



BY-LAWS OF THE CLUB

(Pursuant to Clause 23.6 of Amended Constitution)

1. Club Hours

The Club hours shall be as follows:-

Sundays to Thursday	7.30 a.m. to 12.00 a.m. (the following day)
Friday & Saturdays	7.30 a.m. to 01.00 a.m. (the following day)

2. Club Events and Functions

As and when a Club event or function is held, the Central Committee shall close any Club facilities to members who are not registered to attend the function.

3. Members' Children

The dressing and undressing of children shall not be permitted in all public areas of the Club except in the designated Changing Rooms.

4. Membership Cards

Membership cards shall be issued for identification of members and shall be carried whilst members are in the Club premises and produced when requested by authorized employee or official of the Club.

5. Club Employees

5.1 The supervisor and steward on duty shall have the power and responsibility to enforce this By-Laws.

5.2 No member shall reprimand any Club employee. In the event of any fault against an employee, a complaint shall be made in writing to the Secretary/General Manager.

5.3 Members shall **NOT** be allowed to give gratuities to any employee of the Club on a personal basis. Gratuities requested by the Club on behalf of all the employees shall be paid to the

office and distributed to the employees according to a system decided by the Central Committee.

6. Signing of Chits

- 6.1 No visitor or guest shall be permitted to sign any chits to a member's account unless prior arrangement in writing had been made with the Secretary/General Manager or the Supervisor.
- 6.2 Members whose name is posted in the notice board on the Defaulter's List shall not be allowed to sign any chits.
- 6.3 Children under 12 years are not permitted to sign chits in the Club.

7. Suggestions/Highlights

A "Suggestion/Highlight" form is available at the Reception. All suggestions/highlights shall be addressed to the President and posted or handed to the Secretary/General Manager or placed in the Suggestion Box. Suggestions and/or Highlights shall only be entertained when they carry the member's name, membership number and signature.

8. Notices

With the exception of official Club notices, no notice or poster shall be placed on the Club premises without the approval of the Central Committee.

9. Lockers

For free use of the lockers, members shall sign for the keys and shall return the keys on the same day that they are taken. Members' account shall be debited with the cost of replacing locks, lost keys or keys not returned.

10. Car Park

Vehicles may **NOT** be parked on the Club property **EXCEPT** in designated parking lots.

11. Bags / Personal Belongings

Sports bags and others are not allowed to be placed on the tables or chairs at the pool side area.

12. Animals

Members and guests are prohibited to bring any animal to the Club premises or grounds at any time.

13. Musical Instruments

Members are not permitted without the approval of the Central Committee to play any wireless set, transistor, gramophone, musical appliance or instrument which is not the property of the Club, on any part of the Club premises.

14. Prohibitions

14.1 Gambling of any form shall not be carried out in the premises of the Club. The Club shall not hold any lottery, whether confined to its members or not, in the name of the Club or its office-bearers, Central Committee or members, except approved by the relevant authorities.

14.2 Smoking is prohibited in all air-conditioned areas and public areas of the Club except in the designated area provided by the Club.

14.3 No member shall on any occasion bring into the Club premise any beverages or food for consumption, except on such occasion and under such condition/s as the Central Committee shall have previously determined.

Approved by Central Committee
18th November 2020



ISC HOME STAY

RULES & REGULATIONS

Suite (18' x 20') – 3 Units

Price: RM130.00 per room + 6% SST

Each unit consisting of:-

One Guest Hall

One Split unit Air-con

Sofa bed

Coffee Table

End Table

Attached bath Room.

One Living Room

One Split unit Air-Con,

2 single beds

Dressing Table & Chair.

Standard Room (18' x 10') – 5 Units

Price: RM90.00 per room + 6% SST

Each unit consisting of:-

One Split unit Air-Con

2 single beds

Dressing Table & Chair

Attached bath Room.

Extra Bed or Baby Cot

No extra bed or Baby Cot shall be provided.

Bookings & Payments

All rooms are open for booking for rent by Members and Affiliated members. All fees & charges shall be debited to the Members or Affiliated members' Accounts.

If cash payment is received, Members or Affiliated Members Accounts will be credited with the payment.

Confirmation & Cancellation of booking

Advanced bookings shall be confirmed by Fax or in Person.

Upon confirmation, 50% of non-refundable booking fee in accordance with the room rate will be charged.

If booking is cancelled within 24 hours before check in, 50% of the full room rate will be charged.

Number of persons allow to stay in a Room

Suite : 2 Adults and 2 kids
Standard Room: 2 Adults

Animal

No animal is allowed to be brought into the homestay rooms

Check-in & check-out Time

Check-in : 3.00 pm Check-out : 12.00 noon

Changes of check-in dates are allowed provided rooms are available.

Loss & Damages

Member or Affiliated members who booked the rooms shall be responsible to pay for all damages and losses cause by the Member, Affiliated member or their guests.



DINING IN MERMAID ROOM, DOLPHIN ROOM, PENGUIN ROOM AND NEPTUNE ROOM

RULES & REGULATIONS

1. Dining service shall be available in the dining rooms at the times stated below:

Mermaid Room	-	9.00 am to 10.00 pm
Dolphin Room	-	9.00 am to 12.00 am
Penguin Room	-	9.00 am to 10.00 pm
(Kitchen last order	-	9.45 pm)
2. The Central Committee shall have the right to suspend or to limit dining service to members. However members shall be notified of such action through a notice posted on the Club Notice Board.
3. Members wearing bathing costumes shall **NOT** be allowed in the Mermaid Room, Dolphin Room and the Neptune Room.
4. Attire while in the dining rooms shall be as follows:

Mermaid Room:
Gentlemen - Collared shirt/T-shirt, trousers, fully closed footwear and socks.
Ladies - must be appropriately dressed; shorts and flip-flops are **NOT** allowed.

Dolphin Room, Penguin Room and Neptune Room:

Proper T-Shirts, shorts and flip flops shall be allowed in the Dolphin Room Penguin room and Neptune Room

Children 12 years and above shall be appropriately dressed.
5. Members' children shall not enter or make use of the dining rooms unless accompanied by an adult member who shall be responsible for their good behavior.
6. Use of hand phones or any other telecommunication appliances shall **NOT** be allowed in all the above dining rooms.
7. Smoking is **prohibited** in all the above dining rooms.

8. Liquor, beer or soft drinks are not allowed to be brought into the dining rooms for consumption except on payment of such corkage as the Central Committee shall from time to time decide.
9. Children under 18 years are not allowed in the Dolphin Room.
10. Unauthorized persons are not allowed behind the service areas and the kitchen of the Club.

Approved by Central Committee
18th November 2020



INTERNET ACCESS

RULES & REGULATIONS

Members shall:

- A. Comply with and not to contravene all applicable laws of Malaysia relating to the Service;
- B. Be responsible for the set-up or configuration of his own equipment for access to the Service;
- C. Comply with all notices or instructions given by the Club from time to time in respect of the use of the Service;
- D. Comply with the rules of any network to which the member has access through the Service;
- E. Conform to the Internet etiquette that is required by the electronic forums including the Club's Conditions of Use of the service;
- F. Be solely responsible for all information retrieved, stored and transmitted by the member through the use of the Service;
- G. Not use the Service in any manner, which in the opinion of the Club may adversely affect the use of the Service by other members or efficiency or security as a whole.

Prohibited Use

Members shall:-

- A. Not use the Service for any unlawful purpose including and without limitation, any criminal purposes;
- B. Not use the Service to send or receive any messages, which are offensive on moral, religious, racial or political grounds or cause any anxiety to any person including a company or a corporation;
- C. Not compromise any computer virus to all systems;

- D. Not infringe on any intellectual property rights;
- E. Not gain unauthorized access to any computer system connected to the Internet or any information regarded as private by another person including a company or corporation;

Disclaimer

- A. The Service is provided on an "as is" basis. The Club makes no warranty of any kind, either expressed or implied, including, but **not** limited to, warranties of accuracy and expressly disclaims all implied warranties, including, but not limited to warranties of merchantability or fitness for a particular purpose.
- B. While every care is taken by the Club in the provision of the Service, the Club shall not be liable for any loss of information howsoever caused; whether as a result of any interruption, suspension, or termination of the Service or otherwise, or for the contents accuracy or quality of information available, received or transmitted through the Service.
- C. The member shall be solely responsible, and the Club shall not be liable in any manner whatsoever, for ensuring that in using the Service all applicable laws, rules and regulations for the use of any telecommunications systems, service or equipment shall be at all times complied with.
- D. The Club shall not be liable for any loss or any damages sustained by reason of any disclosure, inadvertent or otherwise in any information concerning the member's account particulars. Neither shall the Club be liable for error, omission or inaccuracy whether or not due to the Club's neglect.
- E. The Club shall endeavor to ensure the continuity and efficiency of the Service at all times but shall not be liable for any loss, damage, consequential or otherwise, arising out of any failure of the Service caused unless such default, error, omission or loss is due to the neglect of the Club. Notwithstanding the aforementioned, the extent of the Club's liability shall be limited to correcting the failure of the Service.

Approved by Central Committee
18th November 2020



GAMING MACHINES ROOM

RULES & REGULATIONS

1. The Gaming Room shall be open from:

Sundays to Fridays : 12:00 noon to 2:00 am

Saturdays and Public Holidays : 12:00 noon to 3:00 am
2. The Gaming Room is strictly for "Members only".
3. Muslim members are not permitted to enter the Gaming Machines Room.
4. Affiliated members, guests and members under 21 years are not permitted in the Gaming Room.
5. Members are required to be properly dressed with closed footwear. Slippers are not allowed.

Approved by Central Committee

18th November 2020



LIBRARY RULES & REGULATIONS

1) OPERATIONAL HOURS OF LIBRARY

The library shall be opened on the following days and times:

Mondays to Sundays **7:30 a.m. to 9:45 p.m.**
(including public holidays)

2) USAGE OF LIBRARY FACILITIES

- a.) The library is strictly for **members only**. NO GUESTS allowed.
- b.) Visiting & Affiliate Members are allowed the usage of the Library but are NOT ALLOWED to borrow books.
- c.) All children under 7 years old must be accompanied by a parent who is a MEMBER.

3) KINDLY ADHERE TO THE FOLLOWING

- a.) No bags, racquets, umbrellas, parcels or items of similar nature except small handbags, files and books may be brought into the library. Members are to cooperate & adhere to the Librarian in charge in relation to this.
- b.) Members are to leave their bags, etc. at the shelves provided by the library section. Personal small bags are allowed.
- c.) On leaving, all members are to produce for inspection all items taken out of the library.
- d.) Eating, drinking, smoking, and sleeping in the library is not allowed.
- e.) **Silence** is to be strictly observed. Mobile phones or other electronic devices must be in silent mode or turned off.
- f.) All footwear shall be removed when entering the children's section.
- g.) It is the parent's responsibility to ensure that **library decorum** is observed by children under their care. No running, jumping on furniture, or playing is allowed.
- h.) Parents should not leave children unattended or use the library facilities as a 'daycare centre'.
- i.) The Library should be a quiet place for reading and learning.
- j.) Should the librarian on duty find that a child's behaviour is disruptive, he/she may be asked to leave.

4) BORROWING & RETURN POLICY for MEMBERS of ISC only

- a.) A maximum of **eight** (8) books may be borrowed at any one time per account, of which not more than **two** (2) may be from the new books section.
- b.) Books may be borrowed for a period of **fourteen** (14) days. The date for the return of the books shall be stamped on a leaf of paper attached to the book.
- c.) Borrowers shall be responsible for the books in their possession. Borrowers shall be charged the cost of the book(s) lost or soiled/damaged while in their possession.
- d.) Borrowers are to report any loose pages, soiled or damaged books to the librarian on duty prior to borrowing a book. The librarian will assess if the book can be repaired on the spot to a borrowable condition. If unable to, the member shall be advised to select another title while the book is repaired or replaced.
- e.) No books may be checked out if an account has overdue materials.
- f.) I. Members who return the books after the due date shall be liable to a fine of RM0.50 per day for a maximum of ninety (90) days, after which the book would be considered lost.

II. The member, in addition to the penalty of RM 0.50, SHALL ALSO be required to pay the cost to replace the book. Such amounts will be debited into their accounts without any further reference to the member. The member shall also be suspended from borrowing books for ninety (90) days.

5) GENERAL

- a.) The library staff on duty has the right to request a member to leave the premises if he or she is found to be violating any of the library rules.
- b.) The Central Committee reserves the right to close a section or the entire library for a club event, if required.
- c.) Sufficient Notice shall be placed for any club event .
- d.) The above rules and regulations are subject to further changes by the Central Committee as and when required.

Approved by Central Committee

18th November 2020



BADMINTON

RULES & REGULATIONS

1. The Badminton Hall shall be opened from 7.30 a.m. to 11.30 p.m. daily.
2. The sub-committee shall reserve the right to close the courts for tournaments, friendly games, practice sessions and any other commitments approved by the Central Committee.
3. Members' children, under 18 years shall **NOT** be permitted to use the courts after 4.00 p.m. daily.
4. Children shall **NOT** be allowed in the hall unless under strict and proper supervision by their parent/s.
5. Coaching shall be restricted to the time designated by the Club and only by coaches appointed by the Club.
6. Smoking or eating in the hall shall **NOT** be allowed at all times.
7. All players shall be properly attired when playing.
T-shirts and proper shorts shall be worn at all times.
Only non-staining rubber-sole sport shoes shall be allowed.
Swim-wear shall **NOT** be allowed in the playing hall.
8. Order of play
 - a. There shall be a minimum of 4 players to a court.
 - b. On court warm-up activities shall be limited to not more than 5 minutes.
 - c. All players shall leave the court immediately after each game (max. 21 points) and shall wait for their turn again. A "first come, first play" basis shall prevail at all times.
 - d. A player not in a "foursome" can request to join 3 others but shall not demand 3 others to join him/her to the use of the court.

e. Singles play shall **NOT** be allowed from 5.00 p.m. to 9.00 p.m. unless there are no other players waiting.

9. Booking of any court shall **NOT** be allowed.

10. If there shall be any ambiguity to the interpretation of the by-laws stated above, all matters shall be referred to the sub-committee or Central Committee in person for interpretation of the meaning of these By-laws. All decisions made by the Central Committee shall be final.

NB. Members are requested to exercise tact, diplomacy and goodwill to prevent any untoward incident or dispute.

Approved by Central Committee

18th November 2020



GYMNASIUM

RULES & REGULATIONS

1. The Gymnasium shall be opened from 7.30 a.m. to 10.00 p.m. daily inclusive of public holidays.
2. The sub-committee shall reserve the right to close the Gymnasium for any reason/s approved by the Central Committee.
3. All members shall sign in before using the Gymnasium and sign out after using the Gymnasium in the record book provided at the counter.
4. Children under 12 years are not permitted to use or enter the Gymnasium unless accompanied by their parent/s AND together with a Coach or Gym Instructor approved by the Club. Parent/s of children using the Gymnasium shall be solely responsible for their children's safety and welfare while using the Gym.
5. Coaching and/or instructing for a fee or reward shall **ONLY** be confined to Coaches and Instructors approved by the Club.
6. All Gymnasium users shall be appropriately attired. Shoes with rubber soles shall be worn at all times.
7. Smoking is **prohibited** in the Gymnasium.
8. Food is prohibited in the Gymnasium.
9. Playing of any musical instruments, wireless set, transistor, gramophone, or any musical appliances shall **NOT** be permitted in the Gymnasium.
10. Bag/s of any kind is not allowed to be brought inside the Gymnasium. All Bags are to be placed on the cubicles provided. Bags which are too big to fit in the cubicles are to be placed in the lockers provided in the shower room.
11. The Gymnasium shall be air-conditioned from opening hours until closing. **ONLY** the Supervisor/Gym Instructor/or authorized personnel shall be allowed to handle any electrical switches. When the air-conditioner is switched on, **ALL** windows and doors shall **remain closed**.

12. All movable equipment shall be returned to its respective places immediately after use by the members themselves. The sites of the equipment in the Gymnasium shall NOT be changed by anyone except by the Gym Instructor with the approval of the sub-committee.
13. Without the written consent of the Club, equipment in the Gymnasium shall **NOT** be allowed to be taken out.
14. Towels and/or "rags" shall be provided. All benches, exercise mats and equipment shall be wiped dry and clean by the member after use.
15. Treadmill, Recumbent Bike and Cross Trainer
 - (a) Members shall register for usage of the above equipment and it shall be on a first come first serve basis.
 - (b) There shall be NO request in the booking for a particular Treadmill, Recumbent Bike or Cross Trainer.
 - (c) The maximum time usage for the Treadmill, Recumbent Bike and Cross Trainer shall be 30 minutes.
16. Instructions from the Gym Instructor in the usage of the equipment shall be followed at all times. Members who disregard this rule shall be asked to leave the gymnasium immediately.

Approved by Central Committee

18th November 2020



KARAOKE

RULES & REGULATIONS

1. The operating hours for Karaoke shall be as follows:

Monday - Thursday	7.00 p.m.- 12.00 midnight
Friday - Sunday	3.00 p.m.- 1.00 midnight (the following day)

At the discretion of the sub-committee and with the approval of the Central Committee, additional days for Karaoke may be organized for a particular month(s).

2. The sub-committee shall reserve the right to close the Karaoke Lounge for any commitment/s approved by the Central Committee.
3. Children under 18 years are not allowed to enter the Karaoke Lounge.
4. Guest singers are not allowed to use the Karaoke Lounge.
5. Smoking is **prohibited** in the Karaoke Lounge and during Karaoke sessions.
6. Shorts and flip-flops are not allowed in the Karaoke Lounge. Gentlemen shall wear collared shirts/t-shirts, trousers, fully closed footwear and socks. Ladies shall be appropriately dressed.

Approved by Central Committee

18th November 2020



SQUASH

RULES & REGULATIONS

1. The Squash Courts shall be opened from 7.30 a.m. to 10.00 p.m. daily.
2. The sub-committee shall reserve the right to close the Squash Courts for tournaments, friendly games, practice sessions and any other commitments approved by the Central Committee.
3. In the absence of members waiting to play, children (under 12 years old) shall be allowed to play in courts 1, 2 & 3 ONLY from 7.00 a.m. to 5.00 p.m.
4. Coaching shall be restricted to the time designated by the Club and only by coaches appointed by the Club.
5. Food and drinks shall NOT be allowed inside the courts and in the gallery in front of courts 1, 2, 3 & 4.
6. All players shall be properly attired and proper squash rackets and balls approved by ISRF shall be used at all times. The wearing of non-marking shoes shall be mandatory and the soles shall be cleaned before entering the courts.
7. Order of Play
 - (a) Players shall register their names and membership numbers on the board provided before playing. They may be asked to leave the courts if they fail to do so.
 - (b) The turn of play shall follow the order of registration and the player whose turn is due shall use the first available court.
 - (c) Players may specify which court they require and shall still wait for their turn accordingly. When their turn is due, they shall only play in the court specified.
 - (d) Players who failed to play during their turn shall be deemed to have surrendered their turn after three (3) minutes.

- (e) Any player, playing out of his turn with a player whose turn is due, shall be deemed to have surrendered his own registration.
 - (f) On court warm-up activities shall be limited to not more than 5 minutes.
 - (g) Players shall be allowed to have a maximum of 3 games when there are other players registered to play but shall be allowed a maximum of 5 games if it is for their Bi-Monthly ladder-challenge and Quarterly Handicap Challenge.
8. If there shall be any ambiguity to the interpretation of the by-laws as above, all matters shall be referred to the sub-committee or Central Committee in person for interpretation of meaning of the by-laws. All decisions made shall be final.
9. Members are urged to exercise tact, diplomacy and goodwill to prevent any untoward incident or dispute.

Approved by Central Committee

18th November 2020



SWIMMING

RULES & REGULATIONS

POOL HOURS

1. The opening hours for the swimming pools shall be as follows:

Daily	7.30 am	to	10.00 pm
Tuesday	10.30 am	to	10.00 pm (50m Pool)
Thursday	9.30 am	to	10.00 pm (30m Pool)

2. Members are:
 - (a) To use the pool at their own risk at all times.
 - (b) To follow strictly the instructions of the lifeguard in attendance.

3. The club shall not be liable for any mishaps or untoward incident, especially-
 - i. before and after pool operating hours
 - ii. before and after lifeguard working hours

HYGIENE AND SAFETY

All swimmers:-

- (a) shall shower before entering the pool.
- (b) shall not use the showers located at the gym before or after using the pool.
- (c) shall use proper swimming attire and change into swimming attire in the men and ladies' changing rooms.
- (d) are to wear a swim cap before entering the pool.
- (e) are prohibited to commit unhygienic activities/actions example: Spitting, urinating, blowing of nose, etc. in the pool.
- (f) are prohibited to carry out any kind of rough play such as running, pushing, wrestling and throwing of objects in or about the pool.
- (g) are prohibited to jump into the pool unless it is supervised by the swimming coach or instructor.

- (h) are prohibited to carry out scuba diving and snorkeling activities in the pools (except during scuba diving courses that has been approved by the Central Committee).
- (i) or any member with a communicable medical condition may be refused admission into the pool/pool area.
- (j) wearing of beach wear/Bermuda pants are not allowed to enter the pool.

PARENTAL SUPERVISION

1. Children:
 - (a) Under 12 years, while in the pool or at the pool deck must be accompanied by their parent or adult who shall be responsible for their safety.
 - (b) Are not allowed to use floats, rings in the main pool unless accompanied by their parent.
 - (c) Age 2 and above must wear appropriate gender swimming attire.
 - (d) Who are not toilet trained must wear a swim diaper before entering the pool.
 - (e) Age 8 and below must be accompanied by their parent/guardian when they are in the children's pool.
 - (f) Parents are not allowed to be in the children's pool unless they are accompanying their child.

COACHING AND SWIMMING LESSONS

1. Coaching and/or swimming lessons for a fee or a reward shall only be confined to coaches and swimming instructors approved by the Central Committee.
2. All swimming lessons and coaching time must have the written approval from the Central Committee.

GENERAL

1. NO smoking on the pool deck.
2. NO pets are permitted in or about the pool.
3. NO footwear of any kind is allowed on the pool deck except for officials who are on duty.
4. Food, drinks, glass containers, or cups are prohibited on pool grounds.
5. The Swimming Sub-committee shall designate certain lanes in the pool for lap swimming.
6. The Swimming Sub-Committee reserves the right to close the pool for swimming meets, friendly meets, training and practice sessions, maintenance and other commitments approved by the Central Committee.
7. The General Manager, supervisor, lifeguard on duty, all the approved coaches/swimming instructors and members of the Swimming Sub-committee shall have the power and responsibility to enforce the above by-laws.
8. Any member found to have violated the above by-laws may result in the suspension of pool privileges for the offending member.

Approved by Central Committee

18th November 2020



TABLE TENNIS

RULES & REGULATIONS

1. The Table Tennis tables shall be opened for use from 7.30 a.m. to 10.00 p.m. daily.
2. The sub-committee shall reserve the right to close the tables for tournaments, friendly games, practice sessions and any other commitments approved by the Central Committee.
3. Smoking in the Table Tennis area or sitting on the Table Tennis tables shall be **prohibited** at all times.
4. All players shall be properly attired when playing. Swim-wear are not allowed.
5. If there are members waiting, warm-up activities at the Table Tennis tables shall be limited to not more than 5 minutes
6. All players shall vacate the Table Tennis table after 3 games (max. 21 points) if there are other players waiting to play. A "first come, first play" basis shall prevail at all times.
7. If there shall be any ambiguity to the interpretation of the by-laws as above, all matters shall be referred to the sub-committee or Central Committee in person for interpretation of meaning of the by-laws. All decisions made shall be final.

NOTE: Members are requested to exercise tact, diplomacy and goodwill to prevent any untoward incident or dispute.

Approved by Central Committee

18th November 2020



BILLIARD ROOM

RULES & REGULATIONS

1. The official opening hours for the Billiard Room shall be :

Monday to Friday

From 4:00 pm to 11:00 pm

Saturday, Sunday and Public Holidays

From 1:00 pm to 11:00 pm

The sub-committee reserves the right to open the Billiard Room at any other times apart from the official opening hours.

2. The sub-committee reserves the right to close the Billiard Room for tournaments, friendly games, practice sessions and any other commitments approved by the Central Committee.
3. Children under 12 years shall NOT be allowed to play but shall be allowed in the Billiard Room when accompanied by their parents.
4. Children 12 to 18 years shall be allowed to play ONLY in the presence of a sub-committee or Central Committee member.
5. Adult members have priority over children as regards playing at all times.
6. Smoking is **prohibited** in the Billiard Room.
7. Food and drinks shall be allowed only at the food counter. Only drinks shall be permitted to be taken to the side tables.
8. All players shall be properly attired. Head-wear of any kind shall not be allowed unless permission is given by the sub-committee. Sweaty attire (immediately after other games) and swimming attire shall not be allowed.
9. Proper equipment shall be used at all times. Playing with cues that have no tip or a worn-out tip shall be strictly prohibited.
10. Members are not allowed to take or remove any item from the Billiard Room unless prior permission is obtained from the sub-committee.
11. **Decorum in the Billiard Room**
 - (a) Members and spectators in the Billiard Room shall maintain proper conduct of behavior befitting the game. Ungentlemanly conduct such as using foul language, disturbing and or distracting the players by deliberately standing near the table or pocket in the line of sight of the opponent while he is cueing shall not be allowed.

- (b) The marker, wearing white gloves, shall spot the billiard balls.
- (c) Throwing or dropping of billiard balls or the banging of the cues or resting the cue on the billiard table or the moving of balls with the snooker cue shall **NOT** be allowed.
- (d) Placing of chalk on the side railings of the billiard table shall **NOT** be allowed.
- (e) The use of powder on hands and cues shall be prohibited.

12. **Order of Play**

- (a) A player who wishes to play shall register his name and membership number on the board provided. No double registration shall be permitted and registration through the phone or proxy registration shall **NOT** be allowed.
- (b) The turn of play shall follow the order of registration.
- (c) When a game ends, the player/s next in line as registered shall be physically present to claim his turn, failing which his registration shall be cancelled immediately. On his return the member shall put up a fresh registration at the bottom of the list.
- (d) Each game shall be subjected to a maximum of 1-hour duration. However, if there are no members waiting, the players may proceed to complete their game.
- (e) A player shall only be allowed to re-register after completing his game.
- (f) Any disagreement over registration shall be referred to any sub-committee member present or in their absence, the marker shall be consulted. All decisions made shall be final.

13. Members are requested to exercise tact, diplomacy and goodwill to prevent any untoward incident or dispute.

Approved by Central Committee

18th November 2020



TENNIS

RULES & REGULATIONS

1. The Tennis Courts shall be opened from 7.30 a.m. to 10.30 p.m. daily inclusive of Public Holidays.
2. The Tennis Sub-Committee reserves the right to close the Tennis Courts for tournaments, friendly games, practice sessions and any other commitments approved by the Central Committee.
3. Children shall be allowed to use the courts EXCEPT on Tuesdays, Thursdays, Saturdays & Sundays during the peak hours between 4.00pm -7.30pm ("Ball Pool Days"). Parents shall be responsible for their children's behavior and conduct at all times.
4. Coaching shall **NOT** be allowed during "Ball Pool Days". Coaching shall be restricted to the time allotted by the Club and only by coaches registered with or appointed by the Club.
5. Smoking is **prohibited** in the courts.
6. Players shall be properly attired in the courts and at the tennis practice wall. Shoes shall be rubber-soled without heels and non-marking. Shoes with studs are prohibited in the Courts.
7. The turn to play shall follow the Order of Play set down herewith.

Note:

All members are reminded to exercise tact, diplomacy, and goodwill and to respect other member's right to prevent any untoward incident or dispute.

ORDER OF PLAY

- (a) The "first come, first play" order shall prevail.
- (b) Players arriving at the tennis court area shall register their names on the white board **CONSECUTIVELY** to form a first foursome and register likewise for the next foursome and so on.
- (c) No player or group of players shall sit-out, skip or register their names anywhere they like other than to register their names consecutively after the last registered player until a foursome is formed. Players who do not intend to play because of the hot sun shall give priority to players who wish to play.
- (d) Player who sit-out, skip or choose to register with a particular group of foursome or register their names not in accordance with Clause (b) without valid reason shall only be allowed to register in the 4th group of foursome irrespective whether the names of the 2nd or 3rd foursome have been registered on the board.
- (e) Double registration and registration through the phone or proxy registration is not permitted. No player shall register other player's name on the board if the said player has not arrived in the tennis court area.
- (f) After registration, a player shall be physically present to claim his/her turn to play. If a player is not physically present after 3 minutes when a court is available, the player shall forfeit his/her turn to play and the turn shall be given to the next following registered player and not to anyone else. On return, the absent player shall re-register his/her name after the last registered player on the board.
- (g) After completing a game, players are allowed to re-register for the next game. Re-registration shall follow the sequence of registration in the completed game. If a player chooses not to play or his turn is vacated for any reason, his turn shall be taken up by the next registered player and all names registered following shall move up accordingly. A player shall be allowed to assign his turn of play to a particular player **PROVIDED** the next registered player and the players from the groups following have no objection to it.

- (h) When games are stopped due to rain : - The 3 groups of foursome players whose games are interrupted by rain shall have the first priority to mop the courts immediately after rain stopped **PROVIDED** 4 games or less have been completed before the interruption (eg. 3-1 or 2-2). If 5 games or more have been completed (eg. 4-1 or 3-2), then the foursome shall not continue play after rain stopped. The foursome whose turn is next to play shall proceed to mop the court and start the game. Players are requested to record down the scores on the board in the respective column immediately when play is interrupted by rain.

If any player in any foursome shall refuse, fail or give up his/her turn to mop the courts within 3 minutes, his/her turn shall be forfeited and the first player next following from the group of foursome whose turn is next to play shall take the turn to play and so on.

Approved by Central Committee

18th November 2020



SAUNA

RULES AND REGULATIONS

1. Operation Hours:

Monday to Sunday - 7.00 am - 10.00 am
4.00 pm – 10.00 pm

2. Strictly for Members' use only.

3. Use Sauna at your own risks.

4. Children under 12 years are not allowed to use the Sauna.

5. Members are requested to switch off the sauna immediately after use.

Approved by Central Committee

18th November 2020



LOCKERS

RULES AND REGULATIONS

1. Lockers service shall start at 9.00 am and end at 10.00 pm daily.
2. Members must sign in and out for locker key.
3. Lockers are for the convenience of members and not for personal use.
4. Members must remove all items from the locker after use.
5. Maintenance staff shall remove all items from the lockers at the end of every day.

Approved by Central Committee

18th November 2020