



BYE-LAWS

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1 INTRODUCTION

1.1 DEFINITIONS

In the following pages, these definitions apply;

- a. "Club" : The British Club
- b. "Club premises": 73 Bukit Tinggi Road, Singapore 289761
- c. "Main Committee": The Main Committee of The British Club
- d. "Management": The Management of The British Club
- e. "Member": Any person defined under Rules 6-15 as a Member of The British Club
- f. "Rules": The Rules of The British Club including any additions, deletions or amendments

Where applicable, the singular shall imply the plural and vice versa and the masculine gender shall include the feminine gender and vice versa. Spouses and the family of Members admitted to use the facilities of the Club under the Rules shall be included in the term "Members" for the purpose of these Bye-laws where the context so admits.

1.2 BYE-LAWS

The power to repeal and amend these Bye-laws and to make new Bye-laws rests with the Main Committee whose decision as to the meaning and application of any Bye-law is final.

1.3 APPLICATION OF BYE-LAWS

All Bye-laws are binding on all Members, and on their guests and visitors to the Club as applicable.

A copy of these Bye-laws can be found on the Club website.

2 CLUB HOURS

The hours for the use of specific areas of the Club premises are determined by the Main Committee.

These times are subject to changes approved by the Main Committee. Notice of any changes shall be binding on all Members when posted on the Club's Notice Board.

The Club premises normally open from 8am till 11pm seven days a week, with extension to 1am on Fridays, Saturdays and eve of Public Holidays.

Reception in Main Lobby

Daily: 8am to 11pm

Administrative Office

Monday to Friday: 9am to 6:15pm

Membership Sales

Monday to Sunday: 9am to 6:15pm

Banquet Sales & Events

Monday to Friday: 9am to 6.15pm

Saturdays: 10am to 7pm

The Windsor Shop

Monday to Thursday: 11am to 10pm

Friday to Sunday and Public Holidays: 10am to 10pm

2 CLUB HOURS (Continued)

Rabley Room and Library

Daily: 8am to 11pm

The Activity Hub (for 7 to 14 years old)

Tuesday to Friday: 2pm to 7pm

Saturday, Sunday, Eve of Public Holidays and Public Holidays: 9am to 9pm

Close on Mondays

Treetops Terrace

Open during Club event

Jackpot Room

Monday to Sunday: 2pm to 10pm

Pro-Shop at Sports Centre

Daily 8am to 10pm

Mountbatten Bar and Grill

Closed on Mondays

Sunday, 12noon - 3pm and from 6pm to 11pm

Tuesday to Thursday 6pm to 11pm

Pre-dinner drinks from 6pm

Dinner commences from 6:30pm (last food order: 9:30pm)

Friday and Saturday 6pm to 12midnight, pre- dinner drinks from 6pm

Dinner commences from 6:30pm (last food order: 10:30 pm)

Windsor Arms

Monday to Thursday: 12noon to 11pm

Friday, Saturday, Eve of Public Holiday: 12noon to 1am

Sunday: 12noon to 11pm

Verandah Café / Verandah Terrace

Monday to Sunday including Public Holiday: 9am to 10:30pm

(Last order for food and drink: 10:15pm)

Scores Sports Bar and Restaurant

Bar: 8am to 11pm (Last order: 10:45pm)

Restaurant: 11.30 am to 11 pm (Last food order: 10:15pm)

Splash Bar

Monday to Thursday: 9am to 8pm

Friday to Sunday and Public Holiday: 9am to 9pm

Swimming and Children's Pool

Daily: 6am to 9:30pm

Mike Gorrie Playcentre

Monday to Wednesday: 9am to 7pm

Thursday to Sunday and Public Holiday: 9am to 9pm

Video Games Room

Daily: 9am to 10:30pm

2 CLUB HOURS (Continued)

Gym at Sports Centre

Daily: 6am to 10pm (no supervision from 6am to 8am)

3 DRESS CODE

All Club Members and guests, including children, are expected to dress in a manner appropriate to the event they attend or the facilities they use.

Specific requirements are in force at the following outlets:

a. Mountbatten Bar and Grill

Gentlemen: Smart attire e.g. polo shirt with collar, short/ long sleeved normal shirt, long trousers, closed toe shoes.

Ladies: Smart attire.

b. Windsor Arms

Gentlemen: Smart casual attire i.e. trousers, smart jeans, bermuda shorts, long/ short sleeved shirts, polo shirts and round-neck T-shirts, stylish open or closed toe shoes/ sandals, trainers.

Ladies: Smart casual attire.

NOT permitted: Running shorts, singlets, sleeveless T-shirts, bathing attire, sporting attire, baseball caps and other casual headgear.

c. Verandah Café

Swimmers must ensure that they dry themselves before using the Verandah and cover swimwear with a T-shirt, sarong, etc.

d. Verandah Terrace

Swimmers must ensure that they dry themselves before using the Verandah and cover swimwear with a T-shirt, sarong, etc. during the day. Swimwear is NOT permitted after 6pm.

e. Swimming Pool

Appropriate swimwear must be worn at all times in the main swimming and children's pools.

f. Sports Centre

The required dress code for all users is to conform to the standards appropriate to each facility and in accordance with the Bye-laws 6.2, 6.3 and 6.4 and not to be offensive to other users.

Gentlemen and Ladies: Appropriate sporting attire.

NOT permitted: Swimwear.

4 CHILDREN

The safety, welfare and behaviour of children in the Club are entirely and at all times the responsibility of their parents or designated adult Member.

4.1 GENERAL

The activities of children under 12 years of age must always be supervised at the Club by a parent or designated adult Member.

Before 6 pm, children of 12-15 years of age may visit the Club unaccompanied if they have their

4 CHILDREN (Continued)

4.1 GENERAL (Continued)

own Junior Membership Card. After 6pm, they must always have a parent or designated adult Member on Club premises, except when attending activities organised by the Club for children of 12-15 years of age.

Dependents of 16 years of age and above, having a Junior Membership Card, are welcome at the Club at any time.

4.2 APPLICATION FOR JUNIOR MEMBERSHIP CARD

Children of 16 years of age and above, duly authorised by their parents to sign checks, will be issued with a Junior Membership Card upon application.

An administration fee of \$10.00 will be charged to the Member's account for each card issued or replaced. Junior Members must carry their cards with them while within Club premises.

4.3 STATUTORY AGE LIMITS

Children under 18 years of age are not allowed to consume alcoholic drinks on Club premises.

Children under 21 years of age are not allowed in the Jackpot Room.

4.4 VERANDAH CAFÉ

All children are welcome in the Verandah Café at all times. Children under 12 years of age must be accompanied by a parent or a designated adult Member. Members are to control their children's behaviour if they disturb others or are a danger to staff in the performance of their duties and they will be asked to leave.

4.5 VERANDAH TERRACE

All children are welcome at the Verandah Terrace at all times. Children under 12 years of age must be accompanied by a parent or a designated adult Member. Children of 12-15 years of age are allowed unaccompanied at the Verandah Terrace until 6pm but must be accompanied by a parent or a designated adult Member after that time.

After 6pm daily, children are expected to dress and behave in an appropriate manner.

Members must control their children's behaviour if they run around or are noisy, they will be asked to leave.

4.6 SCORES SPORTS BAR AND RESTAURANT

All children are welcome at Scores at all times. Children under 12 years of age must be accompanied by a parent or a designated adult Member. Children of 12-15 years of age are allowed unaccompanied at Scores until 6pm but must be accompanied by a parent or a designated adult Member after that time.

Members must control their children's behaviour. If they run around or are noisy, they will be asked to leave.

4 CHILDREN (Continued)

4.7 MOUNTBATTEN BAR AND GRILL

Children under 12 years of age are not permitted. Those 12 years to 15 years of age are permitted, but must be accompanied by a parent or a designated adult Member except for traditional Sunday Lunch, where children ages 7 and above are permitted.

All children are expected to dress and behave in a manner appropriate to 'fine dining'. Members must control their children's behaviour. If they run around or are noisy, they will be asked to leave.

4.8 WINDSOR ARMS

Children 12 to 17 years of age are allowed to be unaccompanied in the Windsor Arms only until 10pm. Children below 12 years of age are allowed in the Windsor Arms until 10pm however they must be accompanied by a parent or designated adult Member at all times.

5 FACILITIES

5.1 BOOKINGS AND RESERVATIONS

a. Reservations and Cancellations

- i. Reservation for tables for dinner at the Mountbatten Room may be made at Reception, by telephone or by email to: mountbattensrvn@britishclub.org.sg
- ii. Dinner reservation at the Mountbatten Room not taken up within half-an-hour of the booking time will be cancelled, unless a prior request for extension is received and granted.
- iii. Reservation for Club events, unless otherwise stated may be made on the official reservation form, via the Club's website or by telephone or email. Cancellations must be made in writing at least two weeks before any major event and one week before an activity.

b. Payment

- i. Only Members can make payments at the Club by signing chits. Chits must be filled legibly with Member's name and account number and signed.
- ii. Visiting Members or other visitors may make payments by credit card.
- iii. All Members using the squash courts or the tennis courts must record the names of all the players so that proper charges can be made for the use of these facilities including the payment of the appropriate fees for guest of Members. Where a Member does not record the names of the players, the Member will be charged for them at the appropriate rate as if they were guests plus a penalty the quantum of which shall be determined by the Main Committee from time to time and made known to Members.

c. Non- Members

A Member may, with the prior approval of the Management, book part of the Club for a specific purpose which allows non-members the use of that part of the Club premises, and that Member will be responsible for that observance of all the relevant Rules and Bye-Laws.

5 FACILITIES (Continued)

5.2 LIBRARY

- a. Members must produce their Membership cards when borrowing books.
- b. Each Member is allowed to borrow two books for three weeks.
- c. The fee for late return of books (after four weeks) is \$5 per book.

5.3 RABLEY ROOM

The Rabley Room is restricted to Members of 16 years or over, and children of 12 - 15 years with a parent or designated adult Member present.

5.4 JACKPOT ROOM

- a. The Jackpot Room is for Members only. No guests will be allowed to enter and/or remain in the Jackpot room.
- b. No children under the age of 21 are allowed in the Jackpot room.
- c. Only members who hold membership terms of at least one (1) year from the time of membership will be allowed to enter and/or remain in the Jackpot room.
- d. Members visiting the Jackpot room must have their particulars and time in/out recorded in the register.
- e. A Member playing more than one machine must, if requested, give up one of the machines to another Member who wishes to play on it, irrespective of whether other machines are available.
- f. Any reasonable dress is allowed except sporting attire that has been played in, running shorts, sleeveless T-shirts and bathing attire.
- g. Only food and beverage approved by the Management may be consumed in the Jackpot Room.
- h. Members must not mishandle the Jackpot machines at any time. Improper usage of the machines is strictly forbidden.
- i. No reservation of any machines is allowed.
- j. No coins will be changed in the 30 minutes prior to closing hours.
- k. Smoking is not permitted in the Jackpot Room.

5.5 SWIMMING, LAP & CHILDREN'S POOLS AND SURROUNDING AREA

- a. The Committee accepts no responsibility for any accident or fatality to Members or their children or guests.
- b. All swimmers **MUST** shower before entering the Swimming Pool and Children's Pool. No Member, guest or child suffering from, or in quarantine for, any contagious or infectious

5 FACILITIES (Continued)

5.5 SWIMMING, LAP & CHILDREN'S POOLS AND SURROUNDING AREA (Continued)

disease shall be permitted to enter either pool.

- c. Smoking and eating or drinking are not allowed in the Swimming Pool and Children's Pool.
- d. To prevent contamination of the water of the Swimming Pool, Lap Pool or Children's Pool, nothing whatsoever is to be taken or thrown into the water except such articles as may be permitted or approved by the Management. Lilos and inflatable objects are NOT permitted in the Children's, Lap and Swimming Pools. Throwing of balls in any form is not permitted. However inflatable life rings, armbands and other training aids for swimming are allowed.
- e. All swimmers are to ensure that all forms of lotion and oils are removed before entering either pool.
- f. No glass, crockery or cutlery shall be brought into the pool and surrounding area, except as may be specifically authorised by Management.
- g. During heavy thunderstorms, Members are advised in their own interest to leave the pool. At the first signs of thunder, lightning and/or torrential rain, team coaches, organizers and British Club staff MUST call all swimmers and spectators to order and remove them to a safe and protected place. They should remain in that safe and protected place until fifteen minutes after the last sign of thunder, lightning and/ or torrential rain. This policy must be strictly adhered to. No coach, organiser or Member of staff has the authority to take a risk. The safety of the swimmers must be paramount.
- h. Coaching and other swimming recreational activities can only be conducted with the expressed permission of Management.
- i. Use of the training pool is prioritised for lessons held by Club Instructors.

Children under 12 years of age are not allowed in the pool, except for those attending swimming lessons or accompanied by an adult at all times.

Children above 12 years of age, may use the pool for lap swimming only when there are no lessons being held.

Adult Members who wish to lap swim may use the training pool when there are no lessons taking place or lanes are available.

5.6 MIKE GORRIE PLAYCENTRE

- a. The Playcentre is for the use of children up to the age of 7 years. Once 15 children are in the Playcentre, additional children may only be admitted at the discretion of the Playcentre assistants.
- b. There must be a parent or designated adult Member in the Playcentre with toddlers below the age of 2 years.
- c. The Club will not be responsible for any accidents/ mishaps in the Playcentre.
- d. No dangerous or sharp objects may be taken into the Playcentre.

5 FACILITIES (Continued)

5.6 MIKE GORRIE PLAYCENTRE (Continued)

- e. No food or drinks of any form is allowed in the Playcentre.
- f. No shoes or wet swimwear are allowed in the Playcentre.
- g. Parents who wish to utilise the Club facilities could leave his/ her child in the Playcentre for a maximum duration of 65 minutes with their contact details provided to the Playcentre Assistant on duty. Please do not leave the Club's premises during this period.

5.7 VIDEO GAMES ROOM

- a. Members/ children in soiled swimwear or soiled wet-clothing are not allowed into the Video Games Rooms.
- b. Children under 5 years of age must be under the supervision of an adult.
- c. Gaming in any form is strictly forbidden.

Members/ children using the Video Games Room are expected to conduct themselves in an appropriate manner.

5.8 ACTIVITY HUB

- a. The Activity Hub is for children from the age of 7 years and above only.
- b. The Club will not be responsible for any accidents/ mishaps in the Activity Hub.
- c. No shoes are to be worn inside the Hub.
- d. No wet clothes or swimwear is allowed.
- e. No dangerous or sharp objects is allowed in the Activity Hub.
- f. No food or drink is allowed, except in conjunction with organized Club activities.
- g. The Hub is supervised, should you be found to be disturbing other users or abusing the facilities in the Hub, you will be asked to leave.

6 SPORTS

All relevant notices and regulations governing the various sports and activities will be posted on Notice Boards located around the Club.

The Club will not accept responsibility for injury or illness caused by proper or improper, advised or ill-advised use of any facilities associated with Club-organised sports or gym activities, whether on or off Club premises.

The Club will not be held responsible or liable for any loss or damage to Members' or guests' property whilst participating in any Club-organised sports or gym activities, whether on or off Club premises.

6 SPORTS (Continued)

6.1 TENNIS

The Rules of play shall be those of All-England Lawn Tennis Association.

a. Booking/ Cancellation

- i. Advance Booking Period: A tennis court may be reserved by a Member from 7am to 10pm daily, seven days in advance inclusive of the booking date, at the ProShop or by internet access to the Court booking website.
- ii. Number of Bookings: A court may be booked in the name of one or two Members. When booked in a single name, that Member must be present for play and be one of the signatories of the chit.
- iii. Cancellation Procedure

A cancellation fee per court per hour will be levied and the court forfeited if not occupied by the player or players booking it within 15 minutes of the commencement time. The 15 minutes grace period may be extended to a maximum of 30 minutes if a telephone call is made to notify the Sports staff within the initial 15 minutes period. Court bookings can be cancelled without such fee if done so before 9.00pm on the day prior to the booking. If a court has been forfeited, it may be booked for use by another Member provided it is booked in accordance with the Club Bye-laws.

A no-show fee will apply regardless of the court being used by other players and shall be debited in the account of the Member booking the court and not occupying it. The Club Management may, by notification on the Notice Board, reserve any or all of the courts for tournaments, Club competitions or exhibition matches and has the right to levy entry fees.

- iv. Court fees are determined by Main Committee and subject to change from time to time. A complete schedule of fees, charges and penalties is available from the Sports Centre or the Club website.

b. Payments

- i. All court fee charges and penalties shall be determined by the Main Committee from time to time.
- ii. Signing of Chits: Chits are located at the ProShop and must be completed and signed by the Member or Members concerned immediately BEFORE play. The names of all persons playing must also be entered in the chits.

c. Club Tennis

- i. Three courts are reserved for Men's Tennis on Mondays from 7pm to 10pm.
- ii. Two courts are reserved for Ladies' Tennis on Mondays from 10am to 1pm.
- iii. Three courts are reserved for Mixed Social Tennis every Friday night from 7pm to 10pm.

6 SPORTS (Continued)

6.1 TENNIS (Continued)

d. Playing Times/ Procedures

- i. **Unplayable Courts:** The Club staff on duty will decide if the courts are fit for play. However, Members having court bookings are responsible for contacting the Sports Centre to ascertain the status. In cases of uncertain weather, the information on court playability for both upper and lower courts is only available 30 minutes before commencement time and can be obtained from the Sports Centre. No fees are chargeable for any court which has been booked and is unplayable in the first quarter hour of play.
- ii. **Children:** Children under the age of 16 may use the courts before 5pm. If accompanied by a Member, except as provided under these Bye-laws during such other period as the Management may direct. Young children in the court area must be under the direct control and supervision of an adult Member. Children aged 16 years and above can play on the courts on any day, if the court has been booked in compliance with the Bye-laws.
- iii. **Guests:** Guests may use the courts if playing with a Member and if introduced in accordance with the Club Rules and Bye-laws and must be properly signed in as visitors. Singapore residents may only be introduced as guests once a month.

e. Dress/ Equipment

- i. The required dress for all tennis players is to conform to reasonable standards of cleanliness and propriety and not be offensive to other players. Such dress will be tennis clothing of any colour. Proper non-making tennis shoes must be worn at all times on the court.
- ii. ONLY water and energy drinks are permitted to be brought onto the courts for drinking.
- iii. There will be no smoking allowed on the courts at all times.

f. Coaching

The appointment of coaches and coaching sessions is only permitted with the expressed permission of the Management.

g. Rental of Tennis Rackets

Members may rent tennis rackets from the Club at the prescribed hourly rate.

6.2 SQUASH

a. Booking Procedures

- i. Squash Courts may be booked for periods of one hour from 8am to 10pm.
- ii. Bookings may be made by telephone after 8am daily or by calling ProShop personally or through the Club's website. The name and the account number of the Member must be given at the time of booking.

6 SPORTS (Continued)

6.2 SQUASH (Continued)

a. Booking Procedures (Continued)

- iii. Courts cannot be booked for more than 7 days ahead, e.g. booking may be made on Wednesday for anytime up to 10pm on the Wednesday of the following week.
- iv. The Management may, reserve such number of courts as may be required for an approved Club tournament or match with another team including league matches.

b. Playing Times

- i. With the exception of times reserved for Social Squash, courts are available for play between 8am and 10pm daily including Saturdays, Sundays and Public Holidays.
- ii. Children may only use the courts outside peak hours. Children under 16 years of age playing together must be supervised by the Member making the booking.
- iii. Ladies' and men's groups may book and use courts outside peak hours on a weekday and at any time, including peak hours on Saturdays, Sundays and Public Holidays. However, any court being free at commencement of any booking period during peak hours may be claimed for 'Sport Booking' by any players desiring to play.
- iv. When neither player is present on the court 10 minutes after the commencement of the period, the court may be forfeited for the remainder of the period to any two Members waiting for a court free of the Club's fee.
- v. All courts are reserved on Tuesdays and Thursdays from 7pm to 9pm and on Saturdays from 3pm to 6pm for Club Socials.

c. Payments

- i. All court fee charges and penalties shall be determined by the Main Committee from time to time. A complete schedule of fees, charges and penalties is available from the Club's website or Sports Centre where Members can obtain a copy.
- ii. Twelve hours advance notice must be given in the event that a Member wishes to cancel his court booking, failing which a penalty will be levied.

d. Dress/ Equipment

- i. The dress for all squash players should conform to reasonable standards of cleanliness and propriety and should not be offensive to other players.
- ii. Sleeveless T-shirts or singlets for male players are not permitted.
- iii. Coloured-sole shoes are not permitted.
- iv. Only non-marking squash balls are to be used on the squash courts.
- v. Players not conforming to these regulations will not be allowed to play and, if already playing, will be requested to leave the courts.

6 SPORTS (Continued)

6.2 SQUASH (Continued)

- e. Guests may use the Squash Courts if playing with a Member and introduced in accordance with the Club Rules and Bye-laws and properly signed in as visitors.

- f. **Coaching**

The appointment of coaches and coaching sessions is only permitted with the expressed permission of Management.

- g. **Rental of Squash Rackets**

Members may rent squash rackets from the Club at the prescribed hourly rate.

6.3 GYMNASIUM

The gymnasium is only to be used by Members, their spouses and family members over the age of 12 years.

Children and infants below the age of 12 years are not permitted in the gymnasium at any time.

Children between the ages of 12 to 15 years old who have completed a Junior Induction course and been certified by the Club Gym trainers may use the gym subject to terms and conditions mentioned in the Bye-Laws.

- a. **Opening Times**

Daily: 6am to 10pm

- b. **Guests**

Members' guests are permitted to use the Gymnasium only upon registration and with permission of the Management and are restricted to not more than once a calendar month.

A fee of \$5 is payable for each gymnasium session by guests introduced by the Member.

- c. **Payments**

- i. A fee of \$5 is payable for each gymnasium session by guests introduced by the Member.
- ii. Members are required to respect Club property and will be liable for the cost of repairs should any gymnasium equipment be damaged due to negligence or incorrect use by themselves or their guests.
- iii. Separate fees will be charged for any fitness or conditioning programmes or courses offered by the gym instructor. These fees will be displayed on the Club Notice Board and may be amended at the discretion of the Management.

- d. **Dress/ General**

- i. All users of the gymnasium should be properly attired, conforming to reasonable standards of cleanliness and propriety and not be offensive to other users. Proper closed shoes should be used. Members must not be shirtless while in the gymnasium.

6 SPORTS (Continued)

6.3 GYMNASIUM (Continued)

d. Dress/ General (Continued)

- ii. Water and energy drinks are the only beverages of any kind permitted in the gymnasium.
- iii. Members not conforming to these regulations will not be allowed to use the gymnasium and may be requested to leave.

e. Coaching

- i. Paid coaching activities or instructions, other than those offered by the Club, are not allowed on Club premises without the expressed permission of the Management.
- ii. The gymnasium may be used outside the normal opening times for individual and group fitness programmes by arrangement with the gym instructor.

f. Medical Conditions

- i. Members with known medical or health conditions that may, through the use of gymnasium facilities, be harmful to the health of other Members or themselves are not allowed to use the gymnasium.
- ii. Members who are uncertain of their medical fitness to use the gymnasium should check with their doctors prior to using the gymnasium or commencing any training regime.

7. GENERAL

7.1 CAR PARKING

- a. Cars, motorcycles and cycles must be parked within the designated parking areas of the Club, save where alternative arrangements have been made by the Club Management.
- b. No car, motorcycle or cycle may be parked in the Club's grounds at any time unless it belongs to a Member or to a visitor who has been signed in by a Member, or who has legitimate reason to be at the Club.
- c. Entry to and exit from all parking areas are clearly indicated. Members must comply with any further instructions given by the Club Management or Car Park attendants.
- d. Washing of cars is not permitted in the car parks.
- e. Members must not park their cars in the parking lots reserved for the President, Vice-President, and Main Committee Members.
- f. A passing zone is clearly marked on the road leading down from the Main Clubhouse. This must be kept clear at all times, to allow cars to pass.
- g. Chauffeurs are not allowed into the Club premises except in the areas designated for car parking.
- h. The Club will not be liable for any damage or accident to Member's vehicles whilst parked on Club premises.

7. GENERAL (Continued)

7.1 CAR PARKING (Continued)

- i. The Main Committee may, at its sole discretion, prohibit any Member who breaks these Bye-laws from parking his car in the Club car park for a period not exceeding 28 days for each and every such offence and/or may deal with him in accordance with the Club Rules.

7.2 GUESTS

Club Members are responsible at all times for the behaviour and acts of their guests while on Club premises.

- a. Only Club Member may bring guests to the Club. Members may bring non- Singapore residents as guests to the Club at any time to use F&B or sports facilities or attend functions and activities organised by the Club and open to guest. Singapore residents may be brought by Members as guests to the Club at any time to use F&B facilities or attend functions and activities organized by the Club and open to guests, but NO MORE THAN once a month to use SPORTS facilities.
- b. The name of all guests must be entered in the 'Visitors Book' in the Reception of the Main Clubhouse or at the Sports Centre, and the entry completed and signed by the Member introducing such guest.
- c. Members must notify Security of the names of any guests they are bringing to the Club who travel separately from them, including the registration number of their car if they are not arriving by taxi.

7.3 MAIDS

Maid/ domestic servants are not permitted to enter the Club at any time, under any circumstances, except if attending a function organized by the Club for them.

7.4 PETS/ ANIMALS

No pets/ animals shall be brought into the Club premises at any time.

7.5 SMOKING AREAS

Designated Smoking Areas are clearly marked at the following areas: Verandah Terrace, Scores (Sports Bar) & Treetops Terrace- otherwise smoking is prohibited in the Club by Law.

7.6 RADIOS AND OTHER MUSICAL INSTRUMENTS

The use of radios, television sets, tape recorders and other musical instruments is prohibited, except when authorised by the Committee or Management. The use of MP3 players and similar equipment with headsets is permitted PROVIDING they are used in a manner not offensive to other Members.

7.7 MEMBERS' NOTICES

No Member is permitted to place any notice or poster in the Club premises without the expressed permission of the Management.

7. GENERAL (Continued)

7.8 REMOVAL OF CLUB PROPERTY

No Member or guest may remove any Club property from the Club except with the expressed permission from the General Manager.

7.9 DAMAGE BY MEMBERS

Any Member breaking or otherwise damaging Club property may be asked to make good the damage or pay for repair/ replacement.

7.10 LOSS BY MEMBERS

The Club is not responsible for the loss of any article which has been brought into the Club either by Members or by their guests.

7.11 COMPLAINTS

No Member, child or guest shall reprimand or use abusive or vulgar language to any employee. Any complaints with regard to service or to the conduct of any employee of the Club should be made personally or in writing to the General Manager.

Any complaint with regard to the conduct of any Member, guest or visitor, must be made to the General Manager personally or in writing.

7.12 CONSUMPTION OF FOOD AND BEVERAGES

Members are not permitted to bring food and beverages into the Club. Only food and beverages purchased from the Club may be consumed on Club premises.

7.13 GRATUITIES TO STAFF

In accordance with the Rules, Members are strictly forbidden to offer any gratuity to Club staff. They can show their appreciation of the services of the staff, should they desire to do so, by contributing to the annual staff donation fund.

7.14 MEMBERS' SUGGESTIONS

Members may put forward suggestions and comments through one of the feedback forms available in the various outlets or via the Club website or write to the General Manager.

7.15 NEWSPAPER, MAGAZINES & PERIODICALS

No newspaper, periodicals, magazines or books may be removed from the Club premises. Members are requested to replace them in their proper places after they have read them.

7.16 LOCKERS

A limited number of lockers are available in the Main Clubhouse changing rooms and in the Sports Centre changing rooms.

7.17 EMPLOYMENT OF MEMBER'S CHILDREN

No child of a Member is permitted to work in the Club, under any circumstances.

7. GENERAL (Continued)

7.18 RESTRICTED AREAS

No Member or guest shall enter the kitchens, store-rooms areas and other non-public areas of the club except with the consent of the General Manager.

7.19 VACATING PREMISES AT CLOSING TIME

Members and their guest must vacate the Club at closing time. If a Member or guest remains in the Club after being requested to leave, the Member or his guest, will be liable for any damage or loss of Club property, should this occur at the time the Member or his guest are in the Club.

7.20 TEMPORARY CLOSURE OF FACILITIES

The General Manager may close any or all rooms and facilities of the Club for maintenance, security or other purposes, as the General Manager deems necessary, or in the best interest of the Club. Members will be appropriately advised on any such closure.

7.21 STANDING COMMITTEE

The Standing or Sub-Committee of the Club shall be:

- Development / Health & Safety
- Finance
- Member Services
- Membership & Rules
- Marketing Communications
- Human Resource
- Technology
- Sports
- Disciplinary
- Ways and Means

The Main Committee or any Standing Committee may set up "ad-hoc", or "special committees", as they deem necessary.

The quorum for each Standing Committee is 2 Members.

Each Standing Committee shall hold monthly meetings, and will make a report to the Main Committee on matters discussed and decision taken.

7.22 RULES / STANDARD OF CONDUCT

Members, their families and their guests shall conduct themselves in a manner which is courteous and respectful of the rights of other Members at all times. They should at all times be respectful of the dignity of the staff.

7.23 AUTHORITY OF GENERAL MANAGER

Pursuant to its power under Rule 33 (c) and Rule 32 (c iii), the Committee empowers the General Manager with the authority to ask any Members or guest, whose behaviour in the General Manager's opinion is unacceptable, to leave the Club premises immediately.

7. GENERAL (Continued)

7.23 AUTHORITY OF GENERAL MANAGER (Continued)

The General Manager is also given the authority to suspend a Member for up to 48 hours to allow him to conduct an investigation into any alleged offence or misconduct committed by a Member or his guest.

8 MEMBERSHIP

8.1 MEMBERSHIP CARDS

- a. Membership cards with photograph are issued to Members for the purpose of identification. These must be shown by Members at the Main Gate every time they visit the Club. Members of the Committee, the General Manager and the staff of the Club, including security guards and British Club bus driver, are authorised to request production of such cards or other documents at any time to verify Membership of the Club.
- b. Membership cards are not transferable.
- c. Members who are unable to show their Membership cards or other proof of Membership may be refused entry into the Club.

Members must produce their Membership card to gain entry into the Club.

Members who refuse to do so, three times in any one month, will be liable to being suspended for one month, subject to the discretion of the Committee.

- d. Membership cards must be returned to the Club on termination of Membership.
- e. A fee of \$10 will be charged for a replacement card due to loss of damage.
- f. The photo on a Junior Membership card must be changed every 3 years.

8.2 CHARGES

a. Visiting Membership

Visiting Members defined under the provisions of Rule 12 are required to pay a fee as set out in the schedule of Membership Fees that is determined and approved by Main Committee from time to time.

b. Administration Charge

To cover the cost of following up and collecting overdue Members' accounts, an administration fee for reminder and late payment may be charged at the discretion of the Main Committee in respect of the account of any member.

Charges for overdue accounts is \$100 for the first month, after which suspension occurs if the account remains overdue.

c. Penalty on Overdue Accounts

Subject to the Committee's power under Rule 32 (b), a charge of \$200 be imposed each time a Member is suspended as a result of his defaulting on his overdue account.

8 MEMBERSHIP (Continued)

8.2 CHARGES (Continued)

c. Penalty on Overdue Accounts (Continued)

The suspension would be lifted if the member settles all his overdue account and the charge within 15 days of being suspended and the suspended Member agrees to sign up for the Club's GIRO payment scheme.

The Main Committee reserves the right to increase the refundable deposit of a Member.

If the Member does not comply with the above conditions, he may be expelled by the Main Committee. Expulsion of the Member would follow if no payment is made within 7 days of being suspended.

The Member shall be entitled to appeal to the Main Committee within 6 months after being deleted from the membership list. Any appeal for reinstatement of membership shall be subject to the Main Committee's approval. In the event it accedes to the appeal, a reinstatement charge of \$200 will be imposed including any backdated subscriptions.

d. Minimum Charge

Subject to its power under Rule 32 (b) the Committee may waive the minimum charge on the Club's food and beverage and banquet facilities for Members who have been suspended under Rule 16 (b), that is for conduct prejudicial to the interests or objectives of the Club.

8.3 FEES AND SUBSCRIPTIONS

Subject to the Main Committee's power under Rules 20 (a) & (c) and otherwise under the rules, the Committee has the power to impose, vary, reduce, alter or restrict in such manner and at appropriate times the entrance, subscription, registration, transfer and other fees of the Club. It is compulsory for all new Members to pay their fees, subscriptions and other bills by GIRO.

8.4 CREDIT LIMIT

Associate Members in their last three months of their final year of membership will be limited to the amount of their deposit held by the Club.

8.5 REFUNDS

Only application for lifetime, non-transferable memberships will be allowed a refund of 50% of the entrance fee in the event that the applicant has to leave the country permanently within 12 months from the date of being accepted as a member. Documentary proof of such departure must be submitted to the Club.

8.6 FAMILY MEMBER UPGRADE INCENTIVES

Family members of Lifetime Members who have been Junior Members under Bye Law 4.2, and who have attained the ages of between 21 and under 28 years may apply to join the Club as new members in any of the aforesaid categories by paying special entrance fee at 50% of the posted Club rates.

8 MEMBERSHIP (Continued)

8.7 TRANSFER FEE

- a. The transfer fee on the sale of any category of Transferable Membership shall be such amounts as may be determined by the Main Committee from time to time.
- b. Subject always to the Main Committee's Powers under Rule 20 (d) an individual Member who wishes to transfer his Membership to an individual within his immediate family may seek the Main Committee's approval for nominal fee on such a transfer, such nominal fee to be decided by the Main Committee, provided always that:
 - i. The Member seeking such approval must afford such evidence as the Main Committee may deem appropriate to prove that there is no financial consideration involved in the proposed transfer, AND
 - ii. An individual Member who has become a Member by virtue of this nominal transfer fee may not seek the Main Committee's approval for a further nominal transfer fee in respect of a second transfer to an individual within his immediate family.

8.8 REGISTRATION FEES (TRANSFERABLE CORPORATE MEMBERS ONLY)

The first Nominee of a Transferable Corporate Member will not pay a registration fee irrespective of the date of registration. Any subsequent change will incur a re-nomination fee on each occasion which shall be determined as appropriate by the Main Committee from time to time.

8.9 CONVERSION FEE

Associate Life Members wishing to upgrade their membership to Associate Transferable may do so, subject to the approval of the Main Committee at all times, and shall pay a Conversion Fee which shall be determined as appropriate by the Main Committee from time to time.

8.10 ABSENT MEMBERS ADMINISTRATION FEE

- a. Should a member wish to apply for absent status or extend his absence, on an annual basis without resuming subscriptions, a notice should be provided for under Rule 19 (a) and (d) in which case the Absent Member Fee shall be \$350 plus the prevailing Goods and Services Tax per year of part thereof payable in advance at the time when due notice is given
- b. Members may apply for absent status only once in each calendar year.

8.11 ARRANGEMENTS FOR MEMBERS BECOMING EMPLOYEES AND EMPLOYEES BECOMING MEMBERS

- a. No Member may take up a position as an employee of the Club without first terminating their membership of the Club.
- b. No employee or former employee of the Club may become a Principal Member of the Club or serve on any Sub-Committee or the Main Committee of the Club until the conclusion of a period of thirty-six (36) months after cessation of employment with the Club.

9. MISCELLANEOUS

9.1 MAJOR CAPITAL PROJECTS

Where any capital project for the development of the Club (or any combination of related capital projects) exceeds or is budgeted to exceed 33% of the total cash reserves, the Main Committee shall ensure that:

- i. the procedures outlined in the Club's Financial Policy and Procedure Manual are adhered to throughout the approval, authorization, procurement and implementation phases of the project;
- ii. the Members are appropriately informed about the project during all the above phases by way of the official Club magazine, website or a display at the Club's foyer.

In the event that the capital project exceeds 50% of the total cash reserves or breaches the Club's contingency reserve, a special general meeting is to be called to seek approval.

9.2 CHEQUE SIGNATORIES

All cheques drawn on the Club's account of amounts exceeding S\$5,000, shall be signed by any two Members appointed by the Main Committee, namely the President, the Vice Presidents, Honorary Treasurer and any other designated authorised signatory nominated by the Main Committee. Amounts of up to S\$5,000 may be signed jointly by the Club's General Manager and the Head of Finance.

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