



THE
TANGLIN CLUB

FOUNDED 1865

BYE-LAWS

2018

As at 14 May 2018

BYE-LAWS

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1. ADMINISTRATION OF MEMBERS' OVERDUE ACCOUNTS

1.1 Administrative Charge

- (a) To cover the cost of following up and collecting Members' overdue accounts, an administrative charge on overdue accounts to be levied on a progressive basis:
- (i) \$50 if account remaining overdue after 1st month (>60 days overdue)
 - (ii) \$100 if account overdue after 2nd month (>90 days overdue)
 - (iii) \$200 if account overdue after 3rd and subsequent months (>120 days overdue).
- (b) An administrative charge of \$5 for each chit will be charged for searching for copies of Members' chits. The fee will be waived if the Member shows the charge to his account was incorrect.

1.2 Suspension, Termination and Reinstatement of Account

- (a) A Member shall be liable for suspension if his account with the Club is in arrears for more than 90 days overdue. A suspended Member shall not be entitled to use any of the Club's facilities or membership privileges during the period of suspension. However, he shall continue to be liable for monthly subscriptions and other Club dues.
- (b) The suspension status shall be lifted only upon:
- (i) Settlement of all outstanding dues owed to the Club;
 - (ii) Making satisfactory arrangement for payment of account by GIRO; and
 - (iii) Payment of increased security deposit as follows:
 - Ordinary/Life Members: \$100 or twice the average past six months spending, whichever is higher.
 - Term/Associate Members: \$500 or thrice the average past six months spending, whichever is higher.
- (c) Failure to settle account after suspension period has elapsed, the membership will be deemed terminated following Rule 32(ii). Reinstatement of membership shall be conditional upon:
- (i) Settlement of all outstanding dues owed to the Club;
 - (ii) Approval by General Committee (following Rule 32(ii));
 - (iii) Making satisfactory arrangement for payment of account by GIRO; and
 - (iv) Payment of increased security deposit as follows:
 - Ordinary/Life Members: \$1,000
 - Term/Associate Members: \$1,500

2. BILLIARDS ROOM

2.1 FACILITIES

- (a) Billiards tables may be booked and used in accordance with the regulations made, and which may be subject to change from time to time at the discretion of the Billiards & Snooker Section Sub-Committee. There shall be posted on the Club Notice Boards.
- (b) **Hours of Opening:**
Sun-Thurs: 12 noon to 1am
Fri-Sat: 12 noon to 2am
- (c) **Booking of Tables**
- (i) Booking of tables will be enforced when all tables are occupied.
 - (ii) A member may book a table by writing his name on the board. Bookings shall

be enforced in the order of the first available table to the first name on the board. Any Member refusing to accept any table that becomes available shall forfeit his booking but may make a new booking by placing his name again at the bottom of the bookings list. Bookings cannot be made on behalf of Members not in the billiards room.

Single players must give precedence to double players and foursomes

- (iii) When a member starts playing at any table, whether through his own booking or by invitation from another member, the member's booking shall be deemed as fulfilled and a fresh booking shall only be made after the member has finished his game.
 - (iv) The duration of a session shall be one hour.
 - (v) Tables may be booked not more than 7 days in advance for approved Club tournaments and competitions.
- (d) **Markers / Balls**
- (i) Members will be required to do their own marking.
 - (ii) The snooker and billiards balls will be kept for safekeeping by the Marker. Members should request the Marker for the balls when wishing to play. Unless other members are waiting to play, the balls must be returned to the Marker.

2.2 TABLE CHARGES

- (i) A fee of \$4.00 per one hour will be charged for the use of a table.
- (ii) A fee of \$6.00 per one hour session will be charged for the use of a table, irrespective of whether more than one guest is playing with the member at one time (in double matches).

2.3 REGULATIONS

(a) Use of Tables

- (i) Sitting or placing your full weight on the table in any manner is prohibited. At least one foot must be on the floor at all times while playing.
- (ii) Only white balls shall be used as cue balls whether during a game or in practice. Cueing with any other coloured ball is prohibited at all times.
- (iii) No objects (such as cigarettes, glasses, food or chalk) other than those used in the game shall be placed on the billiards table or the rails.
- (iv) Chalking of cues over the table shall not be allowed.
- (v) Members or their guests in the billiards room shall always conduct themselves in such manner that they do not cause another player to lose his concentration.
- (vi) Playing of games or gambling for monetary stakes in the Club is detrimental to the good name and reputation of the Club and is prohibited.
- (vii) Members and guests who do not conform with the dress code, as prescribed by the Club Bye-Laws 12, will not be permitted in the Billiards Room.

(viii) **Household Affiliate Guests**

- a. Any member or authorised Household Member may bring guests over 16 years of age provided that the Member or authorised Household Affiliate has signed in the guest in the Visitors' Book. Resident guests may play but will not be allowed to sign in other guests.
- b. **Household Affiliate over the age of 14 years old**
 - i. A Household Affiliate, 14 years and above, may apply to the Senior Marker for a Playing Certificate. If, after testing, the Senior Marker confirms the Household Affiliate fit to play on the tables, he shall issue a Playing Certificate to him in a form to be arranged by the Recreation Manager. Such a Household Affiliate with a Playing Certificate shall be known as a Junior Player. The Junior Player aged under 16 must be accompanied by an adult Member at all times.
 - ii. In exceptional circumstances, a Household Affiliate below 14 years of age may be granted a Playing Certificate if approved by both the Billiards Sub-Committee and the Senior Marker.
 - iii. A Junior Player may book and use tables. However, Ordinary Members take precedence when putting their names on the booking list. Junior Players may continue playing for the duration of the booked period if play has already commenced.

3. BUSINESS DISCUSSION

Members who wish to discuss business when that discussion will require a conspicuous display of papers, computers, trade samples or other business materials may use any areas in the Club except in the Churchill Room, Main Lobby and Tavern.

Members wishing to use computers or other electronic devices at designated areas of the Club must ensure that they are put on silent mode at all times.

4. VEHICLE PARKING

- (a) **Members' Vehicles- Registration & Parking Label**

Members' motor vehicles are permitted to park at the Club only if they:

 - (i) are registered with the Club for parking, that is, their IU (In-vehicle Unit) number is registered with the Club, and;
 - (ii) display on their windscreen a current-year parking label with licence plate number that is issued by the Club ("Parking Label")
- (b) **Registering Vehicle**
 - (i) A Parking Label is issued for a Member's vehicle only when, on application, the vehicle is registered.
 - (ii) The application form for registration is available at Reception at the Main Clubhouse and the Membership Department. The duly completed form (containing the vehicle's IU number, licence plate number, and other particulars as required by the General Committee [GC]) may be submitted at either of these places. When the vehicle is duly registered, it will be issued with a Parking Label. If there is a change in the vehicle's IU number, the Member must inform the Club.
 - (iii) Each Member is permitted to register up to two (2) vehicles.

(iv) The Club will in its discretion allow the registration of motor cars and other motor vehicles that can be accommodated in the designated parking lots, do not pose any danger to the safety of other users of the parking lots, and are in keeping with the image of a private members' club. Lorries and large commercial vehicles will not be accepted for registration.

(c) **Handling of Parking Label**

(i) A Parking Label issued for one (1) vehicle is not transferrable to another vehicle. The Member must ensure that the Parking Label displayed on the windscreen of a vehicle is the Parking Label issued for that vehicle only.

(ii) Where a Member has sold or otherwise disposed of a vehicle registered for parking, the Member must promptly notify the Club to de-register the vehicle and at the same time, or as soon as possible after notifying the Club, surrender the Parking Label to the Club.

(iii) A Member breaching, or permitting the breaching of, the provisions of clauses (c)(i) and (c)(ii), is liable to a fine of \$200 and additionally, as GC sees fit, to disciplinary action by the Club.

(d) **Discontinuing Registration and Surrendering of Parking Label**

(i) To discontinue the registration of a vehicle, the Member must give at least one (1) week's written notice to the General Manager.

(ii) The Parking Label for a de-registered vehicle must be returned by the Member to the Club promptly on de-registration and in any case not later than one (1) week, failing which, unless the Member provides what in the opinion of GC is a justifiable excuse for the failure, the Club may impose on the Member a fine of \$200.

(e) **Registering New Vehicle in Place of Existing Vehicle**

(i) On application by a Member, a registered vehicle may be de-registered and replaced by another ("replacement vehicle").

(ii) The replacement vehicle must not be parked at any of the Club's designated parking lots until it has been duly registered and a Parking Label has been issued for it.

(iii) The application may be made personally at either Reception at the Main Clubhouse or the Membership Department, or by telephone call to either of these places, or by email to the Membership Department. The applicant should be ready to provide the replacement vehicle's IU number and licence plate number and changes (if any) to their personal particulars that were previously given to the Club and to surrender the Parking Label of the de-registered vehicle in exchange for a new one.

Temporary Registration

(iv) If a Member needs to use another vehicle temporarily ("temporary-use vehicle") in place of a registered vehicle ("principal vehicle") (e.g. because the principal vehicle is undergoing repairs) to park at the Club, on application, the principal vehicle will be de-registered and the temporary-use vehicle registered in its place on a temporary basis subject to the maximum period of fourteen (14) days. The temporary-use vehicle will be issued with a Parking Label.

(v) As soon as the Member is ready to revert to the use of the principal vehicle in place of the temporary-use vehicle for parking at the Club, and in any case not later than the said fourteen (14) days, the registration of the principal vehicle will be restored and correspondingly the registration of the temporary-use vehicle will be discontinued, and the Member must surrender to the Club the Parking Label issued to the temporary-use vehicle, failing which, unless the Member provides what in the opinion of GC is a justifiable excuse for the failure, the Club may impose on the Member a fine of \$200.

- (f) **Guests' Parking**
- (i) Members who invite guests to the Club may obtain permission from the Club for their guests to park at the designated parking lots by adopting the procedures that are in place from time to time and notified to Members.
 - (ii) Each Member is entitled to request for guests' parking for two (2) vehicles at the maximum.
 - (iii) Guests' parking is subject to such restrictions as GC may impose as notified to Members from time to time (e.g. the permissible days of the week and the hours of parking), and permission will be given subject to availability and on a first-come-first-served basis.
 - (iv) The Club may impose a fee for each vehicle that is approved for guests' parking.
 - (v) Members must ensure that their guests comply with the following regulations insofar as the regulations are applicable to guests.
- (g) **Guests' Parking at Sports Complex only**
- (i) Unless GC decides otherwise and notifies the Members, all guests who are given permission to park must park at the Sports Complex only and not at the Main Clubhouse.
- (h) **Parking at Own Risks**
- All persons, whether lawfully parking their vehicles at the designated parking lots or unlawfully parking their vehicles at other areas of the Club, do so at their own risks.
- (i) **Parking within Designated Parking Lots only**
- Parking of vehicles at the Club by Members and guests is strictly confined to the designated parking lots.
- (j) **Designated Categories of Parking**
- (i) The parking lots at the Club are specifically designated, variously, for motor cars; for motor cycles; for bicycles (at the Sports Complex premises); for handicapped drivers; for GC Members; and so on, and Members and guests must park in the appropriate lots accordingly.
- Clamping of Vehicles
- (ii) Any vehicle found parked in breach of the regulation in clause (j)(i) above or without having been given the requisite permission to park may be clamped by the Club and will be released only on the defaulter's immediate payment of a fine of \$200 or such other amount as GC may decide to impose for such cases from time to time.
- (k) **Parking Properly**
- Vehicles must be parked properly, including being parked within the boundaries of the parking lot, and with due consideration for the users of the immediate neighbouring parking lots and the safety of other users of the parking lots.
- (l) **Prohibition of Advertisements**
- Except for the vehicle's make, model, manufacturer's name and logo and such like, a vehicle intended to be parked at the designated parking lots should not carry any clearly visible advertisement of a commercial or trade nature, whether in the form of words, logos, or other forms of pictorial representation. Notwithstanding that a vehicle has been registered and issued with a Parking Label, the vehicle will not be permitted to park at the Club if it breaches this regulation.
- (m) **Members and Guests Present at Clubhouse**
- (i) Except in the situation described in clause (m)(ii) below, notwithstanding that a Member's vehicle has been duly registered for parking at the Club, the Member is not

entitled to, and must not, park the vehicle at the Club and go off-site. The vehicle may be parked, or remain parked, at the Club only so long as (and not otherwise) the Member, or at least one (1) of the Member's family members with authority and licence to drive the vehicle, is also present at the Club at the same time.

(ii) If the Member, or the family member or family members with authority and licence to drive the vehicle, become too ill or inebriated (or for such like reasons) to drive and have to leave the vehicle at the Club's premises when they leave, subject to the prior clearance or knowledge of the General Manager or other senior staff of the Club, the vehicle may be left at the Club for a reasonable time (but in any case not more than twenty-four [24] hours at the maximum) for arrangements to be made by the Member or family to retrieve the vehicle.

(iii) Guests' vehicles may be parked at the Club and left parked at the Club only so long as the guests are on the Club's premises with their Member hosts or their Member host's family.

(n) **Washing of Vehicles Prohibited**

Washing of vehicles while they are parked at the Club is prohibited.

(o) **Complying with Management and Security's Instructions**

While entering the Club to park, or while parking, Members must comply with any reasonable instruction of any member of Management or Security given to ensure good order or conformity with the regulations set out in this Bye-Law and other written directions given by the Club to Members.

(p) **Suspension of Parking Privilege for Breach**

In addition to the penalties specifically stated above and without limiting GC's powers to initiate disciplinary action in accordance with the Rules of the Club, if any Member or the Member's guest breaches any of the above regulations the GC may prohibit the Member from parking at the Club for a period of up to twenty-eight (28) days for each offence.

5. GAMES ROOM

5.1 FACILITIES

(a) The Games Room is to be used for the following activities under such conditions as the Sports & Recreation Convenor under the direction of General Committee may decide.

- (i) Backgammon
- (ii) Balut
- (iii) Bridge
- (iv) Chess
- (v) Darts
- (vi) Mahjong
- (vii) Other card, tile, dice or board games

(b) **Hours of Opening:**

Generally the Games Room shall be available to the members daily from 8:00am to 11:00pm (Tangles Cafe opening hours are from 8:00am to 8:00pm and thereafter card/board games are to be played at the viewing gallery)

- (i) The Games Room shall have exclusive use for Bridge Section on Monday, Wednesday & Friday of every week from 12:00 noon to 5:00pm; and
- (ii) Subject to availability, including the viewing gallery, mahjong and other card/board games may be played at all times until the closing hours of the Club.

(c) **Use of Card Tables, Playing Materials, & Charges**

- (i) Games Room tables shall be used only for playing games and no food or drinks should be placed on them; for which side tables should be used.
- (ii) A Member dissatisfied with the cards supplied free of charge by the Club may obtain new cards, for which he will be charged at a rate to be fixed by the Committee. The cards so supplied, however, shall remain the property of the Club. Only cards provided by the Club shall be used in the Club.
- (iii) Mahjong shall be played in the Games Room only, with mahjong cards or solid tiles. Members using the playing materials are responsible for any loss or damage and will be required to replace the entire set or replacement of the lost item as decided by S&R management.
- (iv) Facilities charge at rates notified shall be payable for use of the Games Room. This is generally applicable for regularly held Section-organised games.

5.2 REGULATIONS

(a) Guests

Any Member or authorised Household Member may bring guests over 16 years of age provided that the Member or authorised Household Affiliate has signed in the guest in the Guest Book. Resident guests may play but will not be allowed to sign in other guests subject to prevailing Bye-Laws on guests.

- (b) Gambling in any form is prohibited.
- (c) Members and guests who do not conform to the prescribed dress code of the Club will not be permitted in the Games Room.

6. CHILDREN & HOUSEHOLD AFFILIATES

(a) **Definition of Children & Household Affiliate:-**

Children

Any person under the age of 16 belonging to the household of any member whose name has been registered with the Club.

Household Affiliate

Any person aged between 16 and 24 years belonging to the household of any member whose name has been registered with the Club.

(b) **Use of the Club by Children**

Children are only permitted in the following areas:-

- (i) Billiards Room*
- (ii) Card Room*
- (iii) Cinema*
- (iv) Gymnasium*
- (v) Junior and Main Library*
- (vi) Multi Purpose Hall*
- (vii) Reading Room*
- (viii) Residential Rooms.
- (ix) Squash & Tennis Court areas*

- (x) Swimming Pool and its surrounding area.
- (xi) Wheelhouse Restaurant & Patio.
- (xii) Tang Yun*

*Subject to relevant Bye-laws.

Exception to the above:-

- a) Children above 14 years of age are allowed in the Churchill Room, Tavern, Terrace Restaurant and the Deli Lounge if accompanied by their parents/guardians.
- b) Persons under 18 years of age are not allowed at the Bar Counters of the Churchill Room or Tavern.
- c) Churchill Room
Children may accompany their parents/guardians for lunch and dinner in the Churchill Room on Sundays.
- d) Tang Yun
Children must be accompanied by their parents/guardians.
- e) Terrace Restaurant
Children aged 5 years and above must be accompanied by their parents/guardians for lunch at the Terrace Restaurant on Saturdays and Sundays and Public Holidays and for dinner on Sundays and Public Holidays.
- f) Squash & Tennis Courts*
Children aged 12 and above may play squash between 7.30 am and 3.45 pm and tennis between 3.00 pm and 5.00 pm Monday to Friday (excluding Public Holidays) provided that the court has been signed for by a member.
- g) Billiards Room*
Children as defined in the Billiards Bye-law 2c(ii) are permitted to use the Billiards Tables providing they have a Proficiency Certificate and must be accompanied by an Adult member at all times.
- h) Main Library*
Children aged 14 and above shall be allowed to use the Main Library.
- i) Card Room*
Subject to availability children aged 10 and above are permitted to use the Card Room on Saturdays, Sundays and Public Holidays from 10 am to 8 pm for activities organised by the Children's Sub-Committee.
- j) Reading Room*
Children below the age of 14 are not permitted in the Reading Room.
- k) Gymnasium*
Children under 12 are not allowed to use the gym.
- l) Jackpot Room & Machines*
Persons under the age 18 are not allowed to play Jackpot Machines or be present in the Jackpot Room.
- m) Cinema Shows*
Children 3 years and above may attend the Sunday matinee show if the film screened is rated suitable for general viewing.

Children 6 years and above are allowed in the Cinema if the film screened is rated suitable for them in accordance with the Singapore Board of Film Censors. Parents will be fully responsible for the conduct and behaviour of the children and be

answerable to the Committee in respect of the same.

(c) **General**

(i) Children under 14 may not sign chits for refreshments.

(ii) Children under 14 years of age must be accompanied by a member, who shall maintain constant supervision and control over the children. The Committee will ban from the Club any children not so accompanied or who misbehave. A member shall be fully responsible for the conduct and behaviour of his child and other children visiting the Club in his charge and will be liable to the Committee 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.

(d) **Use of Club by Household Affiliates**

Household Affiliates above 18 years of age and below 21 years whether or not accompanied by an adult member may be allowed in all areas of the Club except the Jackpot Room. Nevertheless, parents shall be fully responsible for the conduct and behaviour of their children.

Household Affiliates aged 16 to 24 shall (with written parental consent) be permitted to introduce guests to the Club and such guests shall be entitled to use the Club's facilities in accordance with the Club's Rules and Bye-laws.

No person under the age of 18 may be served or may consume alcoholic beverages within the Club premises.

7. CHURCHILL ROOM & BAR

(a) **Reservations and Cancellations**

- (i) Reservations may be made for tables for lunch or dinner in the Churchill Room and will be accepted by telephone or by entry in the book kept at the Reception for this purpose. Reservations shall be held for 20 minutes and thereafter the reserved table/s will be released.
- (ii) Lunch reservations not taken up by 1.30pm and Dinner reservations not taken up by 10.00 pm will be cancelled unless a prior request for extension is received.
- (iii) In the case of special entertainment for which a charge is made, written application shall be made with the General Manager. In such cases, Members will be charged for all reservations made unless cancelled not less than 48 hours before the date of the event concerned.

8. CINEMA

Show times are as scheduled below however subject to changes deemed by Management and General Committee as and when required:-

- (i) **Adults' Movie Screenings**
Friday 8pm
Saturday 6pm & 9pm
Sunday 6pm & 9 pm
- Children's Movie Screenings**
Saturday 2.30pm
Sunday 2.30pm

- (ii) No bookings required. Entry will be on first come first serve basis.
- (iii) Entrance to the theatre will be via the Main Foyer only.
- (iv) For Members intending to bring in more than 10 guests, prior reservation is required to be made through email to events@tanglin-club.org.sg
- (v) Movie goers are to be seated at least 10 minutes before show time.
- (vi) Members will be fully responsible for their children and guests in ensuring that the film screened is suitable for viewing in accordance to the rules governed by the Singapore Board of Film Censors.
- (vii) Members will be fully responsible for the conduct and behavior of the children and guests and be answerable to the Committee in the respect of the same.
- (viii) No smoking is permitted within the Cinema.
- (ix) Only food and beverages purchased from the Tea Room are permitted within the Cinema.
- (x) To comply with Fire Safety Regulations, no person may sit in any area other than in the seats provided; nor may any person stand to watch any part of the show.

9. COURSES OF INSTRUCTION

Any courses of instruction organised or arranged for any activity within the Club or under the auspices of the Club shall be for Club Members only. Where a fee is charged for such activity, the instructor must be paid by the Club and the cost shall be debited to the Member's account.

10. DINING AND DRINKING

(a) Operating Hours of Each Restaurant

(i) Churchill Room

Monday: Closed for Lunch & Dinner

Tuesday – Friday

Lunch: 12pm – 3pm (Last order 2.30pm)

Dinner: 6pm – midnight (Last order 10.30pm)

Saturday

Lunch: Closed

Dinner: 6pm – 1am (Last order 11pm)

Sunday Brunch: 11.00am – 2.30pm

Sunday Buffet: 12pm – 3pm (Last order 2.30pm)

Family Buffet

12pm – 3pm (Last order 2.30pm)

Dinner: 6pm – 10pm (Last order 9.30pm)

(ii) Tang Yun

Tuesday: Closed for Lunch & Dinner

Monday

Lunch :11.30am -2.30pm (Last order 2.15pm)

Dinner :6.00pm -10.30pm (Last order 9.45pm)

Wednesday – Friday

Lunch :11.30am -2.30pm (Last order 2.15pm)
Dinner :6.00pm -10.30pm (Last order 9.45pm)
Saturday , Sunday & Public Holidays
Lunch : 11.00am -2.30pm(Last order 2.15pm)
Dinner : 6.00pm to 10.00pm (Last order 9.45pm)

(iii) Fireplace

Monday, Tuesday and Wednesday: Closed for Lunch & Dinner
Thursday – Friday:
Lunch: 12pm – 3pm (Last order: 2.30pm)
Dinner: 7pm – 11pm (Last order: 10.30pm)
Sat/Sun PH Family Lunch: 12pm – 3pm (last order: 2.30pm)
Sat Family Dinner: 7 – 11pm (last order 10.30pm)
Sun/PH Family Dinner: 6pm – 11pm (Last order: 10.30pm)

(iv) Tangles

Monday – Sunday
8am – 8 pm (Last Order 7:45pm)

(v) Tavern

Lunch: Daily 12pm – 3pm (Last order: 2.30pm)
Sunday – Friday
Dinner: 6pm – 12am (Last order: 11pm)
Saturday
Dinner: 6pm – 1am (Last order: 11.30pm)

(vi) Tavern Bar

Monday – Thursday
12pm - 1am (Last order: 12.45am)
Friday
12pm – 2am (Last order: 1.45am)
Saturday
11am to 2am (Last order: 1.45am)
Sunday
11am – 1am (Last order: 12.45am)

(vii) Tea Room

10am to 9.00pm (Last order: 8:45pm)

(viii) Terrace

Sunday – Friday
7pm - 11.30pm (Last order: 11pm)
Saturday
7pm – 12am (Last order: 11.30pm)
Sunday & Public Holidays
Lunch: 12pm – 3pm (Last order: 2.30pm)

(ix) The Wet Bar

Sunday – Thursday
12pm – 1am (Last order: 12.45am)
Friday – Saturday
12pm – 2am (Last order: 1.45am)
Eve of Public Holiday
12pm – 2am (Last order 1:45am)

(x) Wheelhouse

Breakfast: 7.30am to 10.30am
Lunch: 11am to 3pm (Last order: 2.30pm)
Afternoon Tea: 3pm to 6pm (Last order: 5.30pm)
Dinner: 6pm to 9.30pm (Last order: 9pm)
For Weekends

Dinner: 6pm to 10pm (last order 9:30pm)
Indian Kitchen: 11am to 2.30pm & 6pm to 9pm (Weekdays)
11am to 9pm (Weekends & Public Holidays)

(b) (i) The Committee shall from time to time fix rates, the times at which and the manner in which food, drinks, cigarettes and cigars shall be supplied by the Club to members. The particulars are further explained in separate Bye-laws in relation to the separate restaurant facilities.

(ii) No Member shall on any occasion bring into the Club any beverage or food for consumption on the premises without the permission of the Management.

(b) (i) The Committee shall from time to time fix rates, the times at which and the manner in which food, drinks, cigarettes and cigars shall be supplied by the Club to members. The particulars are further explained in separate Bye-laws in relation to the separate restaurant facilities.

(ii) No Member shall on any occasion bring into the Club any beverage or food for consumption on the premises without the permission of the Management.

(c) Corkage Charges For Wine, Champagne & Liquor.

(i) Members will be allowed to bring wine, champagne and liquor to the Club but it will be subject to a corkage charge.

(ii) Corkage charges will be set by the Committee and will be subject to change from time to time.

(iii) The above beverages may be brought only to the Churchill Room, Tavern and Wheelhouse and only when food is consumed.

(iv) Consumption of alcoholic beverages for which corkage has been charged is not permitted elsewhere in the Club unless under Bye-Law 10 (c)(v).

(v) A formal request in writing must be made to the General Manager and approval obtained prior to the consumption in other areas of the Club of alcoholic beverages, which are subject to corkage charges.

(vi) Only sealed or non-opened bottles are allowed to be brought into the Club.

(vii) Storage or keeping of corkage charged bottles is not allowed.

(viii) Unconsumed corkage charged bottles will be disposed off or removed from the Club premises.

11. DISTURBANCE

(a) **Animals**
Except for guide dogs to accompany the blind to the Club, no animals, birds or insects shall be brought into the Club premises.

(b) **Music**
No musical instrument, radio, tape recorder or record player may be played in or on the Club premises without the permission of the Committee.

(c) **Behaviour**
Boisterous or unseemly behaviour will not be permitted on the Club premises.

(d) **Mobile Telephones**

Mobile telephones may not be used (including receiving calls):-

- (i) In all air-conditioned areas in the Club (except the Changing Rooms by the Poolside and the Sports Complex).
 - (ii) In all restaurants and air-conditioned bars.
 - (iii) All mobile telephones must be put on silent mode throughout the Club.
 - (iv) Members inviting guest to the Club shall ensure that their guests do not contravene this Bye-law.
- (e) **Photography, Audio/Video Recording**
Photography, audio/video recording of a commercial nature is not allowed on the Club premises without the prior approval of the General Manager.

12. DRESS

(a) **General**

Members, guests and children are required to be presentably dressed at all times in a manner consistent with the character and standing of the Club.

Members, guests or children who are considered to be incorrectly attired may be refused entry or requested to leave the Club, or any part thereof, by a Member of the General Committee or the Management.

The General Committee may, from time to time, vary the dress codes set out herein for particular events or functions. Such variations will be made clear in the publicity for such events or functions.

Unless otherwise specified herein (for example, in the Churchill Room) **the dress code** in all parts of the Club (to be known as "Club Standard") shall be:-

- | | | |
|------------|--------|---|
| Gentlemen: | (i) | Shirt (including polo shirt) with collar; or safari jacket; trousers; with closed type shoes. Socks must be worn in the Churchill Room. |
| | (ii) | Formal national attire of the wearer |
| Ladies: | (i) | Dress, or skirt or trousers with suitable top or blouse; shoes. |
| | (ii) | Formal national attire of the wearer |
| Children | Boys: | Shirt (including polo shirt) with collar; trousers or shorts; with closed type shoes. |
| | Girls: | Dress, or skirt or trousers or shorts with suitable top or blouse; shoes |

Cut, frayed, tattered or dirty items of dress; are not permitted in any part of the Club.

No racist, anti-religious or offensive slogans or wordings allowed on any part of the attire.

Outdoor headgear shall not be worn within the main Clubhouse other than personal religious headgear.

No sports attire or jogging, trainer or similar shoes may be worn within the Clubhouse unless walking through the Main Lobby to, or from, the Sports Complex, Gymnasium, Terrace Bar, Wheelhouse Restaurant or Swimming Pool.

Swimwear or wet exercise clothes are not allowed at all Food & Beverage Outlets excluding the outdoor dining area & Patio of the Wheelhouse Restaurant.

Bulky Sports equipment bags example golf, tennis, or squash racquet bags are not

allowed in all Food & Beverage Outlets. They may be stored in lockers in the Changing Rooms or at the Main Reception.

(b) **The Churchill Room**

Subject to the provisions of (a) above, but jeans are not permitted at any time except for Saturday. However, proper jeans, bermudas and casual footwear may be worn on Sunday. Casual footwear does not include flip-flops and slippers.

(c) **Tang Yun**

Subject to the provisions of (a) above, but proper jeans, bermudas and casual footwear are permitted on Saturday and Sunday. Casual footwear does not include flip-flops and slippers.

(d) **The Tavern, The Fireplace, The Cinema, and The Library**

Subject to the provisions of (a) above, and for the avoidance of doubt, jeans and smart trainer or similar shoes are permitted in The Tavern, The Fireplace, The Cinema and The Library.

For Sunday, jeans, bermudas and casual footwear may be worn in The Fireplace. Casual footwear does not include flip-flops and slippers.

Shorts may be worn in the Cinema.

Children age 10 years and above are allowed into The Fireplace on Saturday. Public Holidays and on Sunday, children of any age are allowed.

(e) **The Terrace Dining Area, The Terrace Bar, The Wheelhouse Restaurant & Patio and Jackpot Room**

Subject to the provisions of (a) above, the following are permitted in the Terrace Dining Area, Terrace Bar, Wheelhouse Restaurant & Patio and the Jackpot Room:-

- (i) Jeans
- (ii) Collarless T-shirts (*Singlets excluded*)
- (iii) Hats or caps
- (iv) Shorts
- (v) Open type sandals, jogging or trainer shoes
- (vi) Military fatigues or equivalent dress

(f) **Sports Complex**

Subject to the provisions of (a) above, the following are permitted in the Sports Complex:-

- (i) Appropriate sports attire and shoes
- (ii) Jeans
- (iii) Hats or caps
- (iv) Shorts
- (v) Open type sandals, jogging or trainer shoes
- (vi) Military fatigues or equivalent dress

(g) **Billiards Room**

Subject to the provisions of (a) above, the following are permitted in the Billiards Room:-

- (i) Jeans.
- (ii) Jogging or trainer shoes.

(h) **Miscellaneous**

Members working out in the Gymnasium must be in appropriate gym attire and shoes. Members, guests and children using the Swimming Pool and its immediate surrounds which excludes the non air- conditioned part of the Wheelhouse Restaurant) must wear a decent swimming costume.

For the non-air-conditioned part of the Wheelhouse Restaurant a bathrobe, towel, shirt or similar clothing is required over a swimming costume.

13. CHAUFFEURS AND DOMESTIC WORKERS

No chauffeurs shall be allowed in the Club premises except in the multi- storey car park and other areas designated as car parks.

No domestic workers shall be allowed in the Club premises.

14. GENERAL OFFICE

Hours of Opening:

Monday to Friday - 8.30 am to 6.15 pm
Closed on Saturday, Sunday and Public Holidays

15. GUESTS & GUEST FEES

- (a) A person may be introduced as a guest to the Club not more than twice in any week*, whether by the same Member or not.

Note: *Following International Organization for Standardization (ISO) a week commences on a Monday.

- (b) At all facilities where guest fees are charged, a Member may not introduce more than 3 guests to the Club at any one time.

- (c) The Club shall charge a standard daily minimum guest fee of \$10 for each adult** participating at any time during the visit in each chargeable activity.

Note: ** For the purpose of Guest Fees an adult is defined as age sixteen (16) and above.

- (d) A chargeable activity, for which the daily guest fee of \$10 (or otherwise as indicated below) shall apply are:

Main Clubhouse

- i) Billiards / Snooker
- ii) Cinema & Theatre events

Sports Complex

- i) Card, board, darts, dice and tile games in the Games Room
- iii) Fitness and health activities in the Gym / Pool (including studios) [\$20]
- iv) Lawn bowls
- v) Organised activities in the Multi-purpose Hall
- vi) Squash
- vii) Tennis

- (e) Board, card, darts, dice, tile games and other games involving more than four (4) persons must use the Games Room unless otherwise approved by the General Committee (GC) and Sports & Recreation (S&R) Convenor. GC may delegate its authority to the S&R Convenor.

- (f) GC at its discretion can set, or can delegate to Management to set, the level of guest fees for specific functions and/or events. This clause supersedes the guest fees in clause d.

- (g) All guest fees are for the Club's account. Any additional fees collected from guests by sports, recreation and/or other Sections for events/activities may accrue to Sections' accounts to defray costs associated with those events/activities.
- (h) Time periods during which Guests are not allowed to use Club facilities shall be determined by the relevant Section Committees, subject to GC approval or that of the S&R Convenor if authority has been delegated, and posted in the related S&R Section Bye-Laws.
- (i) Other conditions for guests include they must be:
 - a. Over 16 years of age to use the Billiards Room and Gym equipment.
 - b. Qualified SCUBA divers to use the Club's SCUBA equipment.
- (j) Members introducing a guest to the Club shall accompany the guest at all times and shall be responsible for ensuring the observance by such guest of all the relevant Rules and Bye-Laws and for entering the particulars of such guest in the book provided for this purpose. Failure to register guest(s) prior to use of the Club's facilities and/or outlets may subject the offending Member to disciplinary action which may include a fine and/or suspension.

16. VISITORS

Visitors to Singapore may be introduced as guests to the Club by a Member and are entitled to make use of the facilities of the Club.

A Visitor for the purpose of this Bye-law is a person who does not ordinarily reside in the Republic of Singapore, or the township of Johor Bahru.

Members introducing a Visitor to the Club shall accompany the Visitor at all times and shall be responsible for ensuring the observance by such Visitor of all the relevant Rules and Bye-laws and for entering the particulars of such Visitor in the book provided for this purpose.

17. PERSONA NON GRATA

A person who has been declared Persona Non Grata (PNG) by the Committee shall have his name posted on the notice board at the Clubhouse and shall not be permitted to enter the Club premises either as a guest or visitor.

18. GYMNASIUM

- (a) **Hours of Opening:**
 - Daily – 6.00am to 10.00pm
- (b) **Regulations**
 - (i) Guests and children of age 12 to 14 are allowed to use the gym subject to the children having attended a comprehensive training workshop at \$55.00 per child at the Club. The children will thereafter be issued a pass to use the gym during the week between 3.00pm and 6.00pm, and anytime on Saturdays, Sundays and Public Holidays.

Members may only sign in one guest at a fee of \$20.00 (excluding GST) to use the gym facilities. This fee does not include access to the Group exercise classes.

Guests and children using the gym do so at their own risk, the Club will not accept any responsibility whatsoever for any injury sustained by users.

Members shall be responsible for ensuring the observance by such Guests and children of all the relevant Rules and Bye-laws and for entering their particulars in the book provided for this purpose.

- (ii) Proper sports attire must be worn at all times, i.e. T-shirts, shorts and sports shoes. No outdoor shoes permitted.
- (iii) No food is allowed in the gym.
- (iv) Smoking is not permitted in the gym.
- (v) Members using the gym do so at their own risk, the Club will not accept any responsibility whatsoever for any injury sustained by users.

19. HOURS OF OPENING

The hours of opening of the different Club facilities are subject to change at the discretion of the Committee from time to time. Please look under Bye law 10 for Food & Beverage opening hours or under location for the other facilities applicable to the area of activity.

The Club is open from 6.00 am to 1.00 am on weekdays and 6.00 am to 2.00 am on weekends. Resident guests may enter and exit the Club but may not use the Club's facilities outside these hours.

20. JACKPOT ROOM AND MACHINES

- (a) **Opening:**
Monday to Sunday – 10.00 am to 11.00pm

Regulations

- (i) No guests, children or Household affiliates below 21 years of age are allowed to play Jackpot Machines or be present in the Jackpot Room (Per Police Licensing & Regulatory Department)
- (ii) Members' Guests, Visiting members and Reciprocal Club Members are not allowed to enter and/or remain in the Jackpot Room at any time (per Police Licensing & Regulatory Department)
- (iii) Members shall record their names, membership number, date of birth, NRIC or other relevant unique identification number, membership expiry date, at time of arrival at and time departure from the Jackpot Room (Per Police Licensing & Regulatory Department)
- (iv) Members must comply with the Rules, Regulations, Bye-laws and decorum of the Club at all times.
- (v) No Member is allowed to play more than one machine at any one time irrespective of whether other machines are available.
- (vi) The Club reserves the right to bar/ban/evict any Member from the Jackpot Room if the Member:-
 - Contravenes any Club Rules, Regulations or Bye-laws.

- Vandalises the machines or uses unnecessary force on the machines.
- (vii) All food is to be consumed by playing members only.
- (viii) All food is to be consumed in the Jackpot Room and is not to be taken out of the Jackpot Room.
- (ix) No alcoholic drinks shall be served, sold or consumed in the Jackpot Room.
- (x) A Member will not be allowed to enter, remain in or take part in any gaming in the Jackpot Room if:
 - a) he/she is the subject of the self-exclusion scheme facilitated by the National Council on Problem Gambling (NCPG);
 - b) he/she is the subject of a NCPG Relevant Exclusion; or
 - c) he/she does not provide the consent to the Club to conduct verifications with NCPG whether he/she is a subject of the self-exclusion scheme and/or a NCPG Relevant Exclusion.

21. JUNIOR LIBRARY

(a) Hours of Opening:

Operating hours, as determined by management from time to time, will be posted outside the Main Library and on the Club's website.

Monday: Closed

Tuesday to Friday: 3pm to 7pm

Saturday, Sunday & Public Holidays: 10 to 7pm

- (i) No one (adults and children) visiting the library may wear footwear and wet bathing suits. If in dry bathing suits, they should wear a shirt or jacket over it. No food, drinks, bags or satchels are allowed in the Library.
- (ii) Parents must sign their child in and out of the Junior Library. Parents are required to remain on Tanglin Club premises at all times as well as provide their location and contact number upon sign-in.
- (iii) Children aged 4 years and below MUST be accompanied at all times by an adult while in the Junior Library.
- (iv) Children under 14 years of age must be accompanied by a member, who shall maintain constant supervision and control over the children. The Committee will ban from the Club any children not so accompanied or who misbehave. A member shall be fully responsible for the conduct and behaviour of his child and other children visiting the Club in his charge and will be liable to the Committee in respect of any action, claim to demand arising by reason of the child's act or default.
- (v) Parents must return to the Junior Library when contacted by the staff of the Tanglin Club. Repeated failure to return to the Junior Library may result in an indefinite suspension of all Junior Library privileges.

- (vi) All children are required to respect all the equipment provided in the Junior Library. In the event any of the equipment is damaged, the parent of the child responsible will be fined the equivalent cost of the replacement or repair.
- (vii) Children may sit and read in the Junior Library quietly, however, for the safety and enjoyment of the other children, no unruly behaviour is allowed. The staff and management of the Tanglin Club reserve the right to expel or deny access to any child who displays persistently unacceptable behaviour in the Junior Library.
- (viii) Members must produce their current Club membership card when borrowing books and DVDs.

(b) Books in the Children's Library:

- (i) Children may join the Junior Library and borrow six (6) books at a time. They may keep them for a maximum of three (3) weeks. At the expiry of this period, a notice shall be sent to the borrower's parents, and unless the books are returned to the Club within four (4) days, the parents shall be liable to a fine of 25 cents for each book for every additional day for which the book is retained. A fine will be levied on books that are damaged or lost which will be charged to the parent's Club account. A damaged or lost book shall be paid for by the parent.
- (ii) Books may be renewed for a further period or periods subject to the time limit given in the regulations and provided that they are not reserved by any other member.
- (iii) Members may reserve books. When a reserved book becomes available, members will be notified by telephone or email and must be claimed within three (3) days of notification.
- (iv) Unless members have returned or replaced any book that has been borrowed for 90 days or more, member will not be eligible to borrow any more books.
- (v) No smoking is permitted in the library.
- (vi) Absence of a reminder is not a valid reason for a waiver of fines.

(c) DVDs in the Junior Library

- (i) DVDs may be borrowed by members of the DVD Section and details are posted on the Notice Board in the Library by the DVD Section Sub-Committee.

22. USE OF CHANGING ROOMS & LAVATORIES BY CHILDREN

Boys or girls under the age of six are allowed use of the changing rooms and lavatories, but must be accompanied **at all times** by a parent or guardian.

Boys or girls of six years of age and over are not permitted use of the changing rooms and lavatories intended for the opposite sex.

Girls under 14 years of age are not allowed in the Powder Room situated in the Main Foyer, Cinema Foyer and the Ladies Changing Room by the Poolside.

23. TEA ROOM

(a) **Service**

Snacks and refreshments will be served from 10am to 9.30pm daily. Take-away items are available for purchase during operating hours.

24. MAIN LIBRARY

(a) **Hours of Opening:**

- (i) Operating hours, as determined by management from time to time, will be posted outside the Main Library and on the Club's website.
- (ii) Members must produce their current Club membership card when borrowing books and DVDs.
- (iii) Members shall be entitled to borrow six (6) books at a time.
- (iv) Members shall be responsible for borrowed books.
- (v) Books shall not be retained for more than twenty-one (21) days. At the expiry of this period a notice shall be sent to Members, and unless the book or books are returned to the Club within four (4) days, Members shall be liable to a fine of \$ 1 dollar for each book for every additional day for which the book is retained.
- (vi) A Member who fails to return a book or books within one month or loses or seriously damages a book or books shall be liable for the cost of replacement plus administrative charges if appropriate, or \$60 for each book if the book is no longer available.
- (vii) Members shall return books to the Club and must not lend them to other Members or non- members.
- (viii) Books may be renewed for a further period or periods subject to the time limit given in the regulations and provided that they are not reserved by any other Member.
- (ix) Members may reserve books. When a reserved book becomes available, Members will be notified by telephone or email and the book(s) must be claimed within three (3) days of notification.
- (x) Unless a Member has returned or replaced any book that has been borrowed for 90 days or more, the Member will not be eligible to borrow any more books.
- (xi) While the Club will try to remind Members to return overdue books, Members are still liable to pay the applicable fines.
- (xii) Members shall observe silence in Main Library. Loud conversations and business discussion are not permitted. Mobile telephones shall not be used and must be put on silent modes.
- (xiii) No shorts may be worn in the Library unless for walking through to borrow or return books or DVDs.

- (xiv) Food and beverages are not permitted in the Library.
 - (xv) The newspapers, periodicals, and magazines available in the Library must be properly handled and must not be damaged or defaced either by the removing of, or the writing on, any of their pages or by other means. They can be loaned for reading outside of the Library but within the premises of the Club for a maximum of 2 hours only and returned in their original condition.
 - (xvi) Writing desks in the Library must not be used for more than two hours at any time.
 - (xvii) Children below the age of 14 are not permitted in the Library unless for walking through to borrow or to return books or DVDs accompanied by an Adult Member.
 - (xviii) No sleeping is permitted in the Library.
- (b) **DVDs in the Main Library**
- (i) Only those members of the Club who have enrolled as members of the DVDs Section of the Library may, on the terms set by the DVD Section, borrow the DVDs in the DVD Section of the Library.
 - (ii) Members of the Club may enrol as members of the DVD Section by paying the prescribed fee and continue as such members of the DVD Section by paying the prescribed monthly subscription fee.

25. MULTI-PURPOSE HALL

(a) **Uses**

The Multi-Purpose Hall (MPH) is for use by any Member or group of Members for sporting or recreational purposes as determined from time to time by the General Committee, provided that such use does not infringe upon the enjoyment of Members wishing to use the adjacent squash courts and does not cause any undue wear or damage to the MPH.

The Sports Convenor shall be responsible for advising the General Committee of any requested use. The General Committee may delegate some or all of its functions pursuant to these Bye-laws to the Sports Sub-Committee or to the Sports Convenor as they shall think fit, and reference to the General Committee shall include the Sports Sub-Committee or Sports Convenor to whom authority has been delegated.

(b) **Booking Times/Procedures**

- (i) The MPH may be booked for periods of one hour between the hours of 7.30 am and 10.30 pm.
- (ii) With the approval of the General Committee, Members may form an activity sub-section and make regular block bookings for sessions in the MPH. Such sessions must be supervised by an instructor or supervisor approved by the General Committee. Particulars of all instructors' or supervisors' qualifications and copies of relevant certificates must be lodged at the Recreation Office. The Recreation Manager shall keep up-to-date files on all approved instructors and supervisors.
- (iii) A Member or group of Members wishing to use the MPH for a single session shall book through the Recreation Office giving particulars of the date, time and intended use. The Sports Convenor shall be responsible to obtain any necessary approval from the General Committee.

- (iv) A Member may make bookings (of up to 8 days in advance) by telephone, email or in person.
 - (v) The Committee may, after giving at least 9 days' advance notice, on the Club Notice Boards, reserve the MPH for tournaments, exhibitions and other functions.
- (c) **Operating Times/Procedures**
- (i) The MPH is available for use from 7.30 am to 10.30 pm daily including Saturdays, Sundays and Public Holidays unless ordered to be closed by the General Committee.
 - (ii) Children may use the MPH under the supervision of an approved instructor or supervisor at all times.
 - (iii) Keys to the MPH are kept by the Squash Centre attendants. Keys will only be released to Members who have made bookings in accordance with (b) above.
- (d) **Fees and Fines**
- (i) Organised weekly classes under the supervision of an approved instructor, for monthly signed-up participants (charged on a monthly basis). Walk-in participants (charged on a one-time basis). Charges will be levied only through chits debited to Members' accounts. No cash transactions are permitted. The General Committee may vary the charges either on an overall basis or on a case-by-case basis.
 - (ii) The booking fee for single session use of the MPH is \$50 per hour. There shall be no refund of the booking fee whatsoever.
 - (iii) The booking fee for table tennis is \$5 per table hourly. A fine of \$10 shall be levied and the booking fee forfeited if the activity is not commenced within 15 minutes of the scheduled booking time.
 - (iv) Club towels are available against signing of a 'towels' chit at the going rate of \$7.50 per towel, which will be cancelled on return of the towel.
- (e) **Dress/Equipment/Food and Drinks**
- (i) Dress will comply with reasonable standards of propriety and cleanliness, of which the General Committee shall be the sole judge.
 - (ii) Footwear must be of a non-marking construction. 'Outdoor' footwear may not be worn.
 - (iii) Only equipment approved by the General Committee may be used.
 - (iv) No food or beverages other than water may be consumed in the MPH.
- (f) **Guests**
- A Member may sign in up to 3 guests for table tennis. The fee for a guest is \$5.

26. NOTICES

No Notices or Posters shall be placed in the Club without the permission of the Management or Committee unless bearing the initials of a Member of the Committee or the Club Management.

27. PROPERTY

- (a) No periodical, newspaper or other Club property, nor part thereof, shall be removed from the Club premises without the permission of the Committee.
- (b) The Members responsible will be liable for the following:-
 - (i) Loss arising from damage to or removal of movable property such as magazines, books, glasses, ornaments etc.
 - (ii) Cost of restoring or replacing any item of fixed property defaced or damaged in any way.
 - (iii) The Club shall not be responsible for the loss of any articles which have been brought into the Club either by a Member or his guest from the Club premises.

28. RAFFLES, CLAYMORE AND DRAYCOTT ROOMS

These three rooms are available for Club activities and private functions at the discretion of the Committee. Bookings for these rooms will be through the Club Management, and charges will be set by the Club Management for the specific function being booked.

29. RECEPTION IN MAIN FOYER

- (a) **Dress**
As per Main Clubhouse, unless passing through or waiting a short period of time for the arrival of a guest.
- (b) **Hours of Opening:**
Monday to Friday & Sunday – 8.00am to 12 midnight
Saturday – 8.00am to 2.30am

30. RESIDENTIAL ROOMS

- (a) The Residential Guest bedrooms may be booked and used in accordance with the regulations made, which from time to time will be subject to change at the discretion of the General Committee. Such changes will be posted on the Club Notice Board.
- (b) **Regulations**
 - (i) Guest rooms are for the use of Club Members, Visiting Members and Reciprocal Members and their immediate families.
 - (ii) All rates are in Singapore currency and are subject to change from time to time. A non-refundable deposit (for high season only) of \$450 (for bookings of seven days or less) and \$900 (for bookings of more than seven days) will be charged 21 days prior to arrival.
 - (iii) Room cleaning will be carried out every morning between 8.00 am – 1.00 pm and 2.00pm – 4.00 pm. Members who do not wish to be disturbed should turn on the red indicator light (Do Not Disturb sign) and members who wish to have their room made up should turn on the green indicator light.
 - (iv) Check-out time is 12 noon. Members may check in after 2 pm. Members using the room until 6.00 pm will be charged 50% of a day's rate, and from 6.00

pm onwards a day's room rate will be charged.

- (v) The Club will not be responsible for any valuables or properties brought in by Members. Private safes are available in all Guestrooms.
- (vi) Members wishing to check out outside normal office hours, i.e. between 8.30 am and 5.00 pm, should make arrangements for settlement of all bills during office hours.
- (vii) All charges are payable weekly in arrears or on departure, whichever is earlier. Credit cards are accepted.
- (viii) The Club closes at 1.00 am on weekdays and at 2.00 am on weekends. There will be a Night-watchman at the main door after closing time. Please identify yourself by producing your membership card.
- (ix) The Club will provide room service from 12.30 to 3.00 pm and 6.00 to 9.30 pm.
- (x) Dress Regulations applicable in the various Club locations are to be found in the Guestroom folder. Members are respectfully requested to ensure that they are appropriately dressed at all times.
- (xi) Complimentary soft drinks are available in the refrigerator in each room. An electric kettle and tea and coffee machine are available.
- (xii) Each room is provided with a colour TV set. In case of difficulty over the use of the TV set, the Receptionist may be called upon.
- (xiii) Laundry service is available. Details of charges, etc, can be found in a proforma enclosed in a cover in one of the drawers. Copies of the Club's Rules and Bye-laws can be found in the Guestroom.
- (xiv) Ironing facilities are available for Members' use. Details regarding the use of such facilities are obtainable from the Housekeeping department.
- (xv) Members are not allowed to give money or gratuities to Club staff.

31. SCUBA DIVING

(a) **Name**

The Scuba Section is a branch of the British Sub-Aqua Club, and is recognised as The Tanglin Club (Singapore) Special Branch No.758.

(b) **Membership**

- (i) Membership of the Scuba Section is restricted to Members of the Tanglin Club and their children, aged 19 years and above, except for children of existing fully ratified diving Members, who must be at least 14 years old and may dive only with their parent(s) or at the Diving Officer's discretion.

Members of the Scuba Section are required to be current Members of the BSAC and abide by its rules and regulations.

- (ii) Members intending to join Scuba Section shall attend pool and lecture training sessions as directed by the Training Officer, and outlined in the training programme issued. Attendance is by invitation from Scuba Sub-Committee only and after it has given provisional approval to an intending Members' application.

- (iii) Intending Members are to attend pool and lecture training sessions as directed by the Training Officer, and outlined in the training programme issued. Attendance is by invitation only by the Scuba Sub-Committee after it has given provisional approval of an intending Member's application.

(c) Training and Certification

Training shall follow the BSAC syllabus. The timing of the training shall be decided by the Scuba Sub Section Committee and notified to the members at least 3 days on advance. *(Unless otherwise notified the training nights are normally conducted on Tuesday and Thursday, from 7.00pm to 10.00pm)*

(d) Fees/Charges

- (i) Members of the Scuba Section are each required to pay all BSAC fees at prevailing rates.
- (ii) Members drawing out scuba equipment from the Tanglin Club are required to pay a fee fixed by the General Committee.
- (iii) In addition, Members will be required pay pro-rated charges in respect of outings, as determined by the Scuba Section.
- (iv) New Members shall be charged a fee fixed by the Scuba Section Sub-Committee for training to achieve Sports Divers standard.

(f) Equipment

- (i) Members are required to bring their personal buoyancy compensator, mask, snorkel, weight belt and fins as recommended in the relevant lectures. On training nights the Section will provide scuba tanks and regulators.
- (ii) Club equipment may be used only on outings sanctioned by the Scuba Section Sub-Committee. Any Member wishing to borrow equipment must produce a current branch Membership card and acknowledge in writing receipt of the equipment on a prescribed form. Members borrowing the equipment shall apply due care and are responsible for any loss or damage.
- (iii) Member borrowing equipment from the Club shall not lend it to any other member or third party.

(g) Dive Trips

Members shall satisfy minimum qualification as required by the Scuba Section Sub – Committee to participate in any expedition organised by the Scuba Section. Members applying and selected for any expeditions outside Singapore shall be deemed to have agreed to terms and conditions of the dive-trip, including payment of advance deposit, and cost of the trip as determined by the Section Sub-Committee. Any deposit paid shall be forfeited if the Members withdraw from any expedition without giving adequate notice. The period of notice shall be as prescribed by the Section-Sub Committee.

(h) Guests

- (i) Overseas guests of Members visiting the Tanglin Club who are qualified divers may participate in the Section's activities and use equipment at the discretion of the Sub-Committee.

Local guests who are qualified divers may participate in the section's activities but will not be allowed to use the Club's equipment.

Each Scuba Section Sub-Committee may invite only one diving guest to each

dive expedition organised by the section, provided that the Member shall dive as buddy with the guest.

- (ii) The Scuba Section Sub-Committee may invite other diving groups to participate in the Section's activities, with the approval of the General Committee. Approval request may be made either directly or through the Sports Sub –Committee.

32. SECURITY

Members are required to carry a current Club membership card which incorporates a photograph of the Member and a magnetic strip for debiting the Member's account through the POS system. Members must show their membership card to the staff before they can be served and to the Security Guards, Club Staff or Committee Member when requested. A fee of \$50.00 will be charged for every replacement of lost card issued and \$5.00 per day for every temporary card issued. Failure to comply with this Bye-law will place the Member in contravention of Rule 28.

33. SQUASH COURTS

33.1 FACILITIES

- (a) The Club is affiliated to the Singapore Squash Rackets Association (SSRA). Members playing squash at the Squash Courts should closely adhere to the rules and regulations pertaining to squash tournaments and code of conduct

Squash Courts may be booked and used in accordance with the regulations made, and are subject to change from time to time at the discretion of the Sports & Recreation Committee. Such changes will be posted on the Club Notice Board.

- (b) **Hours of Opening:**

- (i) Courts are available for play between 7.30 am and 10.30 pm daily including Saturdays, Sundays and Public Holidays. Peak hours are between 6.00 pm and 7.30 pm on weekdays, except Public Holidays when peak hours do not apply.
- (ii) Children accompanied by a Member may use the courts outside peak hours. Children may also use Court 5 and Court 6 during peak hours. Children playing together are to be strictly supervised by the Member making the booking.
- (iii) The Committee may, by notification on the Club Notice Board at least 9 days in advance, reserve such number of courts as may be required for an approved Club Tournament or match with another team including league matches.

- (c) **Booking of Courts**

- (i) Squash Courts may be booked for periods of 45 minutes between the hours of 7.30 am – 10.30 pm.
- (ii) Bookings may be made by telephone after 8.00 am daily or by calling at the Squash Centre personally; the name and number of the player must be given at the time of booking.
- (iii) Courts cannot be booked for more than 8 days ahead, e.g. bookings made on Wednesday for the present week can be done for any time up to 10.30 pm on the Wednesday of the following week. Members may book another session during peak hours if the Member finds that on completion of the current session, courts are available and are open for bookings. Only

one session of play may be booked at a time

- (iv) When any of the two players who had booked the courts are not present at the court after 10 minutes from the commencement of the period the court, the booking is liable to be forfeited, and any two players waiting for the squash court at that time can occupy it free of charge.
- (v) The Committee may, by notification on the Club Notice Board at least 9 days in advance, reserve such number of courts as may be required for an approved Club Tournament or match with another team including league matches

33.2 COURTS CHARGES

- (i) A charge of \$2.50 (excluding GST) will be made for each 45 minute period of play for a single court irrespective of whether an advance booking was made.
- (ii) A charge of \$3.50 (excluding GST) will be made for each 45 minutes period of play for a jumbo court irrespective of whether an advance booking was made. Charges evenly can be split evenly between the members upon request.
- (iii) Failure to cancel a court by the Member who made the booking either by telephone or by calling personally before 4.30 pm on the day before play automatically renders the Member making the booking liable to a fine of \$15/- (exclude GST) for each period of play undertaken.
- (iv) Entry fees and/or court charges for Club Tournaments will be laid down by the Committee in respect of each tournament.
- (v) A charge of \$5.00 per session (excluding GST) will be levied on Guest introduced to play squash during the peak periods 6.00 pm and 7.30pm on weekdays (except Public Holidays when peak hours do not apply).
- (vi) Outside the peak periods, the charge will be \$2.50 (excluding GST) per session. If a Member introduces more than one guest to play squash during one session, he will be charged only one guest fee fir that session.

33.3 REGULATIONS

(a) Dress / Protective Gear

- (i) The required dress for squash players will conform to reasonable standards of propriety and cleanliness.
 - a. All players are required to wear squash type shoes with non-marking soles.
 - b. No singlets or gym-specific tops are allowed for men.
 - c. Shorts should be for athletic use; no board shorts or basketball shorts are allowed.
 - d. No denim material is allowed.
- (ii) Doubles squash players can only play with acceptable eye protection.
- (iii) Members will be accountable for any damage caused by them or by their children or guests to the court surface as a result of not playing with the appropriate squash type shoes.
- (iv) Any member of the Squash Section Committee has discretion to eject an individual from the court if his/her dress sense is not considered appropriate.

- (v) The Squash Section Committee may exercise complete discretion over any variation to this Bye-Law for invited guests from other Clubs/teams during official matches.
- (vi) Players not conforming to these Bye-Laws will not be allowed to play and will be requested to leave the court if already playing.

(b) Coaching

Privately paid coaching activities are not allowed on Club premises. All coaching shall be Organised by the S&R management and training cost shall be billed through the respective member's account.

(c) Guests

- (i) Any Member or authorised household affiliate member may bring guests over 16 years of age provided that the member or authorised household affiliates has signed in the guest in the Visitors' Book. Resident guests may play but will not be allowed to sign in other guests.
- (ii) Visitors and Guests to Singapore may be introduced at any time, but must be signed in by a Member.

34. SWIMMING/WADING POOL AND SURROUNDING AREA

34.1 FACILITIES

For application and interpretation of these Byelaws, regulations covering the Swimming Pool area shall include the swimming pool, wading pool, diving board, kid's water park and the surrounding area of the swimming and wading pools.

Hours of Opening

The Swimming Pool will be open every day from 7.00 am until 10.30 pm.

34.2 REGULATIONS

- (a) The Committee accepts no responsibility for any accident or fatality to Members, their guests or their children whilst using the swimming pool, wading pool and its surrounds.
- (b) All swimmers MUST shower before entering the Swimming Pool. No Member, guest or child suffering from or in quarantine for any contagious or infectious disease shall be permitted to enter the pool
- (c) No refreshments are allowed in the water.
- (d) Nobody is allowed to swim or sunbathe unless wearing a swimming costume of a design acceptable to the Committee or its appointed representative.
- (e) Training aids that are permitted in the pool only if used under the supervision of an accompanying adult. Other objects (such as inflated balls) shall be permitted for events sanctioned by the Swimming Section Sub-Committee.
- (f) Swimmers are not allowed to clamber over or lean on the lane markers in the pool.
- (g) Not more than one (1) person is permitted to stand on the diving platform at any time

- (h) All children below the age of 4, and all others who are not toilet-trained must wear swimming diapers before entering the pool.
- (i) Members and guests are not allowed to walk along the edge of the Pool in any form of footwear.
- (j) **GUEST**
 - (i) Any member or authorised household affiliate member may bring guests over 16 years of age provided that the member or authorised household affiliate has signed in the guest in the Visitor's Book. Resident guests may use Club facilities but will not be allowed to sign in other guests.
 - (ii) Signed-In guest are allowed to swim in the pool at any time on weekdays (excluding public holidays)
 - (iii) Signed-in guests may use the swimming pool surrounds at any time.

35. TENNIS COURTS

The Rules of play shall be in accordance with the International Tennis Federation ("ITF"), a copy of the official Rules can be found on <http://www.itftennis.com/technical/rules>

A. Court Booking and Cancellation Procedure

Tennis courts may be booked and used in accordance with the regulations made, and are subject to change from time to time at the discretion of the Tennis Sub-Committee. Such changes will be posted on the Club Notice Boards.

(i) Advance Booking Period

Bookings may be made online, by telephone or in person at the Sports Centre Counter by a Member up to 7 days in advance from 7:00am (e.g. a Thursday 6:00pm court may be reserved from Thursday 7:00am one week before).

(ii) Maximum Booking Period

A court may be booked for 1 or 2 hours. Each Member is entitled to book a maximum of 2 hours per day.

(iii) Splitting of Charges

A court may be booked under the account of one to four Members. Charges will be split evenly.

(iv) Cancellation Charges & Fines

Members may cancel their court bookings due to *bona fide* reasons.

- Cancellation charges will be waived if made within **48 hours** of the booking time
- Otherwise a cancellation charge of **50%** of the applicable court fees will be applicable
- If a court booking is cancelled within 24 hours of the commencing time, **100%** of the applicable court fees will be charged
- A fine of **\$15.00*** plus **100%** of the applicable court fees shall be levied if there is a "no show"

- If a booked court is not occupied by at least 1 player within 15 minutes of the commencing time, the court is forfeited and will be open to any other members for booking.

- Above charges will also apply for all private coaching lessons

* All charges are subjected to prevailing GST.

(v) Waiving of Cancellation Charges & Fines

The waiving of any cancellation charges and fines are subject to review by the Management on a case by case basis.

(vi) Rain

All court and guest charges will be waived if any part of the court is wet and unplayable.

(vii) Abuse of booking system

Any Member found to be abusing the booking or cancellation system will be first warned by the Tennis Sub-Committee. Further abuses may warrant a temporary suspension of booking rights. Serious and repeat offenders will be reported to the General Committee for disciplinary measures as laid out in the Club Rules.

B. Charges

- (i) Court charges are as follows:- Mondays to Sundays (Public Holidays Included)

Outdoor Courts	Charge per hour
7.00 am - 6.00 pm	\$3.00*
6.00 pm - 11.00 pm	\$5.00*
Indoor Courts	
7.00 am - 11.00 pm	\$10.00*
Guest charge	\$5.00*

- (ii) Fines

- A fine of \$15.00* will be levied on a Member who fails to sign for Club Tennis, guest charges or when the Member's child sign in non-Members as guests

* All charges are subjected to prevailing GST

- (iii) Signing of Chits

Chits will be located at the Sports Centre Counter and shall be signed by the Member(s) concerned immediately before play. The names of all persons playing shall also be entered in the chits.

C. Children and Guests

- (i) Children

Children under the age of 12 years may only use the courts if accompanied by an adult Member except when the courts have been reserved for Club Tennis, Club Events, or official coaching purposes.

- (ii) Guests

Non-Members may use the courts only if accompanied by a Member in accordance with the Club rules. Non-Members must be signed in before play on the Visitor's Book located at the Sports Centre Reception.

Non-Members may be introduced at any time except Saturdays from 4.00 pm - 7.00 pm.

D. Club Tennis and Events

- (i) Courts are reserved for Club Tennis on Saturdays, Sundays & Public Holidays. The charges are according to prevailing published rates.
- (ii) Children under 14 years of age are not allowed to play Club Tennis, unless specifically approved by the Tennis Sub-Committee.
- (iii) Non-Members (Except Reciprocal Members) are not allowed to play Club Tennis on Saturday afternoons, unless specifically approved by the Tennis Sub-Committee.
- (iv) The Tennis Sub-Committee may reserve any of the courts at any time for Club Events including tournaments, hosted events, exhibitions, training and team matches according to demand and needs and will monitor usage regularly to best optimise court allocations. Advance notification for such events shall be communicated to the Members or posted on the Notice Boards.
- (v) Official sanctioned tournament matches or Club Events take priority over privately arranged social tennis or Club Tennis. In the rare event of any matches running over into a member's booking, staff will endeavour to re-arrange any affected bookings to another court or time.

E. Coaching

- (i) All coaching charges will be debited to the Member's account
- (ii) Paid coaching activities are not allowed on Club premises without the express permission of the General Committee
- (iii) All coaching sessions must be done by the Club's resident coaches
- (iv) Members are responsible for booking (and cancelling) the court for all coaching sessions
- (v) Non-members are not allowed to take coaching lessons with the Club's resident coaches
- (vi) Resident coaches are permitted to utilise any available empty courts for practice or play with a member socially

F. Ball Machine

- (i) The ball machine shall be used on Court No. 1 and 2 only
- (ii) Members will be charged the court fees and rental of the ball machines according to prevailing published rates
- (iii) The ball machine must not be operated if any part of the court is wet or if there is any potential signs of rain
- (iv) Members should not temper with the default programme settings

- (v) Members must ensure that all balls are returned to the machine at the end of the session and the machine is properly covered and returned to the designated storage space under a roof to avoid potential damage caused by adverse weather.
- (vi) Members should advise a staff if the machine is low in battery.

G. Tennis Attire

- (i) All players are required to wear tennis shoes with non-marking soles.
*If in doubt, a sample court surface is available outside court 5 & 6. Please consult a staff member at the Sports Centre for further information.
- (ii) Shirts: No singlets or gym-specific wear allowed.
- (iii) Shorts: For men, shorts for athletic use, except for running shorts split at the seam, are allowed as long as they do not cause offense.
- (iv) No brand discrimination – tennis wear of any brand is allowed to be worn on courts.
- (v) No denim material allowed.
- (vi) Members will be accountable for any damage caused by them or by their children or guests to the court surface as a result of playing with non-tennis shoes.
- (vii) Spectators and non-playing parents should refrain from entering the court and are advised to view play from the balcony platform area on level 2 instead.

H. Miscellaneous

- (i) No glasses, cutlery, plates or alcoholic drinks are permitted on court.
- (ii) Only complaints, queries, feedbacks, suggestions made officially in writing addressed to the Tennis Sub-Committee shall be entertained, and will be discussed and responded to after the Committee's monthly meetings.
- (iii) The Tennis Sub-Committee shall post any changes to the bye-laws for member's review on the Tennis notice board.

36. WHEELHOUSE RESTAURANT

(a) Dress

Swimming attire if suitably covered by a bath robe, towel, shirt or similar clothing may be worn in the non air-conditioned part of the restaurant. In the air-conditioned part of the restaurant, Members must conform with the dress code under Bye-law 12.

(b) Smoking

No smoking is permitted in the air-conditioned part of the restaurant.

(c) Guests & Visitors

Guests and Visitors are permitted at any time in the Wheelhouse Restaurant when accompanied by a Member, subject to the condition that any Member shall bring no more than 20 Guests and Visitors at a single visit on weekends or on Public Holidays.

37. PROHIBITION OF SMOKING IN ALL AIR- CONDITIONED AREAS OF THE CLUB INCLUDING DESIGNATED OUTSIDE AREAS

Smoking is prohibited in all air-conditioned areas of the Club.

Smoking is also prohibited at the Pools, the Pool Deck surrounding the Pools, Changing Rooms and Toilets and the Sports Complex Building.

38. TANGLES

- (a) Children of all ages must be accompanied by an adult member, who shall maintain constant supervision and control. Children shall be allowed in the restaurant until 10.00pm.
- (b) Children under 14 years of age are not allowed to sign chits for refreshments.
- (c) No person under the age of 18 may be served or consume alcoholic beverages within the restaurant.
- (d) Smoking is not permitted.
- (e) Sports attire, jeans, hats or caps, shorts, open type sandals, military fatigues or equivalent dress will be allowed.
- (f) Members are allowed to bring wine, champagne and liquor to the restaurant but will be subject to a corkage charge. The stated beverages may be brought only to the restaurant when food is consumed.
- (g) Storage or keeping of corkage charged bottles is not allowed. Unconsumed corkage charged bottles will be disposed off or removed from the club premises.
- (h) Mobile phones may not be used (including receiving calls) in the restaurant. Mobile phones must be put on silent mode.

39. PLAYROOM BYE-LAW

- 1. Parents must sign their child in and out of the Playroom. Parents are required to remain on Tanglin Club premises at all times as well as provide their location and contact number upon sign-in.
- 2. Children aged 4 years and below MUST be accompanied at all times by an adult while in the Playroom.
- 3. No Food or Drink is allowed in the Playroom at any time. Beverages may only be consumed by children aged 4 years and below under direct parent supervision.
- 4. Parents are encouraged to only use the Playroom for two hours. In the event a child is signed out by his/her parent after the official closing hour, the management of the Tanglin Club reserves the right to fine the parent the equivalent time cost incurred for the Playroom's child minder.
- 5. Parents are welcome to utilize the Playroom for the children of their guests. By signing in the children of their guests, the member will be fully responsible for their conduct and behaviour.
- 6. The maximum capacity of the Playroom is 20 (adults and children). Members are allowed to sign in a maximum of two guests (children) only for the usage of the Playroom.
- 7. Parents must return to the Playroom when contacted by the staff of the Tanglin Club. Repeated failure to return to the Playroom may result in an indefinite suspension of all Playroom privileges.

8. Children are not permitted to take any equipment in the Playroom out of the room. All the equipment and furniture in the room are the property of the Tanglin Club.
9. Children are not permitted to bring the following items into the Playroom:-
 - Outside toys
 - Sharp or pointed objects;
 - Footwear (E.g. Shoes, sandals, slippers); and
 - Wet attire (including but not limited to swimsuits, goggles and fins)

Children are required to remove their shoes upon entering the Playroom. In addition, the staff and management of the Tanglin Club are not liable for any lost or damaged outside toys. Furthermore, the staff and management of the Tanglin Club reserves the right to ask a parent to remove any item not shown in the list above that is brought into the Playroom.

10. All children are required to respect all the equipment provided in the Playroom. In the event any of the equipment is damaged, the parent of the child responsible will be fined the equivalent cost of replacement or repair.
11. For the safety and enjoyment of the other children, no unruly behaviour is allowed in the Playroom. The staff and management of the Tanglin Club reserve the right to expel or deny access to any child who displays persistently unacceptable behaviour in the Playroom.

40. TANG YUN

1. Reservations and Cancellations

1.1 Reservations may be made for tables for lunch or dinner in Tang Yun and will be accepted by telephone or by entry in the book kept at the Reception for this purpose. Reservations shall be held for 20 minutes and thereafter the reserved table/s will be released.

41. TEENS LOUNGE BYE-LAW

All Teens must sign in and out of the Teens Lounge

1. No Food, Drink or Smoking is allowed at any time.
2. Parents are welcome to utilise the Teens Lounge for the teens of their guests. By signing in the teens of their guests, the member will be fully responsible for their conduct and behaviour.
3. The maximum capacity of the Teens Lounge is twelve.
4. Parents must return to the Teens Lounge when contacted by the staff of the Tanglin Club. Repeated failure to return to the Teens Lounge may result in an indefinite suspension of all Teens Lounge privileges.
5. All equipment and board games must be returned to their appropriate space after usage. Teens are not permitted to remove any equipment or board games from the room. All the equipment and furniture in the room are the property of the Tanglin Club.
6. Teens are not permitted to bring the following items into the Teens Lounge:-
 - Sharp or pointed objects
 - Shoes
 - Wet attire (including but not limited to swimsuits, goggles and fins)

Teens are required to remove their shoes upon entering the Lounge. In addition, the staff and management of the Tanglin Club are not liable for any lost or damaged outside toys. Furthermore, the staff and management of the Tanglin Club reserve the right to ask a parent to remove any item not shown in the list above that is brought into the Teens Lounge.

7. All teens are required to respect all of the equipment provided in the Teens Lounge. In the event any of the equipment is damaged, the parent of the teen responsible will be fined the equivalent cost of replacement or repair.
8. For the safety and enjoyment of the other teens, no unruly behaviour is allowed in the Teens Lounge. The staff and management of the Tanglin Club reserve the right to expel or deny access to any member who displays persistently unacceptable behaviour in the Teens Lounge.

42. LOST AND FOUND

Lost and found items will be kept for a maximum period of two (2) months. However, items not claimed after a month from the date that they have been catalogued lost, will be disposed of, as storage for these lost items is severely limited.

43. CONCILIATION, MEDIATION AND ARBITRATION PROCEDURES

Rule 45B sets out the consultation, conciliation, mediation, arbitration and legal proceedings provisions applicable to disputes or questions which arise between the Club and a member or between a member and a member.

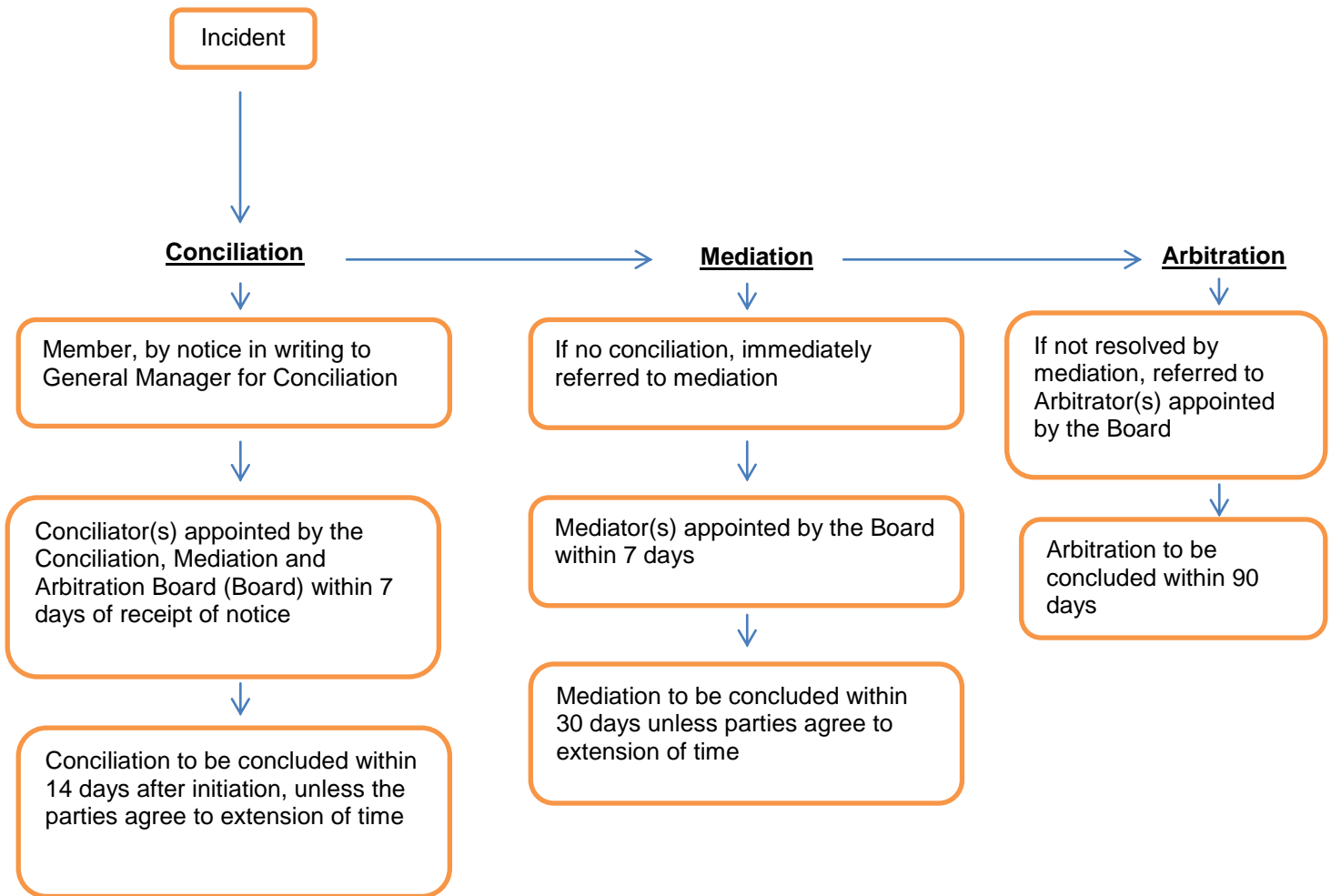
For information, a flowchart outlining the conciliation, mediation and arbitration aspects of those procedures is attached as Appendix A to these Bye-laws.

44. DISCIPLINARY PROCEDURES

Rule 26 sets out the disciplinary procedures of the Club.

For information, a flowchart outlining those disciplinary procedures is attached as Appendix B to this Bye-law.

**APPENDIX A
CONCILIATION, MEDIATION AND ARBITRATION PROCEDURES FLOWCHART**



Board – Conciliation, Mediation and Arbitration Board consisting of not less than 3 and not more than 5 members, from amongst members who shall have previously held the office of President.

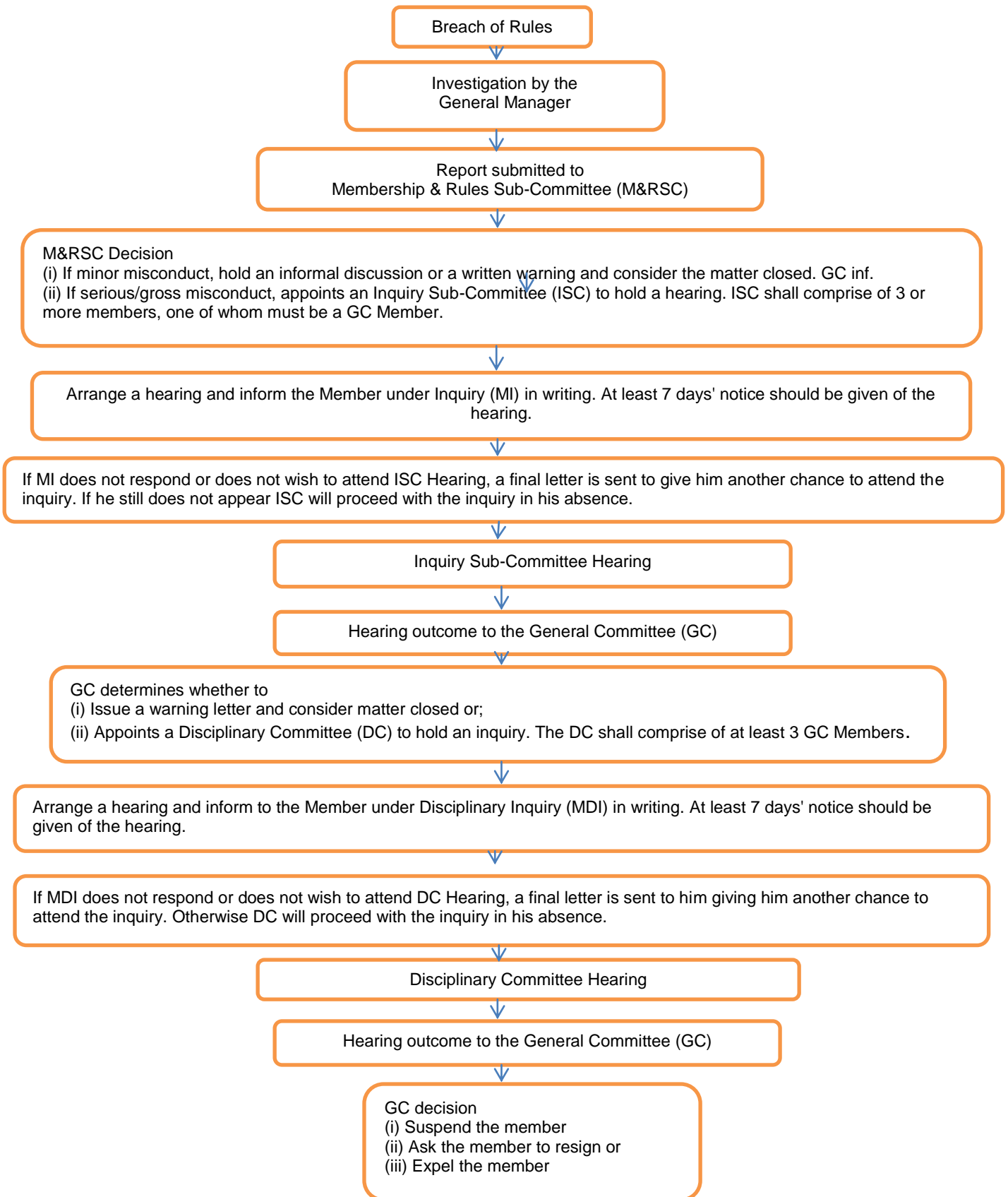
Members of the Board may be members of the panel of Conciliators and the panel of Mediators

Conciliator(s) – 1 or 2 Member(s), as the Board deems fit, will be members of the Club

Mediator(s) – 1 or 2 Members(s), as the Board deems fit, may or may not be members of the Club

Arbitrator(s) – Shall not be members of the Club

**APPENDIX B
DISCIPLINARY PROCEDURES FLOWCHART**



45. SECTION SUB-COMMITTEE

1. Serving Committee Members are prohibited from becoming Section Committee Members (including Sports and all sections).
2. Only Ordinary Members can be Section Convenors/Chairman.

46. REINSTATEMENT OF MEMBERSHIP

Pursuant to Rule 32(ii), a member having ceased to be a member after having posted on the Notice Board may be readmitted upon recommendation from the Membership & Rules Sub-Committee ("M&RSC") to the Committee.

Such admission will only apply for those members who have not been delinquent for more than three years and upon full payment of past subscriptions up to the day of reinstatement.

Subsequently the deposit required for such reinstated members may be increased at the absolute discretion of the Committee.

47. MEMBERS CONDUCT

For the purposes of 26(i) regarding behaviour of action which would be regarded as injurious to the character of the Club which would include among other things but not limited to:

- (1) Members should at all times conduct themselves in a manner that is courteous and respectful of the rights of other Members and their guests including sending offensive emails to Members and making statements in the GC Nomination Form.

No Member may while on the Club premises engage in any rude behaviour or indulge in offensive language towards other Members and their guests.

- (2) Members shall at all times use the Club's premises and facilities in such a manner as not to interfere with the reasonable comfort and quiet enjoyment of others Members and their guests.
- (3) No Member or guest shall act in a manner that may result in damage to the property of the Club. Any Member or guest who causes loss or damage to any property of the Club shall be liable to pay for all costs resulting from such loss or damage. Such Member shall also face disciplinary proceedings.
- (4) Members and the guests shall treat all staff and employees of the Club with courtesy and respect. Any complaint against a member of the staff should be made directly to the General Manager. Members shall not at any time reprimand any of the staff directly.
- (5) All Members when using the Club's facilities shall comply with all the prevailing Rules and Regulations. Any dispute between Members shall be referred to Conciliation, Mediation & Arbitration (CMA).
- (6) Any Member who breaches any of the above Rules shall be subject to Disciplinary action which may result in a suspension or expulsion.

This list is not meant to be an exhaustive list.

48. LAWN BOWLS

47.1 FACILITIES

- (a) The Lawn Bowls Green and the Equipment Store shall be operated under the supervision of the Sports & Recreation Sub-Committee and the Lawn Bowls Section Sub-Committee.
- (b) **Hours of Opening:**
Daily – 7.00 am to 11.00 pm.

48.2 EQUIPMENT

- (i) Club bowls are available for use by members. Members must sign for the bowls on the register kept at S&R reception before drawing and returning the key for bowls lockers. Club Bowls shall only be used for the day the register is signed.
- (ii) Any Lawn Bowls Section member may draw the bowls locker key from the S&R counter upon reporting to play and shall be responsible for return of the key and turning off the Lawn Bowls Green lights on completion of play.
- (iii) Bowls may only be reserved or removed from the Club premises with approval of Convenor, Captain or Vice-Captain.

48.3 FEES & CHARGES

- (i) Lawn Bowls Green fees shall be at the rates fixed by the Club. Green fees will be exempted for club tournaments. Green fees for all other games will be charged to the accounts of respective members using the green.
- (ii) Bowls, mats, jacks and other peripherals will be provided free of charges to Lawn Bowls section members. Other players wanting to use the bowls, etc., need to obtain clearance from S&R management.
- (iii) Section members may make use of the store-room and lockers to store their personal lawn bowls etc, however the Club shall not be responsible for any loss or damage to any items belonging to the member.

48.4 REGULATIONS

(a) Dress Code

- (i) Only Bowls shoes or sports shoe without heels are permitted on the green.
- (ii) For social events a collared sports shirt is required but dress of any colour is permitted.
- (iii) For Club or Section sponsored competitions, tournaments and international events the lawn bowls section shirt with white or cream sportswear is required.

(b) Coaching

Third party coaching is not permitted unless prior permission has been obtained from the S&R Committee.

Free coaching and accreditation sessions are permitted to be conducted under supervision of Lawn Bowls Section Sub-Committee. The training schedules shall be arranged through S&R management. Members shall be permitted to use the green unsupervised only upon achieving accreditation.

(c) Care of Equipment

Members shall be held responsible for any loss or damage to any equipment (inclusive of bowls, mats, jacks, measures, umpire kit, etc.) borrowed. The cost of damaged or lost items will be charged to the Member's account upon due inquiry any assessment by the Management.

(d) Guests

Any member or authorised household affiliate member may bring guests over 16 years of age provided that the member or authorised household affiliate has signed in the guest in the Visitors' Book. Resident guests may play but will not be allowed to sign in other guests. Guests are expected to satisfy to the members of Lawn Bowls Section Sub-Committee, if present, or other accredited players that they are familiar with the game.

(e) Safety

- (i) Smoking is not permitted near the Green except in the designated area near the water pump equipment.
- (ii) Any unusual or suspicious items or occurrences must be reported to the Duty Manager.
- (iii) The Duty Manager must be contacted immediately, in the event of an emergency.



THE
TANGLIN CLUB

FOUNDED 1865

**Bye Laws
Sports & Recreation
Section**

As at 13 February 2018

The Tanglin Club Singapore
Bye-Laws for Sports & Recreation Sections

BYE-LAWS FOR SPORTS & RECREATION SECTIONS

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The Tanglin Club Singapore
Bye-Laws for Sports & Recreation Sections

Preamble:

The following Bye-Laws pertain to Sports & Recreation (S&R) sections of The Tanglin Club ("the Club" or "Club") Singapore. These Bye-Laws are subordinate to the Bye-Laws of the Club. If there is any ambiguity arising between the Sports & Recreation Bye-Laws and the Club's Bye-Laws, the later shall prevail. These Bye-Laws should be read in conjunction with the S&R Standard Operating Procedure (SOP).

The General Committee ("GC") of The Club has overall authority and oversight over the Bye-Laws and Sports Sections, and shall be the final arbitrator in matters of interpretation of the Bye-Laws.

1) Formation

- i) A sports or recreation section within The Tanglin Club shall be formed only subject to express approval of the General Committee (GC) on the recommendation of the Sports & Recreation Sub-Committee (SRSC).
- ii) A formal application by no less than twenty (20) Ordinary Members of the Club should be made to the GC to form a section.
- iii) Ideally the aim and objectives in forming a section should be to perpetuate common interest in any sports or recreational activities for which the Club has adequate facilities or to promote a sports or recreational activity in which a group of the Club's member have shown keen interest. In determining common interest among Club membership, the GC would also determine whether the sport or recreational activity has potential for competition within the section, inter-sections, and possibilities for tournaments with external clubs and local sporting leagues.
- iv) The GC has absolute discretion over the formation (and dissolution, see part 15) of a section.

2) Members

- i) Once a section has been officially formed, the section may admit all classes of Tanglin Club members.
- ii) A member of the Club shall become a section's member immediately upon acceptance of his application for joining the section. The acceptance of the section membership shall be for no less than six (6) months, and the section fees, if any, shall be charged accordingly.
- iii) A member may elect to terminate his section membership upon due notification and the termination would be considered effective on the last day of the month in which the notice was so received. Provided always that the member has been charged a minimum of six (6) month's section fees as in (ii) above
- iv) A member who has been suspended or disqualified from Club membership shall also be deemed to have been suspended from section membership for the period of suspension or disqualification and shall not be eligible to participate in the activities of the section.
- v) A record of section members shall be maintained and updated on monthly intervals by S&R Department (Dept.).

3) Sub-Committee

- i) Members of each S&R section shall elect from amongst its members, no less than five (5) and no more than eight (8) members to form a section sub-committee (SSC) to oversee and direct activities of the section. The number of SSC members may exceed eight (8) if there are specific posts for each SSC member, and upon the agreement of S&R Convenor and GC. The term for a SSC member will be from the date of appointment to the next Annual General Meeting (AGM) of the section.
- ii) The section members may also elect from amongst the members of the SSC, a section Convenor, a section Treasurer and a section Captain (male and/or female, as appropriate); or it may leave it to the elected SSC members to elect the three/four office bearers aforementioned.
- iii) In the event of a vacancy arising in a SSC due to resignation or disqualification of the Convenor, S&R Convenor shall, within 14 days of the event arising, call for a Special General Meeting (SGM) of the SSC, to elect a Convenor from amongst the remaining SSC members. The meeting should be presided over by S&R

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Convenor or appointed deputy. In the event of a vacancy arising in a SSC due to resignation or disqualification of a section member, the SSC is empowered to co-opt from its section members to fill the vacancy, provided always that the number of the SSC members does not exceed the maximum number prescribed in 3(i) above, except as approved by S&R Convenor and GC. Any replacement shall be subject to ratification by GC.

- iv) A GC member is restricted from holding any office in a SSC unless a formal waiver is obtained from GC.

4) Meetings

- i) SSCs are encouraged to hold regular meetings (not less than once in two months). Minutes of the meetings shall be provided to the head of the S&R Dept. and on request to S&R Convenor.
- ii) An AGM should be convened within 21 days following the AGM of the Club. At the AGM, amongst other business, the following shall be presented and deliberated :
 - a. Section report of its activities
 - b. Section Fund Account (SFA), Club Match Subsidy (CMS) and Approved Income Accounts (AIA) [see S&R SOP for details]
 - c. Nomination of section sub-committee (SSC) members and office bearers as agreed in the meeting.
 - d. Monthly Section Fees to accumulate in the Section Fund (or Section Fund Account)
 - e. Tournament and broad outline of programme fixtures for the ensuing period.
- iii. The President, Vice-President of the Club and/or S&R Convenor, may attend a SSC meeting or any general meeting of a section as a guest.
- iv. All official meetings of a SSC shall be held on Club premises and shall be arranged through the S&R Department.
- v. All meetings shall be chaired by the Convenor and in his absence by the SSC member nominated by him.
- vi. All decisions reached by the SSC shall be based on majority vote, and in case of a tie, the Chairman of the meeting shall have the casting vote. A member may request for a secret ballot and the meeting's decision on such request will be final. A vote shall be given in person, and proxy vote shall not be allowed.
- vii. All business and resolutions will be considered invalid if they contradict or contravene the Rules and/or Bye-Laws of the Club.
- viii. In the event, the Convenor fails to conduct section meetings for two regular periods, a SSC member may seek assistance of S&R Convenor to call and conduct the SSC meeting.
- ix. Where the section members are not satisfied with the conduct of the SSC's actions, they may appeal to S&R Convenor in writing to call for a section SGM. Such appeal shall only be considered provided it is signed by at least twenty percent (20%) of the membership of the section or 15 members whichever is higher.

5) Section Office Bearers

- a) At the AGM of the section the following officers may be nominated and elected by the section members or as provided by 3(ii) above :
 - i) Convenor
 - ii) Treasurer
 - iii) Captain(s)
- b) The appointment of all section office bearers is subject to approval by GC. The term for office bearers will be from the date of appointment to the next AGM of the section.
- c) All SSC members shall be required to agree and sign a declaration on conflict of interest as prescribed by the Club, upon assuming office.
- d) The minimum prescribed roles and responsibilities of office bearers are given in Appendix 1.

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6) Authority Of Section Sub-Committees (SSCs)

- i) The SSC is authorised to direct use of funds belonging to the section following the discretion given to it by the section members at the section AGM.
- ii) The SSC is authorised to plan and direct execution of all fixtures for tournaments and social games as it deems fit.
- iii) Maintenance of the sporting facilities is the responsibility of the Club's Management (General Manager and the heads of departments). The SSCs are encouraged to extend advice and inform the Management of any improvements and repairs required to the facilities. The Management is the sole arbiter in deciding the level and timing of improvement.
- iv) SSCs are encouraged to advise Management on desirable opening and closing times of facilities, however, Management shall have final say in deciding the facilities operation hours.
- v) SSCs should facilitate conducive and ethical behaviour amongst its members and use its offices to mediate in resolving disputes. They are, however, not authorised to handle any disciplinary matters. These should be referred to Management for appropriate action.

7) Authority Of Sub-Committee Members

- i) The section Convenor has the authority to approve transactions from any of the funds belonging to the section as applicable under SOP for the CMS described in *Appendix 2*.
- ii) In absence of the Convenor, the Treasurer has the authority to approve up to S\$500 per transaction subject to one other SSC member giving express approval.
- iii) The other SSC members do not have any financial authority unless the SSC at its meeting had authorised the member to be in-charge of an event, and the expenditure or purchase relates to the event and has been budgeted.

8) Finance & Accounting

- i) The Treasurer is responsible for drawing the budget of section accounts, event cost estimates and match subsidies. These shall be presented to the SSC for onward distribution to the section members and S&R Convenor upon their endorsement.
- ii) The SSC is collectively responsible for all accounting matters of the section.
- iii) The Treasurer shall regularly verify the accounts maintained on behalf of the section by the Club's Finance Department.
- iv) Under no circumstances is the SSC permitted to over-commit or overdraw sums such that it accounts result in deficit or an amount due to the Club. In this unlikely event, the members of the SSC shall be jointly liable to redress the position.
- v) Section purchases and expenses authorised and incurred may only be undertaken if these are within the authority of individual SSC members and shall follow the Club's procedures on procurement and substantiation of expenditure.
- vi) All arrangements for receiving monies such as participation fees, guest fees, rental of facilities, sponsorships, contributions, etc., shall be processed in full compliance with the Club's accounting procedure.

9) Club Match Subsidy (CMS)

- i) The SSC in adherence to S&R SOP (*reference Appendix 2*), shall create an annual budget for its CMS requirements.
- ii) The CMS should be used for a planned activity. Unplanned, unbudgeted activities require express approval from S&R Convenor.
- iii) If the subsidy for an event was over-estimated, the unspent amount shall be declared and shall not be permitted to be used for another event, unless express approval is obtained from S&R Convenor.
- iv) Any abuse of CMS may result in the Club compensating the amount involved from the respective Section Fund Account.

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10) Section Fund Account (SFA)

- i) All sections with section fees shall maintain a SFA with the Club. This account will comprise of income from monthly levies payable by section members; guest fees for section funded events; contribution from section members, if any; and disbursements for section funded events; expenses for events not covered from CMS and payment for any other purchases/expenses directed by the Treasurer of the section. The onus of veracity of SFA as provided by the Finance Dept. rests with the Treasurer of the section.
- ii) Any request from a section member for information on SFA must be addressed to the section Convenor, who shall direct S&R Dept. to provide pertinent information to the member.

11) Approved Income Account (AIA)

- i) Sections may with the approval of S&R Convenor direct Finance Dept. to maintain an AIA, wherein they can accumulate income from sponsorships, surplus from fully funded section events, and other such income where the Club has not incurred costs (or has been fully compensated for).
- ii) Disbursements from the AIA can be made by express and joint approval of the section Treasurer and the Convenor. Such directive shall be recorded in the SSC minutes of the meeting. An extract of the minutes should be provided to Finance Dept.
- iii) Like SFA, the AIA is a trustee account on behalf of the respective sections and the onus of veracity of the account as provided by Finance Dept. rests with the Treasurer of the section.

12) Section Guests

- i) Introduction of guests at the section events must follow the Rules and Bye-Laws of the Club.
- ii) Any section guest (a reciprocal Club member, a non-Club member or a Club member who is not a section member) participating in any event held by the section should be subject to guest fees which should not be less than the estimated pro-rated cost of the event.
- iii) In selection of teams for a S&R event, priority shall be given to a section member, Club member and then to any reciprocal or non-Club member. If for good reasons this arrangement is to be dispensed, prior approval must be obtained from S&R Convenor.

13) Selection for Tournaments

- i) First and foremost all tournaments in which the section intends to participate in, must be announced in a proper and timely manner, as is the case for all other section activities, to ensure that all Club members have equal and fair access to vie for a place to represent the Club. Best efforts should be made to reach out to the wider membership in order to have a larger pool of players to choose from.
- ii) Participation in tournaments shall not be restricted to section members but shall be open to all Club members who are eligible.
- iii) The selection of players can be broken up in 2 parts. One part is the selection process and the other part is the selection itself.
- iv) Sections should follow a clearly defined selection process which is appropriate to each individual section or sport/activity to select the best possible players to represent the club. As players' skills/competency can vary significantly over time it is important, whenever possible, to have a competition among members to represent the Club. The selection process should be transparent, open, equitable, as objective as possible, inclusive and merit-based. In the event that the number of members interested to represent the Club exceeds the places available trials should be conducted.
- v) Convenors assisted by their captains will make the selection of players.

14) Trophies, Prizes and Appreciations

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- i) SSC shall decide on the nature and type of trophies and prizes to be awarded at tournaments and matches.
- ii) No Club trophies are to be removed from the Club premises at any time. All championship trophies belonging to the Club should be subject to insurance and any loss should be reported immediately upon knowledge.
- iii) Cash prizes are not permitted to be awarded for any events whether sponsored by the Club or the section, without express permission of the S&R Convenor and GC. F&B vouchers and equivalent should instead be used.
- iv) It is not unusual for section subcommittees to offer appreciation to the Club staff for hard work and extra hours put in for satisfactory conclusion of an event. Wine bottle or equivalent gift is permissible subject to prior information and support of the Club's S&R Manager or HR Director as appropriate.

15) Functions & Post Event Entertainment

- i) Except for sections that do not have their tournaments on Club premises (Golf; Ten Pin Bowling; Scuba), all functions pertaining to tournaments or section events should be held at the Club, unless the Club's food & beverage (F&B) facilities are fully committed and an alternate date is not suitable. In such an event, support of ~~the~~ Management for an alternate venue should be solicited. Every section, however, should hold its major functions such as AGM or annual awards ceremony at the Club.
- ii) The F&B budget for CMS is only for participants of the tournament or event. Non participants such as spouses of the participant or supporters are not participants for this purpose. However, visiting team's officials, umpires and reserve players would be considered eligible.
- iii) After-match drinks should be restricted to a reasonable level and a SSC member responsible for the event must declare closure at an appropriate time. The committee member in-charge of the event must ensure all bills are properly accounted and verified prior to submission to Finance Department. Any other bills will be charged to the member on whose account F&B was incurred.

16) Dissolution of a Section

- i) In the event that a section is no longer a viable proposition, the SSC shall present a proposal to its members for dissolution of the section. Any remaining balance on section funds and/or AIA account of the Section shall thereupon be transferred to the Club for use for other sporting activities..
- ii) The S&R Convenor and/or the General Committee may take steps to dissolve any section which it deems to no longer be in the best interest of the Club. Final dissolution of a section rests with the GC.

Terminology

AGM = Annual General Meeting

AIA = Approved Income Account

Club, or "the Club" = The Tanglin Club

CMS = Club Match Subsidy

F&B = Food & Beverage

GC = General Committee

Management or Club Management = General Manager and the heads of departments

S&R = Sports & Recreation

SFA = Section Fund Account

SOP = Standard Operating Procedure

SRSC = Sports & Recreation Sub-Committee

SSC = Section sub-committee

APPENDIX 1 - Prescribed roles and responsibilities of Office Bearers

Appendix 1

**Section Committee Members
Roles & Responsibilities**

3. **Convenor**
 - I. The primary role of the Convenor is to plan, organize, and execute section activities for the benefit of the section members and promote the sport or activity to the wider interest of general membership of the Club.
 - II. Act as a liaison between the Management, General Committee and section members.
 - III. Provide information, explanation and clarification to the Management and General Committee in matters relating to the activity governed by the section.
 - IV. Coordinate the roles and duties of the other members of the section sub-committee (SSC) and delegate tasks for efficient SSC functioning.
 - V. Regularly conduct and chair SSC meetings to review progress of the section in achieving planned events, and guide section activities are in accordance with the policy of the Club.
 - VI. Represent the section at the Club's functions and events.
 - VII. Work closely with the section's Captain to build section teams for tournaments, and plan training and coaching needs of the section members.
 - VIII. Organise forums to grow membership of the section.
 - IX. Interact with the Club's Membership Department and Sports & Recreation Department on processing of application of new members, resignations etc., to enable proper billing of section dues.
 - X. Prepare and present a complete report of the activities of the section at the Annual General Meeting (AGM), or at any other time as requested by the section members
 - XI. Provide and approve periodic updates on section activities and liaise with Communication Department on publication topics.
 - XII. Interact with Finance Department on matters relating to budget, accounts and approval of expenses and claims.
2. **Treasurer**
 - I. Guide the SSC on the finance position of the section, and provide periodic reports on availability of funds to execute the planned events of the Section.
 - II. Prepare annual budget of the section, and monitor section's income and costs are within budget estimates.
 - III. Review accounting for income and expenses of the section
 - IV. Verify and jointly approve expenses of the section, and maintain check on its commitments.
 - V. Review and verify accounts and prepare Treasurer's report for presentation at the section AGM.

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3. **Captain**
 - I. Assist Convenor in establishing teams for tournaments
 - II. Identify training needs of the section players and arrange for coaching of the players
 - III. Supervise training courses conducted for section players
 - IV. Guide the SSC on maintaining the sporting kits and equipment and assist in procuring the sporting material needed for the section.
 - V. Support and participate in the tournaments organised by the section.
 - VI. Establish guidelines for competitions and arrange for draws for the competition and facilitate the games and fixtures.
 - VII. Prepare and present Captain's report at the section's AGM.

Appendix 2

**Appendix 2 - Standard Operating Procedure on Club
Match Subsidy, 30 September 2015**

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STANDARD OPERATING PROCEDURES

APPENDIX 2

Classification: S&R Financial Matters	Policy No:	Date of Issue: 1 October 2015
SUBJECT: S&R SECTION FUND & CLUB MATCHES SUBSIDY	Drafted by: Finance Sub Committee (FSC) Reviewed and edited by S&R Convenor	Approved by: General Committee 30 September 2015

Objectives

The purpose of this Sports & Recreation (S&R) Section Fund (SF) and Club Matches Subsidy (CMS) Standard Operating Procedures (SOP) document is to provide a framework within which Sections can operate, and that Sections may establish their use of SF and CMS under agreed rules and guidelines.

There are two types of S&R Sections:

- (i) Membership based with Section Funds
- (ii) Membership/non-membership based without Section Funds

1 Membership Based Sections with Section Funds

1.1.1 These comprise a group of members with a common special interest in a particular S&R activity. Such members have vested interest in the Section they have registered for and contribute a monthly section fee (to be determined by Section Committee) to be used for the general good of all Section members.

1.2 Sections in this category currently include:

- (i) Balut
- (ii) Billiards
- (iii) Bridge
- (iv) Darts
- (v) Golf
- (vi) Lawn Bowls
- (vii) Squash
- (viii) Tennis
- (ix) Ten-pin Bowling

1.3 Apart from participants' fees and sponsorship, Section Committees' principal funding sources for activities are SF and CMS.

2 Membership/non-membership Based Sections without Section Funds

2.1 This is defined as a Section which may, or may not, have a register of members but where no monthly or other section fees are imposed.

2.2 Sections in this category currently include:

- (i) Scuba
- (ii) Swimming

2.3 Apart from participants' fees and sponsorship, Section Committees' principal source of funding for activities is CMS.

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3 Communication, Administration & Authority

3.1 All Sections are expected to communicate on an on-going basis with S&R Sub Committee (through Section Convenor). This is to share information on activities, ideas, revenue generated, expenses incurred, provide members' feedback on issues of concern, make formal requests for assistance and help find solutions for any problems faced by sections.

3.2 S&R Department shall provide administrative assistance and support, including oversight of use of SF and CMS.

3.3 S&R Department shall be responsible for overseeing and administering any organised coaching or the provision of lessons within the Club through any hired professionals / professional companies, in consultation with sections through Section Committees.

3.4 The way in which Club facilities are used by members (and others), operating hours for various activities, any charges which may apply, and definitions of appropriate attire to be worn while using the facilities, are subject to direction from General Committee (GC). Section Committees may make recommendations in regard to these matters which are then considered by S&R Committee and, if approved, at that level by GC who will rule on them in consultation with management as needed. Once approved by GC these areas are administered by S&R Department and its appointed employees.

No Section Committee, Section member, Club member or third party shall have any authority in directing the use (or alternative use) of the Club's facilities, changing of charges, operating hours without the prior consent of S&R Department and S&R Convenor. As needed, these matters will be raised to GC by S&R Convenor.

It is recognised and accepted that some Sections have Section Committee members on duty to help/direct Club events / tournaments. For example, a lawn bowls Section Committee member is on duty at the green for Club events / tournaments and is responsible for items such as event format, direction of play, and players' compliance with dress code.

3.5 As users of the facilities, members are encouraged to help identify maintenance issues (or alterations to facilities) but changes may only be conducted with the approval of S&R Department.

Where required maintenance or alterations are not done in a timely manner Section Committees may escalate through S&R Committee and, if agreed, to GC.

3.6 Prior approval is required for sponsorship of Section events where Club's facilities or Club's name are to be used by a sponsor or a third party, or where there is an intention to use Club facilities for advertising or other purposes by a third party. Approval may be sought through S&R Department which will forward the request to S&R Convenor and, if agreed, to GC. (See Part 6 for information on facility or premises sponsorship or renting.)

4 Section Fund

4.1 The monthly Section fee, determined from time to time by the Section Committee with a majority of Section members' approval, accumulates in a Section Fund (SF).

4.2 Section members may enjoy preferential rates or subsidies for activities and events organised by the Section Committee or its delegates. Such subsidies are to be funded from the Section Fund.

4.3 Non-Section members and guests may be allowed to participate in organised activities and events but they shall not be subsidised by SF.

4.4 SF should be used to the maximum benefit of all Section members.

4.5 Authorised maximum single expenditure of SF is as follows:

(i) Section Convenor: up to \$500

(ii) Section Committee (subject to approved minutes of meetings): any amount

4.6 SF is kept by the Club in custody for Section members.

4.7 A monthly statement of contribution, use and balance of SF will be made available by Finance Department for the Section Committee's review, through S&R Manager.

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- 4.8 SF balances held shall not exceed one year of Section member contributions without a plan for their use to the benefit of Section members. (Note: The intention of Finance Sub Committee (FSC) is to reduce this to six months, but there is recognition that some Sections are holding large sums in their SFs.)
Further accumulation of funds for specific purposes is allowed as long as there is a plan for their use which is approved by S&R Convenor.
- 4.9 Convenors / Sub Committees shall provide a SF report of monies spent and planned spending to their Sections six months into their term of office, and a report of all SF spending during the year at their Section Annual General Meeting (AGM) or equivalent gathering. If there is no gathering, then an email containing this information must be sent out to all Section members copying S&R Manager and S&R Convenor.
- 4.10 SF can be used for the following purposes:
- (i) Food & beverages (F&B) during events
 - (ii) Prizes for events
 - (iii) Lucky draw for events
 - (iv) Any other expenditure for the benefit of the Section as endorsed by a majority of Section Committee

Any other cases outside the scope of the above mentioned shall be endorsed by the Section Committee and approved by S&R Convenor.

5 Club Matches Subsidy

Club Matches Subsidy (CMS) is intended to enable and subsidise Section members' participation in events recognised and planned for by Section Committees. This is intended to ensure that Club members can represent the Club in inter-club events, both internationally and nationally. This is also intended to subsidise major planned internal events for the purposes of bringing Club Section members together and for promoting the activities of the Section.

CMS is not intended to fund Section parties or similar events.

- 5.1 Use of CMS shall be approved by the Section Committee and must follow the approved budget, or receive prior approval from S&R Convenor.
- 5.2 The Club Purchasing Policy shall be strictly followed by Section Committees.
- 5.3 CMS shall be used for paid-up Section members and visiting players / participants in events, may be used for other Club members, but shall not be used to subsidise guests.
- 5.4 Sections should make every effort to run their tournaments, matches or activities in line with their approved Club Matches Subsidy budget. Unplanned or unbudgeted expenditure may be funded by:
- (i) further contributions from participants
 - (ii) sponsorship
 - (iii) the Section Fund with Section Committee approval
 - (iv) other means
 - (v) changes to the CMS budget, or use of a reserve in the budget to meet special requirements such as unforeseen matches / visits from reciprocal or other clubs / entities, subject to Section Committee and S&R Convenor approval, with the FSC to be informed
- 5.5 CMS can be used for the following purposes:
- (i) Major, official and approved tournaments / events* (It is envisaged that there may be 3-4 of these annually.). This to include entrance or participation fees of the tournament, and peripherals such as cost of name tags, club banners, etc.
 - (ii) Disburse entrance or registration fees for teams / participants, representing the Club at tournaments which are "Approved" for CMS purposes, subject to pro-rated cost per participant does not exceed \$50 per participants per tournament.
 - (iii) To pay travel allowance of up to S\$100 per participant for an approved overseas sporting event.

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- (iv) Prizes and tournament apparel for major planned events.
- (v) A reasonable amount of F&B directly associated with inter-club tournaments and events.
- (vi) To subsidise the Section AGM (it is recommended that all Sections hold an AGM) up to a maximum of S\$50 for each participating paid-up Section member.
- (vii) Other to be determined and as agreed by Section Committee with S&R Convenor providing it follows policies and guidelines established by FSC.

***Definition of an Approved Event:**

An Approved Event is a tournament or event that is listed and approved during the annual budgeting exercise. Activities eligible for CMS include:

- Inter-Port matches (international)
- Inter-Club matches
- League matches that may involve associations rather than Clubs
- Four Internal tournaments / events per year. (Club members).
- One annual Inter-Section tournament
- One annual Staff versus Members tournament
- Planned match with an overseas visiting club

5.6 Off-Site Approved Events Usage Fees: (e.g., Golf, Ten Pin Bowling, all Sections on tour)

- (i) There is a \$50 usage fee subsidy cap per active participant in Approved Event
- (ii) Members must pay a minimum of 50% of the usage fees. Where facilities usage fees, on an overseas tour, is combined /aggregated with the participation fees, a maximum of \$20 will be permitted per participant.

5.7 F&B CMS Allowance per active participant in Approved Events:

- (i) A maximum of \$25 per active participant
- (ii) Active participants include registered non-Club players / participants
- (iii) This may be supplemented by event fees, sponsorship, appropriate advertising

etc.

Exceptions to F&B subsidy:

- a) An allowance of \$50 per Section member is allowed at AGM's.
- b) One other major event of the year per Section may have a \$50 Section member subsidy.

5.8 CMS For Specific Needs Of Section:

Section Convenor / Section Committee may with the support of the S&R Convenor apply to GC for an additional CMS budget to cover specific needs of their games / sports to promote the activity within the Club. A justification should be provided why such costs cannot be funded from Section Fund.

5.9 CMS for a Replaced Event

In the circumstances that a planned approved event is cancelled, the CMS budget approved may be used for another unplanned or replacement event, subject to approval by the S&R Convenor and that the participation rate and the overall cost do not exceed the budget amount allocated for the cancelled event and sum to be used from the section fund is proportionate to that of the cancelled event.

5.10 CMS Contingency:

S&R Convenor will provide for a contingency amount not exceeding 5% of the total S&R Budget to provide for any urgent and unplanned activity of any sporting section which would be beneficial for the membership in general or prestige of the Club. This may include unexpected visits from other clubs. Use of such contingency must be reported to GC.

6 Sponsorship / Revenue / Renting of Club Facilities and Premises

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- 6.1 Sponsorship and any other revenues received shall be kept in the relevant Section's Approved Income Account (AIA), and these monies may be used to subsidise approved CMS activities. Monies not used during any accounting year will be carried forward to the next accounting year with no loss.

Note: It is likely that there will be situations where certain monies (not CMS) received into AIA may legitimately be used to subsidise specified Section spend. For example, if a Section is holding its annual end of year social party, which should be funded from SF, it may choose to subsidise the costs of such parties through Section member fees, non-Section member fees and / or external guest fees. In such cases the monies received from participation fees may be used to offset the costs of running the event. Section Committees should keep in mind that the use of Club premises for S&R social activities is primarily intended for Section members and Club members. The invitation of large numbers of external guests to generate funds to subsidise these events is discouraged.

- 6.2 Renting of Club facilities and premises shall be recognised as Club's income. Any deviation shall be approved by GC through S&R Convenor on a case-by-case basis. Depending on the amount of work required by the Section to arrange and organise these activities, a portion of the revenue may be credited to the Section's AIA.

7 Annual Budget

- 7.1 Section Committees are required to submit an annual budget for CMS using a standard template provided by Finance Department with details of the planned use of budget for each event/game/tournament/activity, following guidelines prepared by S&R Convenor and approved by FSC. Section Committees are required to submit an annual plan for use of SF. It is understood that some additional unplanned activities and associated SF spend may occur on a case-by-case basis throughout the year.

Section Committees may also provide input through S&R Committee on proposed capital expenditure, refurbishment, maintenance, re-designation of use of facilities, or change to operations.

- 7.2 Section Committees are to provide their input regarding items in 7.1 in line with the Club's budget planning cycle. These are to be consolidated and endorsed by S&R Manager for review by S&R Convenor. This document shall be reviewed by FSC, and endorsed or otherwise, prior to its submission by S&R Convenor to GC for approval.

- 7.3 New Budgeting Round to evaluate impact

(i) All activities eligible for CMS should be budgeted on an annual basis, with a description of the event and an estimation of the estimated number of active participants.

(ii) Example of budgeting per Approved Event:

Section:

Event Name:

Date:

Estimated number of active participants:

Resulting estimated CMS for participation and F&B:

Other estimated costs: E.g., Trophies, T-shirts, Prizes, viewing gallery