



*Perfect getaway moments...*

# BYE-LAWS

JUNE 2022

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**CHANGI BEACH CLUB**  
**BYE-LAWS**  
**(As of June 2022)**

**GENERAL INFORMATION:**

- 1.1. Subject to the Constitution, Bye-laws of the Club shall be as follows:
- 1.2. These Bye-laws are subject to deletion, addition, or alteration as provided by Clause 38(i) and 38(ii) of the Constitution.
- 1.3 The power to enforce these Bye-laws shall rest upon the General Manager or any authorized person.

**2. OPERATING HOURS**

2.1 Unless revised by the Management, the operation hours of the General Office shall be: 8:00am to 6:30pm (Mondays to Fridays).

2.2 Recreational and social facilities such as the swimming pool, billiards room, Veranda Lounge, Deck Bar, squash, tennis courts, gym, bowling lanes, badminton courts and all other amenities which the Club may provide shall be subject to the operating hours laid down by the Committee. Any change relating to the days and timings on the use of these facilities and amenities are to be posted for members information at least seven (7) days in advance of its implementation.

2.3 The Management may at any time close the facilities and amenities for repairs, special functions or competitions as and when the need should arise. Whenever possible, adequate notice of such closure shall be given in the form of notice via website, on the notice board and other means.

2.4 All rates and charges on the use of all club facilities (including sports, recreational and all amenities) and guest fees shall be decided by the Committee and shall be posted on the Club notice boards, website and other means. Changes to these rates and charges are to be made known to members at least seven (7) clear days prior to implementation.

**3. ENTRY**

3.1 Entry into the Club and Sports Complex shall be via the Main Entrances only.

**4. MEMBERSHIP CARDS**

4.1 Membership cards will be issued once, without charge to members, their spouse and children who are junior members.

4.2 A fee of \$10.00 shall be levied for the first replacement of a membership card due to wear and tear. An additional \$10.00 shall be levied for each subsequent replacement. A fee of \$50.00 shall be levied for loss of card through negligence.

4.3 Membership cards are not transferable.

4.4 Membership cards must at all times be produced, without demand upon entering the Club, to the duty receptionist or security personnel.

4.5 Members must also show their membership cards when requested to do so by the Management.

4.6 Members who are unable to show their membership cards or any other proof of identity may be refused entry into the Club.

4.7 Members must produce their Membership cards to charge their expenses to their accounts. The total amount to be charged shall not exceed the \$200.00 or \$500.00 they had deposited with the Club.

## **5. PROHIBITIONS**

5.1 Members shall not give any form of gratuity, either in cash or in kind, to any employee of the Club unless authorised by the Management in writing.

5.2 No member or his guest is permitted to take away any property of the Club from its premises.

5.3 No food or drink, other than those served by the Club may be brought in unless specific permission has been given by the Management.

5.4 No animals or pets are allowed into the Club.

5.5 No radios, transistors or other similar appliances may be used except for personal radio receivers with headsets.

5.6 No one, improperly attired, is allowed to enter the General Office. Entry is permitted only for official business or meeting with Management.

5.7 Members under 21 years of age are not permitted to enter the Jackpot Room or the Deck Bar. They should also not be consuming any alcoholic beverage.

5.8 Any child under the age of 16 years shall not be permitted to use the Club facilities unless accompanied or supervised by an adult who shall be fully responsible for the child's safety and behaviour. The member shall be liable to the Club in respect of any damage or injury caused by the child and will keep the Club fully indemnified in respect of any action, claim or demand arising by reason of the child's act or default.

5.9 No member shall take it upon himself/herself to reprimand any member of the Club staff. All complaints shall be directed in writing to the General Manager. Staff in this context refers to all Club employees including those engaged by our contractors.

5.10 No advertisement or posters may be displayed at the Club unless approved by the Management in writing.

5.11 No person shall go about bare-footed and/or in swimming attire on the upper floors of the Club premises.

5.12 Gambling shall not be permitted within the Club premises unless authorised by the Management Committee and approved by the relevant authorities.

5.13 Smoking anywhere within the Club premises is strictly prohibited by law, except within clearly marked areas outdoors, specially designated for that purpose.

5.14 Any member who uses any court or facility without permission shall be charged three (3) times the normal fee for the hour. In addition, appropriate disciplinary action will be taken against the member.

## **6 . CONDUCT**

6.1 Members and their guests shall behave in a proper manner within the Club so as not to interfere with the reasonable comfort of, or be a nuisance to members of the Club and possibly damage the Club's property. Anti-social behaviour shall not be tolerated. All persons entering the

Club premises shall be dressed in a proper manner in accordance with the regulations and bye-laws governing the various facilities.

6.2 All special requests for use of facilities and complaints should be made by the member. The Club is not obliged to entertain any request or complaint made by a spouse, junior member or guest.

6.3 The welfare and management of Club staff come under the purview of the General Manager and the Committee. Members and staff shall not influence or interfere in their decisions which shall always be in the overall interest of the Club.

6.4 Staff and contract workers who were members of the Club prior to their employment with the Club shall have their memberships suspended and all their privileges as members will be withdrawn. They shall not hold office or participate at the AGM.

## **7. GUESTS**

7.1) Any member may bring in non-members to the Club as guests, subject to rule 18(v) of the constitution. Such guests that include family members who are above 16 years old must pay the prevailing guest fee and be accompanied by the member at all times.

7.2 Members introducing guests to the Club shall be responsible for ensuring that they observe all relevant regulations and bye-laws. Members must be present at all times with their guests.

7.3 The use of the facilities shall be subject to the bye-laws governing the various facilities. Members shall be responsible for signing in their guests at the Reception Counter upon entry. All relevant fees shall be debited to the members' accounts. Three times the charge will be imposed on the member who fails to comply. Disciplinary action will also be taken against the member.

## **8. GUEST ADMISSION FEE**

8.1) Members who introduce guests to participate in any of the Club's sports and recreational facilities will be charged a fee which shall be decided by the Committee.

8.2 Guest fees are not refundable.

8.3 Guest fees will be levied on maids using the Club's facilities, including the Children's Pool.

## **9. CAR LABEL**

9.1 Each member is entitled to one Club car label which shall be registered to the car owned by him/her.

9.2 A fee of \$50.00 or such other rate as the Management Committee may decide shall be levied for the replacement for a lost or misplaced Club car label. There shall be no charge for one-for-one exchange due to wear and tear or change of car.

## **10. CAR PARKS**

10.1 The parking lots marked in yellow are for members only on a first-come, first-served basis. Those marked in white are for non-members.

10.2 Only cars displaying a valid Club car label will be allowed to park in the members' car park lots.

10.3 Members are to park their cars in an orderly manner within the appropriate painted lots. They should also comply with all directional signs or as directed by the Club staff.

10.4 The Management may reserve any or all the lots when deemed necessary.

10.5 Cars parked indiscriminately or without valid car park labels will be clamped and a \$100.00 charge will be imposed and payable before removal of the clamp.

10.6 Cars are parked at the owners' risk.

## **11. FURNITURE**

11.1 Club furniture shall not be moved about.

## **12. LIABILITY**

12.1 No suit or other legal proceedings shall be made personally against any Committee Member, officer or employee of the Club or other person acting under the directions of the Club for anything which is done in good faith or intended to be done in the execution or purported execution of these Rules or the Byelaws.

12.2 The Club, its Committee Members and employees shall not be liable for the death of, or any personal injury caused to a patron, member, nominee or guest or visitor or any other person arising in any way out of his membership of the Club or through his or their use of enjoyment of the Club or its amenities, privileges or facilities or otherwise however caused.

12.3 The Club, its Committee Members and employees shall not be liable for the loss of or damage to, any article or property brought into the Club premises by a patron, member, nominee, guest, or visitor.

## **13. Interpretation of Bye-Laws**

13.1 The Committee shall be the sole authority for the interpretation of these Bye-Laws and the decisions of the Committee thereon shall be final and binding on all members.

## **14. GUEST-ROOMS**

14.1 Applicants must be aged 21 years and above at the time of booking, check-in and check-out.

14.2 Bookings are applicable to members, members' guests or corporate bookings.

14.3 Bookings can be made by internet or in person for club members, except junior members. The Management may reject any application without assigning any reason.

14.4 Members must check-in personally to sign in and collect keys to the rooms.

14.5 50% of the total booking fee payable upon confirmation and remaining 50% upon check-in (Credit card or charge to member's account).

14.6 For change of booking date, a notice of 7 days or more is required prior to arrival date, subject to room availability. Applicants are only allowed to change the arrival date once. Should applicants decide to cancel bookings after the change, 50% of the guest room rental will be forfeited.

14.7 Room rates are subject to change by the Management. For any "No Show" or cancellation on check-in date, full room rates will be debited to the member's account.

14.8 Members may book guest-rooms for their guests (two weeks' advance booking allowed) during non-peak periods and these rooms are chargeable at corporate rates.

14.9 Members can book only two rooms at member's rates provided they are occupied by guests from the same household and the member must occupy one of the rooms. Otherwise, the corporate rate applies.

14.10 All guest-rooms booked under members' rates will require members' presence at all times during the period of stay.

14.11 Subject to approval, members who are unable to personally check in to the guest-room may write in to the Management authorising their guests to check-in on their behalf. For guest-rooms booked under members' rates, Clauses 14.9 & 14.10 above apply.

14.12 Management reserves the right to occupy the rooms as and when necessary.

14.13 The Management reserves the right to reject and to cancel any booking and shall not be liable for any claim arising from the rejection and cancellation.

#### BOOKING CHARGES

14.14 Room rates and charges shall be decided by the Management and posted on the Club website and notice boards. Advance notice shall be given to members through the usual channels as and when there are changes to these rates and charges.

#### GENERAL

14.15 Refund of rental will not be allowed for any unused period.

14.16 Check-in time: from 2.00pm - 9.30pm. Check-out time: By 12 noon.

14.17 A half-day charge shall be levied on occupants who extend their check-out time to 2.00 pm, subject to availability.

14.18 Members shall be charged \$40.00 per key for failing to return the door key, or for its loss.

14.19 Gathering of not more than four (4) persons is allowed per guest-room.

14.20 Room cleaning services are available daily between 8.00am and 12.00 pm. Rooms with the "Please Do Not Disturb" card displayed outside the door will not be freshened up.

14.21 Only internal phone calls are allowed.

#### CANCELLATIONS

14.22 An applicant may cancel his booking by informing the Management in writing subject to the following conditions:

- a) All cancellations received within seven (7) days or less, before the date of check-in, 50% of the total booking fee will be charged.
- b) All cancellations received less than 24 hours' notice, 75% of the total booking fee will be charged.

c) Any member who fails to inform the Management of any cancellation of his guest room booking shall pay the full booking fee.

#### GUEST ROOM REGISTRATION

14.23 All members who are staying in the Club guest-rooms are required to record the following particulars in the Guest Room Register placed at the Front Office:

- (a) Check-In Date
- (b) Name of Member
- (c) Club Membership Number
- (d) Room Number
- (e) All names of occupants

#### RULES & REGULATIONS

14.24 Doors to the guest rooms shall be kept closed and locked at all times.

14.25 Gambling in the rooms is strictly prohibited.

14.26 Pets are not allowed in the rooms.

14.27 Occupants shall not hang any laundry or personal effects outside the guest room or on the front windows.

14.28 All garbage shall be placed in plastic bags and properly secured before being disposed of in the waste bin.

14.29 No playing of mahjong and other noisy games in the guest rooms.

14.30 No outside food and drinks are to be brought in or consumed in the rooms.

14.31 No dancing and decorations in the guest rooms.

14.32 Occupants of the guest room shall not cause any nuisance, inconvenience or annoyance to others.

14.33 Occupants are required to check and sign the guest room inventory list when checking-in and checking-out. Any damage or loss of guest room furniture/equipment will be charged to the account of the member.

14.34 The Club and its Management shall not be responsible for:

- (a) Any injury or fatality to members, members' children, guests or their children.
- (b) Damage or loss of property in the event of any member or guest utilising the Club's facilities.
- (c) The loss of money, valuables and other properties left in the guest rooms or any part of the Club premises.

14.35 The Management reserves the right to alter, amend, delete or add to these conditions or withdraw any special offer at any time without prior notice.



## **15. THE DECK BAR**

### **OPERATING HOURS**

15.1 Operating days and hours shall be decided by the Management. Any change of operating days and hours shall be posted on the notice board and other means at least seven days before the effective date.

### **GENERAL**

15.2 The Management may, at any time, reserve or close all or part of the outlet for the purpose of holding events or other functions.

15.3 Personal bottles of wine and liquor may only be brought in if they are sealed and not "Duty Free". A corkage charge, which does not include mixes, will be imposed and will be decided by Management. No safekeeping of corkage bottle(s) is allowed.

15.4 All members and guests patronising the Deck Bar are to abide by all the prevailing rules and regulations governing the use of the Bar which shall be displayed at the entrance.

15.5 Members or their guests must not reprimand any service staff. All complaints or grievances must be referred to Management by the members.

15.6 All members must leave the premises after closing time. No extension of operating hours is permitted.

15.7 No member is allowed to operate the D.J. equipment except the staff of CBC.

15.8 Imposition of the dress code will be at the sole discretion of the Management.

15.9 Last orders shall be 30 minutes before the closing time.

### **KARAOKE**

15.10 Karaoke is allowed only when the band is not performing or when there is no other arranged activity.

15.11 Each table is allocated a number to key in song requests. Each member shall be allocated one turn upon presentation of membership card and proxy is not allowed.

15.12 System will automatically rotate the turn to sing. In the event of disruption and queue is not recovered, members shall amicably re-key their requests.

15.13 Due consideration is to be given to the person singing and any person showing disrespect shall be asked to leave the premises.

15.14 When the band or any arranged activity is due to commence, staff on duty shall allow the singer to complete singing the song and the next table in queue cannot demand to be allowed to sing.

15.15 The Duty Manager is authorised to settle any dispute.

15.16 Karaoke equipment is to be handled with care and any damage caused by negligence, the member responsible will be charged for repairs and/or replacement.

15.17 A member patronising the outlet must buy at least one drink. A cover charge to be decided by Management shall be imposed on all guests introduced by members.

#### 15.18 PROHIBITIONS

- a) Any food and beverage not purchased from the Club's outlets.
- b) Gambling.
- c) Going on stage.
- d) Singing and/or performing with the band on stage.
- e) Use of microphones (except for karaoke) and musical instruments (unless prior approval given by the Management.
- f) Sleeping
- g) Persons in swimming attire, wet or sweaty clothes, singlet, sleeveless tee-shirt and flip flops.
- h) Inappropriate attire as defined under the rules and regulations governing the Deck Bar.
- i) Rearrangement of furniture.
- j) Talking loudly or making excessive noise.
- k) Admittance below 18 years of age.

### 16. VERANDA LOUNGE

16.1 OPERATING HOURS - 24 hours daily

#### GENERAL

16.2 The Management may at any time reserve or close all or part of the Veranda for the purpose of holding events or other functions.

16.3 Members shall be responsible for the behaviour of their guests.

16.4 Members or their guests must not reprimand any service staff. Any complaints or grievances must be referred to Management.

16.5 Children below 12 years of age must be accompanied by parents.

#### 16.6 PROHIBITIONS

- a) Any food and beverage not purchased from the Club's outlets.
- b) Gambling.
- c) Littering
- d) Sleeping
- e) Changing of television channels
- f) Persons in swimming attire, wet or sweaty clothes and slippers.
- g) Rearrangement of furniture
- h) Talking loudly or making excessive noise.
- i) Alcoholic drinks served to any person below 18 years of age.

### 17. ENCORE KTV

17.1 Operating days and hours shall be decided by the Management. Any change of operating days and hours shall be posted on the notice board and other means at least seven days before the effective date.

17.2 The Management may at any time reserve or close all or part of this facility for the purpose of holding events or other functions.

17.3 All members or his/her family members shall present his/her membership cards without demand to the staff of the Club before placing his/her order.

17.4 Members shall be strictly responsible for the behaviour of their guests.

17.5 Members or their guests must not reprimand any service staff. Any complaints or grievances must be referred to Management by the members.

17.6 All members must leave the premises after closing time. No extension of operating hours is permitted.

17.7 Men are to be clad in long pants or jeans. (Ankle length).

17.8 Last orders shall be 30 minutes before closing time of the Bar.

17.9 Children below 12 years of age must be accompanied by parents.

17.10 Room rental rates shall be decided by the Management.

17.11 Each member is allowed to book only one room and is subject to a maximum of 3 hours. Further extension is subject to availability.

17.12 Up to seven (7) days' advance booking of a private room can also be made via phone, and email or in person. Once booking is confirmed, any request for change of booking time and/or cancellation will not be entertained.

17.13 Any cancellation and/or failure to take up the booking after half an hour from booking time shall render the booking abandoned and full charges will be charged to the Member's account. Management reserves the right to then assign the room to the next booking.

17.14 Booking via the Club's website is subject to availability and is not confirmed unless you have a confirmation from the Club.

17.15 No proxy booking is allowed.

#### 17.16 PROHIBITIONS

- a) Any food and beverage not purchased from the Club's outlets.
- b) Gambling.
- c) Littering.
- d) Smoking.
- e) Sleeping.
- f) Persons in swimming attire, wet or sweaty clothes and slippers.
- g) Rearrangement of furniture.
- h) Alcoholic drinks served to any person below 18 years of age.

#### DAMAGE TO PROPERTY

17.17 Any damage to the KTV facilities and equipment will be charged to the accounts of the members responsible. Cost of damage will be decided by the Management.

### **18. MAHJONG**

8.1 Operating days and hours shall be decided by the Management. Any change of operating days and hours shall be posted on the notice board and other means at least seven days before the effective date.

18.2 Bookings can be made via telephone, personally at the Reception Counter or email to [mro@changibc.org.sg](mailto:mro@changibc.org.sg) up to seven (7) days in advance before the date of play; always subject to availability and on a first-come, first-served basis. Booking via email is not confirmed unless you have an email confirmation from the Club. A Member making the booking must decide on start and end times and payment must be made in full upon checking in to play. Once booking is confirmed, any request for change of playing time and/or cancellation will not be entertained.

18.3 Any cancellation and/or failure to take up the booking after the first hour shall render the booking abandoned and full payment will be charged to the booking member's account and the management reserves the right to assign the table to the next booking.

18.4 Booking by proxy is not allowed.

18.5 Preference for a particular table shall be on first-come, first-served basis, be it at time of booking or upon checking in to play and in the event of any dispute, Management's decision shall be final.

18.6 Each member is allowed to book one table only and must be one of the players.

18.7 Extension of play time within operation hours will be subject to availability.

#### FEES

18.8 Booking fee shall be decided by the Management.

18.9 Players are to be neatly attired. Smart casual should be the norm. Management reserves the right to define what is appropriate.

#### 18.10 PROHIBITIONS

- a) Persons under 18 years.
- b) No food allowed except for light snacks or purchased from the Club's outlets.
- c) Bare feet.
- d) Singlet
- e) Swimming attire
- f) Use of obscene and vulgar language.
- g) Excessive noise and disturbing the general peace

#### GENERAL

18.11 All chairs must be placed in an orderly position after play.

18.12 Members shall be responsible for any loss or damage to furniture, complete set of tiles and chips.

18.13 Members shall not play beyond the booking hours and the stipulated closing time without prior approval of Management.

18.14 Non-members are required to pay the prevailing guest fees if they wish to join in the game.

### **19. DANCE STUDIO**

#### OPERATING HOURS

19.1 Operating days and hours shall be decided by the Management. Any change of operating days and hours shall be posted on the notice board and other means at least seven days before the effective date.

#### BOOKINGS

19.2 Only members are allowed to make bookings and all bookings shall be made through the Sports Complex Reception Counter.

19.3 One day advance booking may be made in person or by phone. Phone bookings can only be accepted with members providing telephone numbers for reconfirmation.

19.4 Booking will be on a first-come, first-served basis.

19.5 Booking by proxy is not allowed.

19.6 Bookings are strictly for dance related purposes.

#### FEES

19.7 Rates and charges on the use of the Dance Studio shall be decided by the Management.

19.8 Guest fees are applicable to all non-members who use the Dance Studio

#### ATTIRE

19.9 Smart casual.

19.10 Only proper dancing and non-marking shoes are allowed.

#### USE OF STUDIO

19.11 Strictly for dancing & dancing related purposes unless approved by the Management.

19.12 Non-participants are not allowed in the studio during organised sessions.

#### CONDUCT

19.13 The Club reserves the right to reject or expel any member or guest who misbehaves or fails to conduct themselves in a proper manner.

#### PROHIBITIONS

- a) Food and drinks except water
- b) Smoking
- c) Street shoes

#### MANAGEMENT

19.14 The Management reserves the right to amend the regulations whenever necessary.

#### LIABILITY

19.15 The Club will not be liable for any mishap or injury to, or any loss or damage incurred by the participant during or as a result of the event.

## **20. RESTAURANT**

#### OPERATING HOURS

20.1 The restaurant is open for lunch from 11.30 am. to 2.30pm. and dinner from 5.30 pm to 10.00 pm or at such times as Management may decide from time to time.

20.2 The restaurant is open to non-members who shall be charged differently from members.

20.2 Members and guests are required to comply with all the prevailing rules and safe distancing measures imposed by the relevant authorities.

### 20.3 PROHIBITIONS

- a) Persons in swimming attire or wet clothes, singlet, tank tops or sleeveless T-shirts.
- b) Littering.
- c) Rearrangement of furniture.
- d) Resting feet on tables or chairs.
- e) Food and beverage not purchased from the Club Caterer except for anniversary or birthday cakes.
- f) Loud and rowdy behaviour that may disturb the peace of diners in the restaurant.
- g) Smoking

### 21. ORGANISED EVENTS IN THE CLUB

21.1 Members can organise events such as birthday parties, solemnization, seminars, gatherings etc. at the restaurant, Sports Complex, designated BBQ areas, the beach and function rooms.

#### BOOKING POLICY

21.2 Members are given priority booking, subject to availability of facilities.

21.3 Bookings are to be made only through the Marketing Manager or Executive.

21.4 The Management can reject bookings without assigning any reason.

21.5 All food and beverage requirements shall be catered by the Club or its appointed caterer and no food and beverage from outside the Club is permitted. Corkage charges apply.

#### DEPOSIT PAYMENT

21.6 Upon finalisation, a deposit of 50% of the total estimated amount for the event shall be required to confirm and secure the booking.

#### CANCELLATION

21.7 A member may cancel his booking by informing the Club in writing and such cancellation will be subject to the following:

- a) Cancellation received one month before the date of the event, a 20% cancellation fee will be charged.
- b) Cancellation received two weeks before the date of the event, a 70% cancellation fee will be charged.
- c) A member who fails to inform the Club of any cancellation of the booking, the full amount will be charged.

#### BILL PAYMENT

21.8 A member is allowed to charge to his account for invoices below \$200.00 or \$500.00 depending on the amount he/she has deposited with the Club.

21.9 For invoices above his/her credit amount, the member has to settle the full amount by other means.

### 22. BADMINTON

22.1 Operating days and hours shall be decided by the Management. Any change of operating days and hours shall be posted on the notice board and other means at least seven days before the effective date.

22.2 Badminton courts may be booked not more than seven days in advance and for not more than 2 hours by any one member.

22.3 Court booking from 6.00pm to 10.00pm comes in blocks of 6.00 pm to 8.00pm and 8.00pm to 10.00pm. One (1) hour booking will be available 2 days before the date of play subject to availability and at a rate to be decided by Management.

22.4 Members may book additional hours on the days of play subject to availability of courts. Bookings in person or by telephone may be made at the Sports Complex Reception Counter by the member only.

22.5 Booking by proxy is not allowed.

22.6 All fees shall be charged to the member's account.

22.7 The Management may, at any time by notification on the notice board, reserve all or any of the courts on any day for the purpose of holding intra-club tournaments, inter-club matches or for Club functions.

22.8 A member wishing to cancel his court booking must give notice to the officer at the Sports Complex Reception Counter at least one calendar day before the day of play. Failure to give such notice will render the member liable to a fine of \$10.00. A court which is not taken up 15 minutes after the booking time will be deemed to have been cancelled without notice and will also render the member liable to a fine of \$10.00. The \$10.00 fine in each of these cases is on top of the court charges that have been cancelled.

22.9 No cancellation of booking is permitted if the booking is made on the day of play.

22.10 Court fees shall be decided by the Management.

22.11 Members must sign in at the Sports Complex Reception Counter to take up court; sign in guests and pay for guests and court fees before commencement of play.

22.12 In the event that a booking member runs late, guests are not allowed into the badminton hall and must wait at the lounge area for the member to arrive.

22.13 Guest fees shall be decided by the Management. Advance notice shall be given to members through the usual channels as and when there are changes to these rates and charges. Guest fees are not refundable.

#### SOCIAL EVENINGS & CLUB TEAM PRACTICE

22.14 Social Evenings and Club Team Practice will be held at such times and on such days as the Management may decide.

22.15 Beginners and children under the age of 12 are not allowed to participate in Social Evenings and Club Team Practice.

22.16 Members who do not subscribe to Social Evenings, (including guests) may not play during Social Evenings unless with approval from the Management and upon payment of the prescribed fee/s to be decided by Management.

22.17 To give every member an equitable chance of playing on Social Evenings and Club Team Practice days, the following guidelines shall be followed: Practice days, the following guidelines shall be followed:

- a). Order of play will be on a first-come, first-served basis.
- b). Warm up before the first game should not exceed three minutes.

c). Members should not continue playing after they have completed one set of games while others are waiting to play.

22.18 Whenever possible, the Convener, or in his absence a nominee of the Sub-Committee, will be in charge of organizing and managing these sessions.

22.19 Players should be properly attired i.e., in short-sleeved T-shirts and shorts/skirts as approved by Singapore Badminton Association. The wearing of singlet in place of shirts is prohibited. Players found to be improperly attired may be asked to leave the courts.

22.20 Only badminton shoes of a conventional type with rubber soles shall be worn in the courts. Coloured-sole or dark-coloured shoes are strictly prohibited. Persons found wearing coloured-sole shoes will be asked to leave the courts and be subjected to disciplinary action.

#### 22.21 PROHIBITIONS

- a) The courts shall only be used for the games of badminton. Other activities, unless sanctioned by the Club, are not permitted on the courts.
- b) Pointed high-heeled shoes on the courts.
- c) Chairs and tables without rubber capping to the furniture legs.
- d) Dragging of chairs and tables or any pointed equipment across the courts.
- e) Food or drinks in the courts except plain water.
- f) Smoking in the hall

22.22 Members are liable for any damage caused by them or their guests to the badminton courts, equipment and other property in the hall.

22.23 Players play at their own risk. The Club shall not be responsible or liable for any injury, damage or loss however suffered or caused in the badminton courts.

### 23. BILLIARDS

#### OPERATING HOURS

23.1 Operating days and hours shall be decided by the Management. Any change of operating days and hours shall be posted on the notice board and other means at least seven days before the effective date.

#### BOOKINGS

23.2 Each member can book one session (1 hour) at a time and can only re-book after he has completed his game. Where two or more players book consecutively and play amongst themselves, these players are entitled to re-book after their individual bookings have been played. Booking by telephone is permitted but must be for only one session (1 hour) per day. Identity of the Member must be clearly established for the Club's record to avoid abuse or misunderstanding.

23.3 Advance booking can only be made on the same day. Cancellation of this booking up to an hour before the time of play will be allowed.

23.4 Booking by proxy is not allowed.

23.5 All fees shall be charged to the member's account.



23.6 If a member who has booked a table fails to turn up within 15 minutes after commencement of the period, he forfeits his booking with full payment plus a \$10.00 fine. The unexpired period will be re-allocated to another member waiting for the table at full normal fees.

23.7 The Management may, at any time, by notification on the notice board reserve all or any of the tables on any day for the purpose of holding intra-club tournaments, inter-club matches or for Club functions.

#### FEES

23.8 Table booking fee shall be decided by the Management.

#### CHILDREN

23.9 Children under 12 years of age are not allowed in the room.

#### GUESTS

23.10 Members shall be responsible for their guests and must be present with their playing guests at all times.

#### 23.11 PROHIBITIONS

- a) Persons in wet attire, shorts, singlet, sandals and uncovered shoes.
- b) Playing or walking around barefooted.
- c) Smoking.
- d) Placing parcels and other items on the billiard tables.
- e) Shouting or loud conversations.
- f) Sitting on the tables.
- g) Food except drinks and light snacks.
- h) Spitting, littering and gambling.
- i) Any other games except those recognised under Cue Sport.

#### DAMAGE TO PROPERTY

23.12 Any damage to the facilities in the Billiards room will be charged to the accounts of the members responsible. Cost of damage will be decided by the Management.

#### GENERAL

23.13 The Management may invite billiard players from the National Team, Clubs and Associations as guests for exhibitions, friendly matches or competitions.

23.14 The Management may reserve tables for competitions and tournaments and corporate events.

23.15 The Management may amend or alter the rules and regulations as and when it deems necessary.

23.16 The Management may warn players of infringements and where appropriate, to request them to leave the room.

23.17 Any member who infringes any of the rules is liable to be suspended from using the billiard facilities.

#### LIABILITY

23.18 Players and guests play in the Billiards room at their own risk. The Club does not accept any liability for any injury, damage or loss incurred in the Billiards room.

#### CUE LOCKER

23.19 Lockers are available for members' use on a first –come, first–served basis. Rental charges shall be decided by the management.

23.20 Members place their cues and/or personal effects in the lockers at their own risk.

23.21 Members shall be charged a fee to be decided by Management for damage or failing to return the locker key.

### **24. BOWLING**

#### OPERATING HOURS

24.1 Operating days and hours shall be decided by the Management. Any change of operating days and hours shall be posted on the notice board and other means at least seven days before the effective date.

#### LANE FEES

24.2 Lane fees shall be decided by the Management.

#### SHOE RENTAL

24.3 Shoes are available for rental. Cost shall be decided by management.

Members are required to wear socks when wearing house shoes. These are available for sale by the Club.

#### LOCKER RENTAL

24.4 Rental of locker at \$60.00 per annum is allowed on a first-come, first-served basis. Members shall pay a refundable deposit of \$50.00 per locker. All charges will be subject to prevailing GST.

#### DRESS CODE

24.5 Strictly no soiled or wet clothing.

26.6 Shoes with studs and spikes, wooden clogs and bare feet are not allowed in the Bowling Centre.

24.7 Bowlers are to wear appropriate bowling shoes when bowling.

24.8 Imposition of the dress code will be at the sole discretion of the Management.

#### FOOD & DRINKS

24.9 Only food & drinks purchased from the Club's outlets shall be consumed.

#### BOOKINGS

24.10 Only members are allowed to make bookings and all bookings shall be made with the staff stationed at the Bowling Alley Counter and Reception Counter.

24.11 One day advance booking may be made in person or by phone. Phone bookings can only be accepted with members providing telephone numbers for reconfirmation.

24.12 Booking will be on a first-come, first-served basis.

24.13 Booking by proxy is not allowed.

24.14 All fees shall be charged to the member's account.

24.15 The member booking the lane must be present-during play.

24.16 Members who fail to show up within 15 minutes after the commencing time will have their booking cancelled. The lanes will then be opened for booking or given to those in the waiting list. Failure to give prior notice for cancellation of booking or 'No Show' will render the member liable to a \$10.00 fine plus the lane changes that were booked.

24.17 Three (3) consecutive cancellations will render a member ineligible for advance booking for a period of one (1) month.

24.18 Each member is allowed to book a maximum of 2 hours per lane. Extension will only be allowed at the discretion of the booking staff, when the lane is available.

#### MINORS

24.19 Parents must accompany children (8 – 16 years of age) at the bowlers' zone.

24.20 Members are responsible for their children's safety and conduct.

#### BASIC BOWLING RULES

24.21 Bowlers shall exercise due care and consideration while on the lanes.

24.22 Bowlers must not bowl unless the pins have been reset.

24.23 No foreign matter, e.g., talcum powder, should be used on the lanes.

24.24 Bowlers shall not distract other bowlers' attention once on approach and ready to bowl.

24.25 Bowlers should give way to bowlers on the right

24.26 No expletives and swear words shall be uttered in the bowling alley.

24.27 Malfunction of any bowling equipment must be brought to the attention of the technician or staff at the Bowling Centre. No one other than the person authorised by the Club should try to rectify the fault.

24.28 Bowlers shall not go beyond the foul demarcation line to retrieve any ball stuck in the lane gutter. Only bowling alley staff are authorised to assist bowlers.

24.29 The Club shall not be responsible for member's equipment, damage to balls etc., under any circumstances.

#### 24.30 PROHIBITIONS

- a) No wet umbrellas or wet towels are allowed.
- b) No practice throw is allowed. A penalty of an additional frame will be charged accordingly.
- c) Smoking is not allowed.
- d) Drinking or eating beyond the scoring tables.
- e) Gambling is not allowed.

#### GENERAL

24.31 The Management may authorise the reservation of some or all the bowling lanes for leagues, competitions, clinics or such other purposes as the Management deems necessary.

24.32 The Management is authorised to enforce the rules and is empowered to warn bowlers to leave the Bowling Alley or the Club's premises for any severe infringement of these rules or inappropriate behaviour.

24.33 Members and their guests who infringe any rule or refuse to obey the direction of the Management shall be referred to the Disciplinary Committee.

24.34 The Club will not be liable for any mishap or injury to, or any loss or damage incurred by members during or as a result of the activity.

## **25. GYM**

25.1 Members use the gym at their own risk. The Club shall not be responsible for any mishap or injury however caused, sustained or incurred arising out of or in any way connected with the Gym or any other activities.

25.2 Members shall sign the attendance book before entering and leaving the Gym.

25.3 Members are required to produce their membership cards to the staff at the Front Desk before entering the Gym.

25.4 Members are strongly advised to seek medical advice before commencing workouts at the Gym.

25.5 Children under 16 years are not permitted to use the Gym unless with special written permission and closely supervised by a parent or an adult.

### **OPERATING HOURS**

25.6 Operating days and hours shall be decided by the Management. Any change of operating days and hours shall be posted on the notice board and other means at least seven days before the effective date.

### **FEEES**

25.7 Guest fees are chargeable on all non-members and shall be decided by the Management.

### **ATTIRE**

25.8 Male: Track shoes, track suits, T-shirts, singlet and shorts.

25.9 Female: Track shoes, track suits, T-shirts and shorts or leotards. (Transparent, extremely short shorts and inappropriate attire as decided by Management are not permitted.

### **USAGE OF WEIGHTS**

25.10 The norm of all gymnasiums is that the weights and all exercise machines are shared by one and all. There shall be no monopoly by any one person over the use of the weights or machines. The Club shall have the power to decide when disputes occur, over the use of all facilities.

26.11 Members are required to ensure that all equipment is returned to their respective places after use.

25.12 Any damage to the equipment or property in the Gym caused by any member shall be charged to the member. The cost of the damage will be decided by the Management.

### **25.13 PROHIBITIONS**

- a) Smoking is strictly prohibited.
- b) No food and beverage can be brought in or consumed in the Gym. Except water and sports drinks.
- c) Personal equipment such as tennis/squash rackets and other associated equipment are not allowed in the Gym.
- d) Shifting gym equipment around or removing them out of the gym.

25.14 Personal belongings such as bags, clothing, etc., are to be kept in lockers and not placed on the floor or any section of the Gym.

25.15 Members using equipment with benches or lean-ons are required to lay a towel on the surface of the said benches / lean-ons before commencing to exercise.

25.16 TVs and the sound system shall not be changed by anyone. All channels and volume chosen are determined by Management.

#### EXPULSION/REJECTION FROM THE GYM

25.17 The Club reserves the right to evict from the Gym any member who contravenes any prevailing rule of the Gym. A report shall be made to the Sub-Committee for further action.

25.18 Members who represent the Club in any Inter-Club sport and games shall have free access to the Gym and other training activities organised by their respective Committees/Coaches. They must first register themselves with the Gym Attendant or Instructor.

### **26. JACKPOT**

#### OPERATING HOURS

26.1 Operating days and hours shall be decided by the Management and posted on the club website and notice boards.

#### 26.2 PROHIBITIONS

- a) Reservation of machines.
- b) Persons in swimming attire, singlet, sleeveless T-shirts or tank tops.
- c) Persons under 21 years of age.
- d) Tipping.
- e) Cashing of cheques.
- f) Anti-social behaviour.
- g) Non-members are prohibited from entering the Jackpot room.

#### GENERAL

26.3 Claims for short or non-payment shall be honoured only after such claims are registered in the form provided and witnessed by the Duty Manager.

26.4 In case of incorrect payment, the duty officer must be informed immediately and the machine shall not be played until it is repaired.

26.5 Management may close down any machine that is faulty.

26.6 No claim will be entertained:

- (a) After closing hours
- (b) If the machine is tilted or malfunctions.

26.7 Players who wish to retain their Jackpot Machines to attend to matters outside the Jackpot Room, must inform the Executive, or in his absence the Cashier so that the time can be recorded. Allowable absent time is 15 minutes. Should the 15 minutes be exceeded, the Club reserves the right to allocate the Jackpot Machine to another player. After the expiry of the allowable time, the machine will be reset for another player in waiting.

26.8 All Club employees and contractor's Staff are not permitted to play the jackpot machines.

26.9 The Club shall not be responsible for any loss or damage to any article or property brought into the Club premises by any member or guest.

26.10 All players shall stop playing 15 minutes before closing time irrespective of the amount of credits they have in the machine. No extension of play time shall be permitted.

26.11 Members wishing to play the Jackpot machines must first be signed in on the Jackpot Room Register as required by the Authorities. Failure to do so would render any Jackpot strike by the guest concerned invalid and therefore no payment will be made.

26.12 No food or drinks are permitted to be brought into the Jackpot room except those provided by Management.

26.13 Jackpot players who are not properly attired (e.g., singlet, dirty and wet clothes, bare feet, etc.) are not allowed into the Jackpot Room.

#### LIABILITY

26.14 Jackpot machines should be handled with care. Any damage caused may render the user liable to pay for the cost of repair.

### **27. POOL TABLE (COIN OPERATED)**

27.1 Play is allowed only during the operating hours of the Club.

27.2 Table is open to all on a fair rotation basis.

27.3 There shall be no "private" games.

27.4 To indicate your interest to join in the game, place two \$1.00 coins on the rim of the pool table above the coin slot.

27.5 If there is someone in the "queue", place your coins to the left of the last set of coins.

27.6 Winner shall stay to play with the next person in line.

27.7 The Management may, at any time, by notification on the notice board reserve or close the table on any day for the purpose of holding matches or for Club functions.

27.8 Children below 12 years of age are not allowed to play.

27.9 The attention of members, whose children and guests above 12 years old is drawn in particular to Clause 18 (i) and (ii) of the Constitution if they wish to play.

27.10 Rules & regulations shall also be binding on members of the public who are patronising the restaurant.

#### 27.11 PROHIBITIONS

- a) Placing beverages, parcels and other items on the pool table.
- b) Sitting on the table.
- c) Shouting or loud conversations.
- d) Spitting, littering and gambling.
- e) Stopping balls from going into the pockets to prolong the game.

#### DAMAGE TO PROPERTY

27.12 Any damage to the pool table and its related equipment will be charged to the accounts of the members responsible. Cost of damage will be decided by the Management.

#### GENERAL

27.13 The Management may amend or alter the rules and regulations as and when it deems necessary.

#### LIABILITY

27.14 Players and guests shall play at their own risk and the Club does not accept any liability for any injury, damage or loss incurred during play.

### **28. SWIMMING**

28.1 Operating days and hours shall be decided by the Management. Any change of operating days and hours shall be posted on the notice board and other means at least seven days before the effective date.

#### GUEST ADMISSION FEES

28.2 Guest fees to be decided by Management are chargeable on all non-members, including members' children who are above 16 years of age.

28.3 Guest fees are not refundable.

28.4 Guest fees will be levied on maids using the Club's facilities, including the Children's Pool.

#### CHILDREN

28.5 A member shall be fully responsible for the conduct, behaviour and safety of any child brought to the pool.

28.6 Children must change in the changing rooms only.

28.7 All children must be accompanied and supervised by adults at all times.

#### 28.8 PROHIBITIONS

- a) Persons with footwear on the apron of the pool.
- b) Persons with any open wound, infection or contagious disease.
- c) Articles that contaminate the pool.
- d) Inflatable aids or toys except in the Wading pool provided they have been specifically approved by the Management.
- e) Smoking, eating or drinking within the apron of the pool.
- f) Spitting into the gutter around the pool.
- g) Inappropriate swimwear as decided by Management.

#### GENERAL

28.9 Swimmers must shower before entering the pool.

28.10 Changing shall be allowed only in the changing rooms.

28.11 Swimmers must leave the pool and take shelter during thunderstorms.

28.12 Swimmers who misbehave themselves will be asked to leave the pool.

28.13 As the Club engages swimming instructor(s) to provide coaching and swimming lessons, all other forms of commercial coaching are prohibited.

28.14 There shall be no lifeguard on duty at all times. Members and their guests swim at their own risks. All children must be accompanied and supervised closely by their parents or an adult at all times.

#### LOCKERS

28.15 Coin operated lockers are provided at the corridor by the pool.

28.16 Members are advised to keep their personal belongings in the lockers.

28.17 Members place their personal belongings or other effects in the lockers at their own risk.

28.18 A fee to be decided by Management is chargeable for the loss or damage of the locker key.

#### LIABILITY

28.19 Notwithstanding any other rules, the Club and its Management Committee will not be responsible for:

- a) Any injury or fatality to members, members' children, guests or their children.
- b) Personal belongings or other effects left in the Club.

#### MANAGEMENT

28.20 The Management may, at any time by notification on the notice board, reserve the Swimming Pool on any day for the purpose of holding Swimming Carnival or training sessions.



## **29. SQUASH**

### **OPERATING HOURS**

29.1 Operating days and hours shall be decided by the Management. Any change of operating days and hours shall be posted on the notice board and other means at least seven days before the effective date.

29.2 Squash court may be booked by members not more than seven days in advance and for not more than two hours by any one member.

29.3 Members may book additional hours on the day of play subject to availability of court.

29.4 Bookings in person or by telephone may be made at the Sports Complex Reception Counter by the member only. All fees shall be charged to the member's account.

29.5 The Management may at any time by notification on the Club notice board, reserve the court on any day for the purpose of holding tournaments or matches.

29.6 Court booking fee shall be decided by the Management.

29.7 A member wishing to cancel his booking must give notice at the Sports Complex Reception Counter at least one calendar day before the day of play. Failure to give such notice will render the member liable to a fine of \$10.00. A court which is not taken up 15 minutes after the booking time will be deemed to have been cancelled without notice and will also render the member liable to a fine of \$10.00. plus the booking charges for the court booked.

29.8) No cancellation of booking is permitted if the booking is made on the day of play.

29.9) The Management shall have the discretion to approve changes in the sessions, charges and fees from time to time.

### **PROCEDURE FOR TAKING UP COURT**

29.10 Booking member must sign in at the Sports Complex Reception Counter to take up court, sign in guests, and pay for guests and court fees before commencement of play.

29.11 In the event that a booking member runs late, guests are not allowed into the court and must wait at the lounge area for the member to arrive.

29.12 Guests may not play on Social Evenings and Club Team Practice days except with the approval of the Convenor.

29.13 Social Evenings and Club Team Practice will be held at such times and on such days as the Sub-Committee may decide.

29.14 Beginners and children under the age of 12 are not allowed to participate in Social Evenings and Club Team Practice.

29.15 The Convenor may allow guests and Club coaches to join Social Evenings and Club Team Practice if, in his opinion, their participation will not deprive members of the opportunity to play and will improve the standard of Club players.

29.16 To give every member an equitable chance of playing on Social Evenings and Club Team Practice days, the following guidelines should be followed:

a) Order of play will be on a first-come, first-served basis.

- b) Warm up before the first game should not exceed beyond three minutes.
- c) Members should not continue playing whilst others are waiting to play.

29.17 Players should only wear appropriate attire when playing on the court. The Management may from time to time stipulate the proper form of attire.

29.18 Only non-marking soled shoes appropriate for squash may be worn by players on the court. Any other form of footwear is strictly forbidden within the court areas.

29.19 Players play on the court at their own risk. The Club shall not be responsible for any injury, damage or loss howsoever suffered or caused in the squash court premises.

29.20 Members are liable for any damage caused by them or their guests to the squash court and to property adjoining the court.

29.21 Management may amend or alter the rules and regulations without assigning any reason.

### **30. TENNIS**

30.1 Operating days and hours shall be decided by the Management. Any change of operating days and hours shall be posted on the notice board and other means at least seven days before the effective date.

#### **BOOKINGS**

30.2 Tennis courts may be booked not more than seven days in advance and for not more than 2 hours by any one member.

30.3 Members may book additional hours on the days of play subject to availability of courts.

30.4 Bookings in person or by telephone may be made at the Sports Complex Reception Counter by members only. All fees shall be charged to the member's account.

30.5 The Management may, at any time by notification on the notice board, reserve all or any of the courts on any day for the purpose of holding intra-club tournaments, inter-club matches or for Club functions.

#### **BOOKING FEES**

30.6 Refunds will be given only if rain causes the game to be abandoned within half an hour of its commencement. The senior staff on duty shall determine if the courts are fit for play at any time.

30.7 A member wishing to cancel his/her court booking must give notice to the officer at the Sports Complex Reception Counter at least one calendar day before the day of play. Failure to give such notice will render the member liable to a fine of \$10.00. A court which is not taken up 15 minutes after the booking time will be deemed to have been cancelled without notice and will also render the member liable to a fine of \$10.00 plus the booking charges for the court/s booked.

30.8 No cancellation of booking is permitted if the booking is made on the day of play, subject to Clause 25.6

#### **PROCEDURE FOR TAKING UP TENNIS COURTS**

30.9 Booking members must sign in at the Sports Complex Reception Counter to take up court, sign in guests, and pay for guests and court fees before commencement of play.

30.10 In the event that a booking member runs late, guests are not allowed onto the tennis courts and must wait at the lounge area for the member to arrive.

#### GUESTS

30.11 Guest fees shall be decided by the Management.–Guest fees are not-refundable.

#### SOCIAL EVENINGS & CLUB TEAM PRACTICE

30.12 Social Evenings and Club Team Practice will be held at such times and on such days as the Sub-Committee may decide.

30.13 Beginners and children under the age of 12 are not allowed to participate in Social Evenings and Club Team Practice.

30.14 Members who do not subscribe to Social Evenings, (including guests) may not play during Social Evenings unless with approval from the Management and upon payment of the prescribed fee/s to be decided by Management.

30.15 To give every member an equitable chance of playing on Social Evenings and Club Team Practice days, the following guidelines should be followed:

- a) Order of play will be on a first-come, first served basis.
- b) Warm up before the first game should not exceed three minutes.
- c) A short set should be played in every game, that is, a set will end when one side scores six games. Members should not continue playing whilst others are waiting to play.

30.16 Whenever possible, the Convener or in his absence a nominee of the Sub-Committee, will be in charge of organising and managing play.

#### ATTIRE

30.17 Players should only wear appropriate tennis attire when playing on the courts. The Management may, from time to time, stipulate the proper form of attire.

30.18 Only non-marking rubber-soled shoes appropriate for tennis may be worn by players on the courts. Any other form of footwear is strictly forbidden within the court areas.

#### LIABILITY

30.19 Members are liable for any damage caused by them or their guests to the tennis courts, tennis ball machine and to property adjoining the courts.

30.20 Players play on the Club courts at their own risk. The Club shall not be responsible or liable for any injury, damage or loss however suffered or caused on the tennis premises.

30.21 The Management may amend or alter the rules and regulations without assigning any reason.

### **31. TABLE TENNIS**

#### OPERATING HOURS

31.1 Operating days and hours shall be decided by the Management. Any change of operating days and hours shall be posted on the notice board and other means at least seven days before the effective date.

#### TABLE BOOKING

31.2 Table Tennis tables may be booked not more than seven days in advance and for not more than two hours by any one member.

31.3 Members may book additional hours on the day of play subject to availability of tables.

31.4 Bookings in person or by telephone may be made at the Sports Complex Reception Counter by the member only. All fees shall be charged to the member's account.

31.5 The Management may, at any time, by notification on the notice board, reserve all or any of the tables on any day for the purpose of holding intra-club tournaments, inter-club matches or for Club functions.

#### BOOKING FEES

31.6 Table booking fee shall be decided by the Management.

#### 31.7 PROHIBITIONS

- a) Sitting or resting on the table/s
- b) Smoking
- c) Playing with unconventional bats/equipment
- d) In appropriate attire.

#### CANCELLATION OF BOOKING

31.8 A member wishing to cancel his table tennis booking must give notice to the officer at the Sports Complex Reception Counter at least one day before the day of play. Failure to give such notice will render the member liable to a fine of \$10.00 A table which is not taken up 15 minutes after the booked time will be deemed to have been cancelled without notice and will also render the member liable to a fine of \$10.00

#### ATTIRE

31.9 Only non-marking rubber-soled shoes appropriate for Table Tennis may be worn. Any other form of footwear is strictly forbidden within the Table Tennis room.

#### LIABILITY

31.10 Members are liable for any damage caused by them or their guests to the Table Tennis tables and its accessories.

31.11 Players play at their own risk. The Club shall not be responsible or liable for any injury, damage or loss however suffered or caused on the premises.

31.12 The Management may amend or alter the rules and regulations without assigning any reason.

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