 Coaches:    | (for 4 persons)              | Golf:                   | \$ 640 (for 1 person)              |
|               | (for 5 persons)              | Gymnasium:              | \$ 480 (for 1 person)              |
|               | (for 6 persons)              |                         | \$ 4,500 (10 lessons for 1 person) |
|               | (for 7 persons)              |                         |                                    |
|               | (for 8 persons)              | Billiard                | \$ 220 (for 1 person)              |
| Badminton:    | \$ 380 (for 1 person)        |                         |                                    |
| Table tennis: | \$ 350 (for 1 person)        |                         |                                    |
| Bowling :     | \$ 240 (for 1 person)        | Plus Bowling Alley fee: | \$20/hour (before 6 pm)            |
|               | \$ 130 (for 2 persons)       |                         | \$40/hour (after 6 pm)             |