



Bye – Laws

2025 Edition

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The Kowloon Tsai Home Owners Association (hereinafter “KTHOA” or “Association”)
Bye – Laws

General: -

These Bye -laws are made by order of the Executive Committee of the Kowloon Tsai Home Owners Association (hereinafter “Executive Committee”) pursuant to Clause 69 of the Articles of Association for the orderly management of all facilities and services provided by the Association and to be observed by every member. These Bye-laws should be read in conjunction with the Association Articles of Association and the Executive Committee amendments from time to time. Any violation of the Bye-Laws may result in expulsion from membership in accordance with the Complaints and Disciplinary Action Section.

1. Definitions:

- a) “Association” means The Kowloon Tsai Home Owners Association;
- b) “Executive Committee” means the members of the Executive Committee of the Association for the time being;
- c) “Disciplinary Panel” means a panel constituted by the Executive Committee responsible for disciplinary matters;
- d) “Member” means any member or members of the Association for the time being, including Ordinary, Associate or Honorary members;
- e) “General Manager” means the person who is employed by the Association responsible for all executive and operational matters of the Association;
- f) “Club Manager” means the person who is employed by the Association responsible for recreation matters within the Association premises;
- g) “Restaurant Manager” means the person who is employed by the Association responsible for the operations of the Chinese restaurant and Bar;
- h) “Association Coach” means a coach authorized by the Association to provide lessons on Association premises;
- i) “Association Staff” means persons who are employed by the Association;
- j) “Reception Desk” means the reception desk and area in the lobby of the Association adjacent to the Chinese Restaurant; and
- k) “Annual Meeting” means the Annual General Meeting of the Association;

2. Powers of making Bye-law: -

- a) A Bye-law may be made, altered, amended or repealed by the Executive Committee in its absolute discretion and the making, altering, amending or repealing, as the case may be, shall become effective on a date to be specified by the Executive Committee;
- b) Where, pursuant to any Bye-law, any matter is to be determined in the discretion of the Executive Committee no person affected by the exercise of its discretion shall be entitled to call for or receive any explanation of the discretion or any compensation or any other indemnity consequential upon the exercise by the Executive Committee of its discretion;
- c) Publication of any Bye-law made and any alteration to, amendment or repeal of a Bye-law, as the case may be, shall be effected by displaying a notice on the notice board on the ground floor of the Association building; and
- d) All members shall be deemed to have received notice of the making/ alteration/ amendment/ repeal of any Bye-laws thereof on the day on which such notice is published on the notice board.

3. Membership Eligibility: -

- a) Individuals aged twenty-one or above have the right to apply for membership in the Association;
- b) To apply for membership, the applicant must be nominated by a member and seconded by another member; and
- c) Applicants will be interviewed by officers of the Association and applications shall be balloted by the Executive Committee and only upon a unanimous decision shall applications be accepted.

4. Dependent Members: -

- a) Upon admission to membership, a member may apply for his/her spouse and children under 21 to become dependent members by completing the membership form and providing attested documents for identification purposes. (Marriage certificates and birth certificates for children are required). Family members according to Article 23 of the Articles of Association cannot vote;
- b) A member shall be responsible for the conduct and all expenses incurred by his/her family members in the Association; and
- c) Children under 8 must be accompanied by an adult while they are on Association premises.

5. Membership Card: -

- a) Each member is required to obtain one membership card. Association staff have the authority to request members to present their membership cards for verification;
- b) Each member shall be entitled to request the issuance of a supplementary card for his/her spouse. By making such application the member shall be deemed to have agreed to be responsible to make payment to the Association for all charges incurred by the use of the supplementary card;

- c) Each member shall be entitled to request the issuance of a supplementary card for each unmarried child between the age of 8 and under 21 years old. By making such application the member shall be deemed to have agreed to be responsible to make payment to the Association for all charges incurred by the use of the supplementary card; and; The loss of membership card must be reported to the Association immediately. The Association will issue a replacement card, and a fee of HK\$50 will be charged for each card.

6. Conduct of Members: -

- a) If a member has grounds for complaint about any fellow Member or Association's employee or has suggestions for the improvement of the facilities, he should refer the matter in writing to the Association's General Manager (hereinafter "GM");
- b) Members are asked not to reprimand any Association employees for alleged misconduct, inefficiency or any other matter, but to put it in writing to the Association's General Manager;
- c) Association Staff are strictly not allowed to accept tips. Those who violate this rule will face disciplinary action. Members are therefore asked to observe this rule most carefully;
- d) No arguing in a loud voice, quarrelling, fighting, obscene language and behaving in an inappropriate manner will be allowed in the Association's premises. Any violation of this Bye-Law will subject the violator to disciplinary action in accordance with the Complaints and Disciplinary Action Section;
- e) Individuals whose membership has been suspended shall not be allowed to enter the Association's premises or use any Association facilities or services during the period of suspension and for the avoidance of doubt, during the suspension period, the suspended member may not use Association facilities even as a guest of another Association member;
- f) Any individual whose membership has been suspended by the Association is still required to pay the monthly fee for the duration of the suspension;
- g) Each member is obliged to observe all of the Bye-laws of the Association at all times;
- h) Each member is obliged to ensure that his/her guest are authorized at his/her request to use any of the facilities of the Association; and
- i) If the Association receives allegations or complaints that any member or individual described in Section 6d has violated any provision of the Association, that member shall be dealt with according to the Complaints and Disciplinary Action Section.

7. Accounts of Members: -

- a) Each member has his/her own account, and all expenses incurred by members within the Association must be recorded by signing a chit. A member must present his/her membership card when signing the chit. No cash transactions will be accepted;
- b) Payment of all accounts shall be settled by cross cheque made payable to "The Kowloon Tsai Home Owners Association" or by autopay; and
- c) Members who cannot make their monthly bill payment by the due date will be charged a late fee:

- i. If a monthly payment is overdue by more than 60 days, the member must pay a late fee of HK\$200.
 - ii. If payments are overdue by more than 75 days, the member must pay a late fee of HK\$1,000 and his/her membership will be suspended.
- 8. Guests: -
 - a) Any member and his/her lawful spouse (but not Children of the Member) may invite guests to the Association. A member who introduces a guest shall enter the name of the guests in the provided book. Members shall be responsible at all times for the conduct of the guests and for settling any charges incurred by their guests at the Association. All guests must be accompanied by a member; and
 - b) The Executive Committee, GM or Club Manager has the authority to admit or deny entry into the Association premises any guest whose behavior on the Association premises has been deemed inappropriate in their judgment.
- 9. Domestic helpers: -
 - a) Entry into the Association is only allowed when accompanied by a member; and
 - b) Except for dining services, members' domestic helpers are not allowed to use any Association facilities.
- 10. Opening Hours: -

With the exception of the Oxford Pub, which closes at 11:30 pm, the Association shall be open every day from 7:00 am to 11:00 pm. The Executive Committee, GM or Club Manager may, at their discretion, modify the opening and closing times and reserve any or all parts of the Association premises for special purposes when deemed necessary.
- 11. Association Arrangements in time of Typhoon: -
 - a) If Tropical Cyclone Warning Signal No.1 or 3 is issued, all indoor Association facilities will continue operations as usual, while outdoor facilities will only provide limited services;
 - b) If a Hong Kong Observatory announcement is made to issue the Tropical Cyclone Warning Signal No.8 or above in the next two hours, all facilities will stop operations in the next hour, including dining and recreational facilities;
 - c) If the Tropical Cyclone Warning Signal No.8 or above is lowered at or before 7:00 pm, all facilities will progressively resume operations two hours thereafter, including dining facilities. Outdoor facilities will only provide limited services; and
 - d) If the Tropical Cyclone Warning Signal No.8 or above is lowered after 7:00 pm, all facilities will stop operations for the day.
- 12. Once the Association is closed, no member except the on-duty staff is allowed to stay within the Association premises.
- 13. Members must pay fees as required when using the Association's facilities. These may be changed from time to time at the discretion of the Executive Committee and the details of

such changes will be posted on the Association Notice Board.

14. Dress: -

- a) Only persons properly dressed (as determined by the Association's General Manager or Club Manager) will be allowed to make use of Association facilities ;
- b) Swimming suits will be allowed only in the vicinity of the swimming pools, in the changing rooms and the normal direct routes between the swimming pools and the changing rooms; and
- c) No player will be admitted to the tennis courts or any area of the Association's premises unless he/she wears a shirt.

15. Association Property: -

- a) No member or staff shall move or take away any property belonging to the Association; and
- b) Members will be required to meet the cost of making good any damage caused by themselves, their families or their guests to any of the Association's premises or property whether willfully or accidentally. The Association shall have the right to determine the cost of damage.

16. Valuables: -

- a) The Association accepts no responsibility for the loss or theft of or damage to any property or valuables of members, their families, guests, or visitors on any of the Association Property whether left in communal rooms or in the security lockers provided for that purpose;
- b) The Association accepts no responsibility for any valuables entrusted to the care of any member of the Association's staff; and
- c) No valuables are allowed to be kept overnight in the Association's premises.

17. Lost Property: -

- a) Any articles found on the Association premises will be kept at and may be claimed from the Association Reception Desk; and
- b) If any such article remains unclaimed for a period of one month from the date of storage, it will be disposed of by sale or in such other manner as the Executive Committee may direct.

18. Accidents or Injury: -

The Association will be under NO liability or responsibility for any accident or injury to members, their families, guests and visitors, which may occur in any part of the Association's premises, whether or not such accident or injury was caused by the negligence of the Association, its staff, or any other person.

19. No pets whatsoever shall be admitted to any of the Association's premises at any time (except guide dogs), unless sanctioned by the GM or Club Manager.

20. Bicycles or Scooters must not be ridden within the Association premises. Members may place their bicycles properly on the designated bicycle racks during parking lot opening hours. If the bicycle racks are full, please leave your bicycle with security personnel. Bicycle parking spaces are for the exclusive use of members.
21. Smoking is not allowed in the Association except in the designated smoking areas.
22. CCTV Surveillance System
- a) The surveillance system is established to protect the property of the Association and its members, ensure the safety and security of members, guests, and staff, and monitor and maintain the safety and operational integrity of the Association's environment;
 - b) A member who requests to view CCTV footage due to lost property or an accident must provide detailed information such as the date and time of the visit;
 - c) Without the consent of the General Manager or Executive Committee, members or guests are not allowed to view CCTV footage;
 - d) Without the consent of the General Manager or Executive Committee, information must not be disclosed or revealed to any other person; and
 - e) During the review of the footage, an authorized staff member must be present throughout the entire viewing process to ensure personal privacy is protected in accordance with the Personal Data (Privacy) Ordinance. By viewing the CCTV footage, the viewer has agreed to keep confidential all matters viewed and shall not disclose any information to third parties except in a written complaint to the Association.
23. Within the Association's premises, members and their guests are not allowed to take photographs, record videos, or make audio recordings without obtaining prior consent from the General Manager or Club Manager.
24. No gambling or games of chance in any form or political meetings shall be allowed on the premises of the Association.
25. No subscription lists, raffles, etc. will be allowed unless sanctioned by the Executive Committee.
26. A member of the Association shall not be appointed to a salaried office of the Association; however, payment may be made to any member in return for any services actually rendered to the Association. All members' contracts and/or consultancies shall be approved by the Executive Committee.
27. Executive Committee members, if interested in a contract, shall disclose his/her interest prior to or during the meeting and abstain from voting on such interested contract.

28. The Association shall have the right to refuse admission to persons who are in debt to the Association and to those who do not observe its Regulations.
29. Without prior approval from either the Executive Committee or the General Manager, members are not allowed to invite instructors who are not authorized by the Association to teach or conduct any form of classes within the Association premises.
30. The Executive Committee and the General Manager reserve the right to temporarily suspend any facility's availability at any time to accommodate other Association activities or events.
31. The Executive Committee reserves the right to amend the Association's Bye-laws at any time pursuant to Clause 71 of the Articles of Association.

II. Chinese Restaurant

1. Opening Hours:
Weekdays: 11:00 am to 11:00 pm
Weekends / Holidays: 10:00 am to 11:00 pm
The Executive Committee reserves the right to modify the above operating hours when necessary.
2. No cash transactions will be accepted. Members must settle their bills by signing chits or using a credit card.
3. The minimum standard of dress in the Chinese restaurant shall be to dress respectably and appropriately at all times. Management's interpretation of this dress code shall be final.
4. In the event of any individual wearing inappropriate attire or displaying conduct that disrupts other members, the Association and Restaurant Manager reserve the right to request that the individual depart from the premises.
5. Gambling activities are strictly not allowed within the main restaurant premises.
6. Smoking, e-cigarettes, and all tobacco products are not allowed inside the restaurant.
7. Using offensive language and causing disturbance to others are not allowed.
8. Members are not allowed to lend or transfer their membership for use by third parties.
9. Guests must be accompanied by a member to use the restaurant services.
10. Lunchtime on Saturdays, Sundays, and holidays is limited to 90 minutes.
11. If a member has not taken his/her reserved table within 15 minutes of the reservation start time, the Association has the right to reassign the table to other members.
12. Except for banquets, each member may reserve a maximum of 3 tables during the same time period.
13. Members may rent the restaurant for private events on a first-come, first-served basis through the Restaurant Manager, who will be responsible for arrangements. Members renting the restaurant are responsible for maintaining order and are liable for any damages to Association property incurred during their rental period.
14. Members are responsible for the conduct of their invited guests and must ensure that their guests adhere to the Association's rules and regulations.
15. Members bringing alcoholic beverages into the Association for consumption are subject to a corkage fee of HK\$100. The Executive Committee, GM, Club Manager and Restaurant Manager reserve the right to modify the corkage fee at any time.

16. Individuals under the age of 18 are not allowed to consume alcoholic beverages on Association premises.
17. The Restaurant Manager has the authority to cease alcohol sales to members and guests who appear to have visibly consumed excessive amounts of alcohol.
18. Members or guests are solely responsible for all risks associated with bringing their own food. The Association accepts no responsibility whatsoever for the safety of self-brought food.
19. Members bringing their own cake for consumption within the Association premises must pay a cake-cutting fee of HK\$100.
20. Members who bring their own seafood and other food for processing will be charged an oil and processing fee per catty. No more than three varieties are allowed on Saturdays, Sundays, and public holidays. Charges depend on the cooking method, and the Executive Committee reserves the right to modify the charges at any time.
21. The Executive Committee and General Manager have the right to temporarily close the Chinese Restaurant for cleaning, maintenance, or repairs without prior notice.
22. Any person's use of the Association Chinese restaurant that results in damage, injury, or death, under any circumstances, is the sole responsibility of the member, his/her spouse, family members, or guests. The Association and its staff accept no responsibility for any such damage, injury, or death caused.
23. The Executive Committee reserves the right to alter and / or make adjustment to the Bye-Laws when deemed necessary and without prior notice.

III. Bar

1. Opening Hours: 2:30 pm to 11:30 pm
The Executive Committee reserves the right to modify the operating hours when necessary.
2. No cash transaction will be accepted. Members must settle their bills by signing checks or using a credit card.
3. The minimum standard of dress in the Chinese restaurant shall be to dress respectably and appropriately at all times. Management's interpretation of this dress code shall be final.
4. In the event of individuals displaying inappropriate attire or behavior that disrupts other members, the Association and restaurant manager are authorized to request that those individuals vacate the Association premises.
5. Sleeping, loud disruptions and noise are not allowed within the bar area.
6. Gambling activities are strictly not allowed within the bar premises.
7. Persons under the age of 18 are not allowed to consume alcoholic beverages on Association premises.
8. Sale of tobacco products to persons under 18 is strictly not allowed.
9. Smoking, e-cigarettes, and all tobacco products are not allowed inside the bar.
10. Smoking, cigars, and all tobacco products are only allowed within designated areas.
11. Using offensive language and causing disturbances to others is not allowed.
12. Members may reserve the bar for private events on a first-come, first-served basis. The restaurant manager is responsible for coordinating such arrangements. Members renting the bar are responsible for maintaining order and compensating the Association for any damage to Association property during the rental period.
13. Members are responsible for the behavior of their invited guests and must ensure that their guests adhere to the Association rules.
14. Guests must be accompanied by a member to use the bar services.
15. Members bringing their alcoholic beverages into the bar for consumption are subject to a corkage fee. The Executive Committee reserves the right to modify this fee at any time.
16. The bar manager has the authority to cease alcohol sales to members and guests who appear to have visibly consumed excessive amounts of alcohol.
17. Users are required to take responsibility for their belongings, and the Association and its staff shall not be held liable for any loss, damage, or theft of personal items.

18. Unauthorized removal or relocation of any items within the bar is strictly not allowed. Any damages incurred will result in compensation determined by the Association.
19. The Executive Committee, General Manager, Club Manager and Restaurant Manager have the right to temporarily close the bar for cleaning, maintenance, or repairs without prior notice.
20. Any person's use of the Association bar that results in damage, injury, or death, under any circumstances, is the sole responsibility of the member, his/her spouse, family members, or guests. The Association and its staff bear no responsibility for any such damage, injury, or death.
21. The Executive Committee reserves the right to alter and / or make adjustments to the Bar Bye-Laws when deemed necessary and without prior notice.

IV. Bridge Room

1. Opening Hours: 12:00 noon to 12:00 am (Midnight)
The Executive Committee reserves the right to change the above operating hours when necessary.
2. General Rules:
 - a) Maximum occupancy is four persons per room;
 - b) At least one of the individuals using the bridge room must be a member who reserved it;
 - c) Users must maintain good personal behavior, refrain from using vulgar language, and avoid disturbing others;
 - d) Smoking, electronic cigarettes, and any other tobacco products are strictly not allowed inside the bridge rooms;
 - e) Users must keep the bridge room clean and tidy;
 - f) No meals are allowed in the bridge room; only drinks and snacks are provided;
 - g) The bridge room is for playing mahjong, card games, or bridge only and must not be used for any other purpose; and
 - h) No cash transactions are allowed.
3. Reservations and Cancellations:
 - a) Members can reserve a bridge room by calling or visiting the Association up to 30 days in advance; and
 - b) If a reserved room is canceled, the Association must be notified at least 24 hours in advance; otherwise, the booking fee will be charged to the member's account.
4. Guests:
 - a) Members can invite guests to use a bridge room; and
 - b) Guests must use the bridge room in the company of a member and comply with the Association's bridge room rules.
5. Users are responsible for safeguarding their own belongings. The Association and its staff are not liable for any loss, damage, or theft of personal property.
6. Under the Hong Kong Gambling Ordinance (Chapter 148), all forms of illegal gambling activities are strictly prohibited within the Association premises.
7. Association staff have the authority to inspect all activities in the bridge rooms. If individuals are found to be in violation of the Hong Kong Gambling Ordinance (Chapter 148) or the Association's rules and regulations, the Association staff have the right to remove them from a bridge room.
8. No games involving a single or multiple gamblers acting as bankers for profit are allowed in any part of the Association. Any games conducted within the Association may not be organized or operated as a business or commercial activity.
9. Moving or taking any items from the bridge room without authorization is strictly not allowed. Any damage caused must be compensated, and the compensation amount will be

determined by the Association.

10. The Executive Committee and General Manager have the right to close the bridge rooms for cleaning, maintenance, or repair work without prior notice.
11. Any person using the Association's bridge rooms under any circumstances that result in damage, injury, or death will be held responsible. The Association and its staff are not liable for any such damage, injury, or death.
12. Violation of the bridge room rules may result in a ban for the violator from using the bridge room, with the duration determined by the Association in accordance with the Complaint and Disciplinary Actions Section.
13. The Executive Committee reserves the right to alter and / or make adjustment to the Bridge Room Bye-Laws when deemed necessary and without prior notice.

V. Tennis Courts

1. Opening Hours:
 - a) Day Session: 7:00 am to 7:00 pm; and
 - b) Evening Session: 7:00 pm to 11:00 pm
2. Charges:
 - a) Members: \$10 per session; and
 - b) Guests: HK\$ 100 per session
 - c) Lighting fee: \$80 per session per court
(Applicable from 7:00 pm to 11:00 pm, the Tennis Court lights will automatically turn off at 11:10 pm)
3. General Rules:
 - a) For DAY SESSIONS, a court may be played on a “first-come-first served” basis (except court no.4, every Tuesday and Wednesday (except public holidays) from 2:00 pm to 7:00pm and court no.6);
 - b) Before using the court, members are required to check-in in person at the Reception Desk;
 - c) Children under the age of twelve must be accompanied by a parent or the Association coach, or under supervision, to use the tennis courts;
 - d) No more than 4 persons are allowed on any one court at the same time except group lessons given by the Association’s tennis coaches;
 - e) Except Association tennis Coaches or authorized by the General Manager or Club Manager, not more than six balls (aside from solo practice) or other coaching equipment (such as cones, ball machine, etc.) can be used;
 - f) Smoking, eating or spitting on the courts are strictly not allowed; Users must keep the courts clean and tidy; and
 - g) Players must wear proper and appropriate tennis wear. Only clean and non-marking rubber sole sports shoes are allowed.
4. Reservation Policy:
 - a) For DAY SESSIONS, reservations are accepted only for court no.4, every Tuesday and Wednesday only (except public holidays) from 2:00 pm to 7:00 pm and court no.6;
 - b) For EVENING SESSIONS, reservations are accepted for all courts;
 - c) Courts should be booked either via the online booking system, in person or by phone not more than 14 days in advance;
 - d) First-come-first-served policy shall be adopted; each member and spouse are only allowed to make one one-hour reservation for any court per day;
 - e) Consecutive bookings may only be made on a walk-in basis;
 - f) A member who books the court must be one of the players;
 - g) The court will be reallocated to another member after 15 minutes and the court fees will still be charged to the member reserving the court;
 - h) Members are required to leave the Tennis Court after the use period ends; if a member continues to use the venue without notification Association staff has may require the member to leave immediately or charge venue fees; and
 - i) A cancellation must be made 24 hours prior to the reserved hour otherwise the court

fees will still be charged to the member.

5. Tennis Court Waiting List Guidelines:

- a) Before using the court, members and guests (“players”) must acquire a name tag from the Reception Desk;
- b) Players must attach their name tag to the waiting list board or they will not be considered to be on the waiting list;
- c) To use court no.1 or 2, players must wait by court no.1; and to use courts no.3 to 5, players must wait in the waiting area by court no.3;
- d) One player is allocated ten minutes of court use, twenty minutes for two players, thirty minutes for three players and forty minutes or one set (6-6 or 7-5), whichever is shorter, for four players. Warm ups are included in the allocated time slots;
- e) If more than one group has attached their name tags to the waiting list and there is one or more available spots, latecomers are not allowed to join any of the groups unless all parties in the group that the latecomer wants to join are agreeable;
- f) Before entering the court, players must activate the timer. When their time is up, players must leave the court. If the timer has not been activated, the on-court players must vacate the court when waiting players start to line up which should be 40 minutes or one set (6-6, 7-5) after the players have entered the court;
- g) If players who have just used up their time slot wish to continue using the courts, they must queue up again from the bottom of the waiting list;
- h) If the first in line players give up their slot for players who have just come off court to continue their game, the first in line players must queue up again from the bottom of the waiting list to use a court;
- i) If two first in line players wish to play a match against two players who have just come off court but there are other groups waiting on the waiting list, the first two players must allow the other groups to use the courts first;
- j) If groups on the waiting list wish to switch slots with one another, they can only do so if both sides are agreeable and if it does not affect the priority of other players who are on the waiting list;
- k) If players are not on court five minutes past their time slot, Association staff has the right to make new arrangements for said court;
- l) If two groups have both used up their time slot and wish to continue their match but there is only one court available, they must draw lots to decide who can use the court first;
- m) Once the timer starts, the addition of new players to the group will not alter the time allocated to them;
- n) Name tags must be returned to the Reception Desk after use on the same day. If a name tag is lost, an administrative cost of HK\$50 will be charged; and
- o) In case of dispute, the decision made by Association staff will be final and conclusive.

6. Member’s Children Age under 21:

- a) Children are allowed to use any court at any time during Mondays to Fridays;
- b) Children are allowed to use any court in the morning (7:00 am-2:00 pm) and evening sessions on Saturdays, Sundays and Public Holidays; and
- c) In respect of Saturdays, Sundays and Public Holiday afternoon sessions (2:00 pm – 7:00 pm), children are allowed to use courts no. 4 and 5; and any other tennis court

when the court is vacant, except that for courts no. 1 to 3, children are required to give way immediately when there are adult members waiting to play.

7. Guests:

- a) Guests must be accompanied by a member and are expected to observe all Association Bye-Laws;
- b) Guests are not allowed to play during 2:00 pm to 7:00 pm. No unaccompanied guests are allowed to use courts at any time;
- c) Before using the tennis courts, guests must first register at the Reception Desk (including their English name, and the leading alphabet and first four digits of their identification document);
- d) Each member or his / her spouse may invite not more than THREE guests at the same time. The same guest (including invited by other members) is not allowed to use day sessions court more than TWICE a month (Except for tennis class students); and
- e) Guests are allowed to take tennis lesson at the Association.

8. Using a Tennis Ball Machine:

- a) Members can bring their own portable tennis ball machine;
- b) May only be used on tennis court no.6;
- c) Before leaving the court, members must make sure all the tennis balls have been properly put away; and
- d) The Association will not provide a storage area or a power supply for the machine.

9. Coaching and Lessons:

- a) No unauthorized persons are allowed to coach in the Association;
- b) Except authorized by the General Manager or Club Manager, no coaching of any kind is allowed on Courts no. 1 to 3;
- c) No coaching of any kind is allowed on Saturday Afternoon sessions (2:00pm – 7:00pm), Sundays and Public Holiday Day sessions (7:00 am – 7:00 pm);
- d) Association Coaches are allowed to use Court No.6 from 7:00 pm to 11:00 pm for tennis lessons if there are competitions being held on Courts No.3 to 5 concurrently;
- e) If classes have started (1) students must pay the full coaching fee if more than half the class has been completed, (2) if less than half the class has been completed, students need only pay half the coaching fee of the class;
- f) Cancellation of private lessons has to be made 24 hours beforehand, otherwise the coaching fee will be charged; and
- g) Students cannot cancel Group classes, and students will still be charged for any absence from class.

10. Competition and League Matches:

- a) The Association has full discretion to use all courts for organized competition and league matches; and
- b) Members who wish to participate in any competition under the name of the Association must apply and receive prior official sanction from the Association.

11. Users who damage the facilities are responsible for compensation, the amount of which will be determined by the Association.

12. The Executive Committee, General Manager and Club Manager reserve the right to close the tennis courts at any time for cleaning, maintenance, or repair work without prior notice.
13. Violations of tennis court rules may result in the user being prohibited from using the tennis courts, the duration of which will be determined by the Association in accordance with the Complaints and Disciplinary Actions Section.
14. Under no circumstances shall the Association and staff be liable for any personal injury suffered by members, spouses, dependents or guests while they are using the Tennis Courts and equipment.
15. The Executive Committee reserves the right to alter and / or make adjustments to the Tennis Court Bye-Laws when deemed necessary and without prior notice.

VI. Swimming Pool

1. Opening Hours:
 - a) Summer Session: 1st April to 31st October (7:00am - 1:00 pm & 2:00 pm - 10:00 pm);
 - b) Winter Session: 1st November to 31st March (7:00 am - 1:00 pm & 2:00 pm - 9:00 pm); and
 - c) Weekly Cleaning Operation (Every Tuesday, 10:30 am - 1:00 pm).
2. Charges:
 - a) Members: HK\$15 per session; and
 - b) Guests: HK\$50 per visit.
3. General Rules:
 - a) Before using the swimming pool, members are required to check-in in person at the Reception Desk;
 - b) Children under 12 years old must be accompanied by a parent or adult, except for swimming class participants;
 - c) All swimmers must take a shower before entering the pools. Swimmers using sun tan lotions must clean themselves with soap and water before entering the pools;
 - d) Swimming is allowed only during the official pool hours and when a lifeguard is on duty;
 - e) Persons wearing swimming suits are restricted to the pool area. No person will be allowed to dress or undress in public and must use the changing rooms provided for such purpose;
 - f) Drinking and eating are not allowed in the swimming pool area (except in designated rest areas);
 - g) Spitting, running, pushing are strictly not allowed;
 - h) Photo shooting, playing of radios and audio equipment are not allowed;
 - i) Large inflatable buoys or toys with length exceeding 70cm are not allowed in any of the pools;
 - j) Diving is not allowed in the swimming pool area; and
 - k) The General Manager, Club Manager and lifeguards on duty may not allow the use of floating aids, diving masks, flippers or snorkels at any time.
4. Guests:
 - a) Guests must be accompanied by a member and are expected to observe all Association Bye-Laws;
 - b) Before using the swimming pool, guests must first register at the Reception Desk (including their English name, and the leading alphabet and first four digits of their identification document);
 - c) Members and their spouses may invite not more than THREE guests per visit. The same guest (including invited by other members) is not allowed to use the facilities more than TWICE a month; and
 - d) All guests are eligible to participate in the Association's private or group swimming training classes.

5. Coaching & Lessons:
 - a) No unauthorized persons are allowed to coach in the Association pools;
 - b) Except authorized by the General Manager or Club Manager, no coaching of any kind is allowed on Saturday, Sundays and Public Holidays afternoon session (2:00 pm – 7:00 pm);
 - c) If classes have started (i) students must pay the full coaching fee if more than half the class has been completed, (ii) if less than half the class has been completed, students need only pay half the coaching fee of the class; and
 - d) Cancellation of lessons has to be made 24 hours beforehand, otherwise the coaching fee will be charged.
6. Dress Code:
 - a) Swimmers must wear swimwear;
 - b) Swimmers with shoulder length hair must wear swimming caps whilst in the pools; and
 - c) Clean rubber sandals are allowed within the pool area.
7. Competition and Events:
 - a) The Association has full discretion to use the swimming pool for organized competition and events; and
 - b) Members who wish to participate in any competition under the name of the Association must apply and receive prior official sanction from the Association.
8. In addition to ensuring the safety of swimmers, on-duty lifeguards are also responsible for enforcing the Association's swimming pool regulations. Members or guests should follow the lifeguard's instructions.
9. Users who damage the facilities are responsible for compensation, the amount of which will be determined by the Association.
10. The Executive Committee, General Manager and Club Manager reserve the right to close the swimming pools at any time for cleaning, maintenance, or repair work without prior notice.
11. Violations of swimming pool rules may result in the user being prohibited from using the swimming pool, the duration of which will be determined by the Association in accordance with the Complaints and Disciplinary Section.
12. Under no circumstances shall the Association and staff be liable for any personal injury suffered by members, spouses, dependents or guests while they are using the swimming pool and any equipment.
13. The Executive Committee reserves the right to alter and / or make adjustments to the Swimming Pool Bye-Laws when deemed necessary and without prior notice.

VII. Basketball Court

1. Opening Hours: 7:00 am to 11:00 pm
2. Charges:
 - a) Members: HK\$20 per session. (Each session is one hour);
 - b) Guests: HK\$50 per visit; and
 - c) Light Charges: HK\$60 per hour per court. (Applicable from 7:00 pm to 11:00 pm, the Basketball court lights will automatically turn off at 11:10 pm)
3. General Rules:
 - a) Before using the Basketball Court, members are required to check-in in person at the Reception Desk;
 - b) Children under 12 years old must be accompanied by a parent or adult or an Association coach;
 - c) No more than 8 persons are allowed on court at any one time except group lessons given by the Association's coaches;
 - d) No smoking, beverages or food and spitting are allowed on the Basketball Court; users should keep the Basketball Court clean after use; and
 - e) Suitable sports clothing and sports shoes must be worn.
4. Reservation Policy:
 - a) The Basketball Court should be booked either via the online booking system, in person or by phone not more than one month in advance;
 - b) First-come-first-served policy shall be adopted; members are allowed to book one session per day only;
 - c) Consecutive bookings may only be made on a walk-in basis;
 - d) A member who books the Basketball Court must be one of the players;
 - e) Facilities that have not been checked in will be reallocated to other users 15 minutes after the starting time of the reservation and the booking fee will be charged;
 - f) Members are required to leave the Basketball Court after the use period ends; if a member continues to use the venue without notification, Association staff may require the member to leave immediately or charge venue fees; and
 - g) Cancellations must be made 24 hours prior to the reservation otherwise a booking fee will be charged.
5. Guests:
 - a) Guests must be accompanied by a member and are expected to observe all Association Bye-Laws;
 - b) Members and their spouses may invite not more than FIVE guests per visit; and
 - c) All guests are eligible to participate in the Association's private or group basketball training classes.
6. Coaching and Lessons:
 - a) No unauthorized persons are allowed to coach in the Association;

- b) No coaching of any kind is allowed on Saturdays, Sundays and Public Holidays afternoon session (2:00 pm – 7:00 pm) except as approved by the GM and Club Manager;
 - c) Cancellation of private lessons has to be made 24 hours beforehand, otherwise the coaching fee will be charged; and
 - d) Group classes do not accept any form of leave, and students will still be charged for absence from class.
7. Competition and Events:
- a) The Association has full discretion to use the Basketball Court for organized competition and events; and
 - b) Members who wish to participate in any competition under the name of the Association must apply and receive prior official sanction from the Association.
8. Users who damage the facilities are responsible for compensation, the amount of which will be determined by the Association.
9. The Executive Committee, General Manager and Club Manager reserve the right to close the Basketball Court at any time for cleaning, maintenance, or repair work without prior notice.
10. Users failing to comply with any of these Bye-Laws may be deprived of their right to use the Basketball Court for a period as determined by the Association in accordance with the Complaints and Disciplinary Action Section.
11. Under no circumstances shall the Association and staff be liable for any personal injury suffered by members, spouses, dependents or guests in using the Basketball Court and any associated equipment.
12. The Executive Committee reserves the right to alter and / or make adjustments to the Basketball Court Bye-Laws when deemed necessary and without prior notice.

VIII. Pickleball Court

1. Opening Hours: 7:00 am to 11:00 pm
2. Charges:
 - a) Members: HK\$20 per session (Each session is one hour);
 - b) Guests: HK\$50 per visit; and
 - c) Light Charges: HK\$60 per hour per court. (Applicable from 7:00 pm to 11:00 pm, the pickleball court lights will automatically turn off at 11:10 pm)
3. General Rules:
 - a) Before using the Pickleball Court, members are required to check-in in person at the Reception Desk;
 - b) Children under 12 years old must be accompanied by a parent or adult or an Association coach;
 - c) No more than 4 persons are allowed on court at any one time except group lessons given by Association coaches;
 - d) No smoking, beverages or food and spitting are allowed on the Pickleball Court; Players should keep the Pickleball Court clean after use; and
 - e) Suitable sports clothing and sports shoes must be worn.
4. Reservation Policy:
 - a) The Pickleball Court should be booked either via the online booking system, in person or by phone not more than one month in advance;
 - b) First-come-first-served policy shall be adopted; members are allowed to book one session per day only;
 - c) Consecutive bookings may only be made on a walk-in basis;
 - d) A member who books the Pickleball Court must be one of the players;
 - e) Reservations that have not been checked in will be reallocated to other users 15 minutes after the starting time of the reservation and a booking fee will be charged;
 - f) Members are required to leave the Pickleball Court after the use period ends; if a member continues to use the Pickleball Court without notification, Association staff may require the member to leave immediately or charge venue fees; and
 - g) Cancellation must be made 24 hours prior to the reservation otherwise the booking fee will be charged.
5. Guests:
 - a) Guests must be accompanied by a member and are expected to observe all Association Bye-Laws;
 - b) Members and their spouses may invite not more than THREE guests per visit; and
 - c) All guests are eligible to participate in the Association's private or group pickleball training classes.
6. Coaching and Lessons:
 - a) No unauthorized persons are allowed to coach in the Association;
 - b) No coaching of any kind is allowed on Saturdays, Sundays and Public Holidays afternoon session (2:00 pm – 7:00 pm) except as approved by the GM and Club Manager;

- c) Cancellation of private lessons has to be made 24 hours beforehand, otherwise the coaching fee will be charged; and
 - d) Group classes do not accept any form of leave, and students will still be charged for absence from class.
7. Competition and Events:
- a) The Association has full discretion to use the Pickleball court for organized competition and events; and
 - b) Members who wish to participate in any competition under the name of the Association must apply and receive prior official sanction from the Association.
8. Users who damage the facilities are responsible for compensation, the amount of which will be determined by the Association.
9. The Executive Committee, General Manager and Club Manager reserve the right to close the Pickleball Court at any time for cleaning, maintenance, or repair work without prior notice.
10. Users failing to comply with any of these Bye-Laws may be deprived of their right to use the Pickleball Court for a period as determined by the Association in accordance with the Complaints and Disciplinary Actions Section.
11. Under no circumstances shall the Association and staff be liable for any personal injury suffered by members, spouses, dependents or guests in using the Pickleball Court and associated equipment.
12. The Executive Committee reserves the right to alter and / or make adjustments to the Pickleball Court Bye-Laws when deemed necessary and without prior notice.

IX. Football Pitch

1. Opening Hours: 7:00 am to 11:00 pm
2. Charges:
 - a) Day session: HK\$200 per session (Each session is one hour); and
 - b) Evening session: HK\$260 per hour (Applicable from 7:00 pm to 11:00 pm, the Football Pitch lights will automatically turn off at 11:10 pm)
3. General Rules:
 - a) Before using the Football Pitch, members are required to check-in in person at the Reception Desk;
 - b) Children under 12 years old must be accompanied by a parent or adult or an Association coach;
 - c) No more than 10 persons are allowed on court at any one time except group lessons given by Association coaches;
 - d) No smoking, beverages or food and spitting are allowed on the Football Pitch; Players should keep the Football Pitch clean after use; and
 - e) Suitable sports clothing and sports shoes must be worn.
4. Reservation Policy:
 - a) Facilities should be booked either via the online booking system, in person or by phone not more than one month in advance;
 - b) First-come-first-served policy shall be adopted; Members are allowed to book one court for one session per day only;
 - c) Consecutive bookings may only be made on a walk-in basis;
 - d) A member who books the Football Pitch must be one of the players;
 - e) Facilities that have not been checked in will be reallocated to other users 15 minutes after the starting time of the reservation and the –booking fee will be charged;
 - f) Members are required to leave the Football Pitch after the use period ends; if a member continues to use the venue without notification, Association staff may require the member to leave immediately or charge venue fees; and
 - g) Cancellations must be made 24 hours prior to the reservation otherwise the booking fee will be charged.
5. Guests:
 - a) Guests must be accompanied by a member and are expected to observe all Association Bye-Laws; and
 - b) All guests are eligible to participate in the Association's private or group football training classes.
6. Coaching and Lessons:
 - a) No unauthorized persons are allowed to coach in the Association;
 - b) No coaching of any kind is allowed on Saturdays, Sundays and Public Holidays afternoon session (2:00 pm – 7:00 pm) except as approved by GM and Club Manager;
 - c) Cancellation of private lessons has to be made 24 hours beforehand, otherwise the coaching fee will be charged; and

- d) Group classes do not accept any form of leave, and students will still be charged for absence from class.
7. Competition and Events:
 - a) The Association has full discretion to use the Football Pitch for organized competition and events; and
 - b) Members who wish to participate in any competition under the name of the Association must apply and receive prior official sanction from the Association.
 8. Users who damage the facilities are responsible for compensation, the amount of which will be determined by the Association.
 9. The Executive Committee, General Manager and Club Manager reserve the right to close the Football Pitch at any time for cleaning, maintenance, or repair work without prior notice.
 10. Players failing to comply with any of these Bye-Laws may be deprived of their right to use the Football Pitch for a period as determined by the Association in accordance with the Complaints and Disciplinary Actions Section.
 11. Under no circumstances shall the Association and staff be liable for any personal injury suffered by members, spouses, dependents or guests in using the Football Pitch and associated equipment.
 12. The Executive Committee reserves the right to alter and / or make adjustments to the Football Pitch Bye-Laws when deemed necessary and without prior notice.

X. Table Tennis Room

1. Opening Hours: 7:00 am to 11:00 pm
2. Charges:
 - a) Members: HK\$10 per session (Each session is one hour); and
 - b) Guests: HK\$50 per visit.
3. General Rules:
 - a) Before using a Table Tennis table, members are required to check-in in person at the Reception Desk;
 - b) Children under 12 years old must be accompanied by a parent or adult or an Association coach;
 - c) No more than 4 persons are allowed per Table Tennis table at any one time except group lessons given by the Association Table Tennis Coaches;
 - d) No smoking, beverages or food are allowed in the Table Tennis Room; Players should keep the Table Tennis Room clean after use; and
 - e) Suitable sports clothing and sports shoes must be worn.
4. Reservation Policy:
 - a) Table Tennis room should be booked either via the online booking system, in person or by phone not more than one month in advance;
 - b) First-come-first-served policy shall be adopted; Members are allowed to book one table for one session per day only;
 - c) Consecutive bookings may only be made on a walk-in basis;
 - d) A member who books the Table Tennis Room must be one of the players;
 - e) Table Tennis tables that have not been checked in will be reallocated to other users 15 minutes after the starting time of the reservation and the booking fee will be charged;
 - f) Members are required to leave the Table Tennis table after the use period ends; if a member continues to use the Table Tennis table without notification, Association staff may require the member to leave immediately or charge table fees; and
 - g) Cancellations must be made 24 hours prior to the reservation otherwise the booking fee will be charged.
5. Guests:
 - a) Guests must be accompanied by a member and are expected to observe all Association Bye-Laws; and
 - b) All guests are eligible to participate in the Association's private or group table tennis training classes.
6. Coaching and Lessons:
 - a) No unauthorized persons are allowed to coach in the Association;
 - b) No coaching of any kind is allowed on Saturdays, Sundays and Public Holidays afternoon session (2:00 pm – 7:00 pm) except as approved by GM and Club Manager;

- c) Cancellation of private lessons has to be made 24 hours beforehand, otherwise the coaching fee will be charged; and
 - d) Group classes do not accept any form of leave, and students will still be charged for absence from class.
7. Competition and Events:
- a) The Association has full discretion to use the Table Tennis Room for organized competition and events; and
 - b) Members who wish to participate in any competition under the name of the Association must apply and receive prior official sanction from the Association.
8. Users who damage the facilities are responsible for compensation, the amount of which will be determined by the Association.
9. The Executive Committee, General Manager and Club Manager reserve the right to close the Table Tennis Room at any time for cleaning, maintenance, or repair work without prior notice.
10. Users failing to comply with any of these Bye-Laws may be deprived of their right to use the Table Tennis Room for a period as determined by the Association in accordance with the Complaints and Disciplinary Actions Section.
11. Under no circumstances shall the Association and staff be liable for any personal injury suffered by members, spouses, dependents or guests in using the Table Tennis Room and associated equipment.
12. The Executive Committee reserves the right to alter and / or make adjustments to the Table Tennis Room Bye-Laws when deemed necessary and without prior notice.

XI. Multi - Function Room

1. Opening Hours: 7:00 am to 11:00 pm
2. Charges: Members: HK\$100 per session. (Each session is one hour)
3. General Rules:
 - a) Before using the Multi-Function Room, members are required to check-in in person at the Reception Desk;
 - b) Children under 12 years old must be accompanied by a parent or adult;
 - c) No smoking, beverages (except water or sports drinks) or food are allowed in the Multi-Function Room. Users should keep the Multi-Function Room clean after use; and
 - d) All forms of illegal gambling activities are strictly not allowed in the Multi-Function Room.
4. Reservation Policy:
 - a) The Multi-Function Room should be booked either via the online booking system, in person or by phone not more than one month in advance;
 - b) First-come-first-served policy shall be adopted; Members are allowed to book the Multi-Function Room for one session per day only;
 - c) Consecutive bookings may only be made on a walk-in basis;
 - d) A member who books the multi-function room must be one of the users;
 - e) Facilities that have not been checked in for will be reallocated to other users 15 minutes after the starting time of the reservation and the booking fee will be charged;
 - f) Members are required to leave the Multi-Function Room after the use period ends; if a member continues to use the venue without notification, Association staff may require the member to leave immediately or charge venue fees; and
 - g) Cancellations must be made 24 hours prior to the reservation otherwise the booking fee will be charged.
5. Guests:

Guests must be accompanied by a member and are expected to observe all Association Bye-Laws.
6. Users who damage the facilities are responsible for compensation, the amount of which will be determined by the Association.
7. The Executive Committee, General Manager and Club Manager reserve the right to close the Multi-Function Room at any time for cleaning, maintenance, or repair work without prior notice.
8. Users failing to comply with any of these Bye-Laws may be deprived of their right to use the Multi-Function Room for a period as determined by the Association in accordance with the Complaints and Disciplinary Actions Section.
9. Under no circumstances shall the Association and staff be liable for any personal injury suffered by members, spouses, dependents or guests in using the Multi-Function Room and associated equipment.

10. The Executive Committee reserves the right to alter and / or make adjustments to the Multi-Function Room Bye-Laws when deemed necessary and without prior notice.

XII. Gymnasium

1. Opening Hours: 7:00 am to 11:00 pm
2. Charges:
 - a) Members: HK\$10 per visit; and
 - b) Guests: HK\$50 per visit.
3. General Rules:
 - a) Before using the Gymnasium, members are required to check-in in person at the Reception Desk;
 - b) Children under 12 years old are not allowed to enter the Gymnasium and those under 14 must be accompanied by a parent or an adult;
 - c) Smoking, eating and drinking (except water or sports drinks) are not allowed in the Gymnasium; Users should keep the Gymnasium clean after use;
 - d) Gymnasium Users must be careful when using exercise equipment. For safety reasons, users are advised to consult a doctor before engaging in fitness exercises;
 - e) To respect other users and ensure fair use of equipment, no more than one piece of equipment may be occupied at the same time. If you need to rest for more than three minutes, please allow other users to use the equipment;
 - f) Gymnasium users should keep equipment clean after use by using a disinfectant wipe and returning it to its original position;
 - g) Photography, video or audio recording, and unauthorized adjustment of audio and video equipment are not allowed in the Gymnasium without the approval of the Association, GM or Club Manager;
 - h) To avoid disturbing other users, loud conversations and the use of personal electronic devices such as phones or music players without earphones are not allowed in the Gymnasium; and
 - i) Suitable sports clothing and sports shoes must be worn.
4. Guests:
 - a) Guests must be accompanied by a member and are expected to observe all Association Bye-Laws; and
 - b) Members and their spouses may invite not more than TWO guests per visit.
5. Coaching and Lessons:
 - a) Only Trainers assigned by the Association are allowed to conduct lessons in the Association; and
 - b) Cancellation of private lessons has to be made 24 hours beforehand, otherwise the coaching fee will be charged.
6. Users who damage the facilities are responsible for compensation, the amount of which will be determined by the Association.
7. The Executive Committee, General Manager and Club Manager reserve the right to close the Gymnasium at any time for cleaning, maintenance, or repair work without prior notice.

8. Users failing to comply with any of these Bye-Laws may be deprived of their right to use the Gymnasium for a period as determined by the Association in accordance with the Complaints and Disciplinary Actions Section.
9. Under no circumstances shall the Association and staff be liable for any personal injury suffered by members, spouses, dependents or guests in using the Gymnasium and associated equipment.
10. The Executive Committee reserves the right to alter and / or make adjustments to the Gymnasium Bye-Laws when deemed necessary and without prior notice.

XIII. Changing Rooms and Locker

1. Opening Hours: 7:00 am to 11:00 pm
2. General Rules:
 - a) Members must register and obtain locker keys at the Reception Desk before using the day lockers. Return the key to the Reception Desk when leaving. Failure to return the key on the same day or loss of the locker key will incur an administrative fee of HK\$200;
 - b) Members are not allowed to store any items overnight in day lockers or the changing room. Association staff will remove any items left in day lockers or the changing room daily. Unclaimed items after 30 days may be discarded or donated to charitable organizations;
 - c) Smoking and eating are not allowed inside the changing room; All users are required to maintain cleanliness and hygiene in the changing room and lockers;
 - d) Do not dispose of towels, M-Fold tissues, sanitary products or any foreign objects in the toilets;
 - e) Do not wash personal clothing or underwear in the sinks or shower stalls in the changing room;
 - f) Do not hang personal items such as underwear or used face masks on the hooks in the changing room; the Association reserves the right to remove any items from the hooks;
 - g) Standing on the benches is not allowed, whether on a bath towel / foot towel or not;
 - h) Loud noise, using obscene language, running, or playing are not allowed in the changing room;
 - i) Photography or recording of any kind is prohibited within the changing room area;
 - j) Hairdryers are solely for drying hair; and not for other parts of the body or items; and
 - k) Children over one meter in height or aged five or older are not allowed to enter the opposite-gender changing room. Family shower stalls in the swimming pool area can be used if needed.
3. Towels:
 - a) Bath towels and foot towels are provided by the Association for members and guests. Please return them to the designated collection baskets in the changing room after use;
 - b) Do not place bath towels on the floor or use them to clean shoes; and
 - c) Bath towels and foot towels are Association property and should only be used within the Association premises. Any misuse or unauthorized removal of these towels is strictly prohibited.
4. Do not store valuable items in lockers or the changing room. Please store all personal belongings in lockers and ensure they are locked before leaving. The Association and its staff are not responsible for any loss or damage. Members are personally responsible for any risks associated with storing items in lockers or the changing room.

5. Users who damage the facilities are responsible for compensation, the amount of which will be determined by the Association.
6. The Executive Committee, General Manager and Club Manager reserve the right to close the Changing Room at any time for cleaning, maintenance, or repair work without prior notice.
7. Members failing to comply with any of these Bye-Laws may be deprived of their right to use the changing room for a period to be determined by the Association in accordance with the Complaints and Disciplinary Actions Section.
8. Under no circumstances shall the Association be liable for any personal injury suffered by members, spouses, dependents or guests in using the changing rooms and associated equipment.
9. The Executive Committee reserves the right to alter and / or make adjustments to the Changing Rooms and Locker Bye-Laws when deemed necessary and without prior notice.

XIV. BBQ Pitch

1. Opening Hours:
 - a) Day Session: 12:00 noon to 4:00 pm; and
 - b) Night Session: 6:00 pm to 10:00 pm.
2. Charges:
 - a) HK\$800 per session (charcoal stove included); and
 - b) LPG barbecue grill: HK\$200 per session.
3. General Rules:
 - a) Before using the BBQ Pitch, members are required to check-in in person at the Reception Desk;
 - b) Children under the age of 12 must be accompanied or supervised by their parents before using the facilities;
 - c) Maximum 30 persons per session;
 - d) Fences are for protection and not climbing;
 - e) Smoking and playing ball games are not allowed in the BBQ Pitch area;
 - f) To avoid disturbing others, users are advised not to make excessive noise;
 - g) Gambling activities are not permitted in the BBQ Pitch area; and
 - h) Users must keep the BBQ Pitch and adjacent area clean and be careful about fire hazards. All rubbish should be placed in trash cans. Should users litter indiscriminately, the Association reserves the right to charge a cleaning fee of HK\$800.
4. Reservation Policy:
 - a. The BBQ Pitch should be booked either via the online booking system, in person or by phone not more than one month in advance;
 - b. First-come-first-served policy shall be adopted; Members are allowed to book the BBQ Pitch for one session per day only;
 - c. Consecutive bookings may only be made on a walk-in basis;
 - d. A member who books the BBQ pitch must be one of the users;
 - e. Facilities that have not been checked in for will be reallocated to other users 30 minutes after the starting time of the reservation and the booking fee will be charged;
 - f. Members are required to leave the venue after the use period ends; Association staff may ask members who use the venue overtime to leave immediately or charge overtime fees; and
 - g. Cancellations must be made 24 hours prior to the reservation otherwise the booking fee will be charged.
5. Guests:

Guests must be accompanied by a member and are expected to observe all Association Bye-Laws.
6. Users who damage the facilities are responsible for compensation, the amount of which will be determined by the Association.
7. The Executive Committee, General Manager and Club Manager reserve the right to close the BBQ Pitch at any time for cleaning, maintenance, or repair work without prior notice.

8. Members failing to comply with any of these Bye-Laws may be deprived of their right to use the BBQ Pitch for a period as determined by the Association in accordance with the Complaints and Disciplinary Actions Section.
9. Under no circumstances shall the Association and staff be liable for any personal injury suffered by members, spouses, dependents or guests in using the BBQ Pitch and associated equipment.
10. The Executive Committee reserves the right to alter and / or make adjustments to the BBQ Pitch Bye-Laws when deemed necessary and without prior notice.

XV. Children's Playground

1. Opening hours: 10:00 am to 9:00 pm
2. For use by children aged 5 to 12 years old only; Members or guardians must be present to take care of their children to avoid accidents.
3. Smoking and eating are not allowed on the Children's Playground.
4. Running, pushing and climbing over fences are not allowed on the Children's Playground.
5. Cycling and playing any ball games are not allowed on the Children's Playground.
6. Association staff may ask users to leave if necessary.
7. Users causing damage to the Children's Playground equipment shall pay for the damage. The Association shall have the right to determine the cost of damage.
8. The Executive Committee, General Manager and Club Manager reserve the right to close the Children's Playground at any time for cleaning, maintenance, or repair work without prior notice.
9. Under no circumstances shall the Association be liable for any personal injury suffered by members, spouses, dependents or guests in using the Children's Playground and associated equipment.
10. The Executive Committee reserves the right to alter and / or make adjustments to the Children's Playground Bye-Laws when deemed necessary and without prior notice.

XVI. Car Park

1. Opening hours: 7:00 am to 1:00 am (Midnight)
2. Each membership is limited to four parking permits. These permits must be displayed on the vehicle's front windshield for Association security guards to verify. Vehicles without parking permits will be subject to guest parking fees.
3. When applying for parking permits, members must present the following documents:
 - a) Parking Permit Application Form;
 - b) Copy of the owner's vehicle registration document; and
 - c) Authorization Letter (If applicable).
4. Members who own private cars and motorcycles, except Short Term Sports Members, Absentee Members, and Junior Sports Members, or whose spouses own them, may apply for one parking permit with valid Hong Kong vehicle registration documents or other acceptable proof. For Corporate Members, Hong Kong vehicle registration documents registered in the company's name are also acceptable proof. Members using company vehicles must prove their status as company directors or employees before applying for parking permits.
5. The parking permit issued will include the vehicle registration number and should not be altered or tampered with in any way.
6. Members who change their vehicles or update their vehicle registration numbers must promptly return the current parking permit and notify the Association for issuance of a new one.
7. In case of a lost parking permit, members must report it immediately to the Association for a replacement, with a fee of HK\$ 50. This fee may be subject to revision by the Executive Committee at any time.
8. Guest Parking:
 - a) Guest vehicles are only allowed entry when there is available space in the Association's parking area on weekdays;
 - b) Guest parking service is not available on Saturdays, Sundays, or public holidays;
 - c) Motorcycle and bicycle parking spaces are for members' use only during the Association's opening hours.
 - d) Guest motorcycle parking is not available at any time; and
 - e) Parking fees for guest vehicles will be charged to the member's account, and cash payments will not be accepted.
9. Parking Fees:
 - a) Members and their spouses: HK\$12 per hour; Guests: HK\$30 per hour. All fees will be deducted from the member's account, and cash will not be accepted;
 - b) At any given time, the minimum parking fee for members or their spouses is HK\$12 per vehicle (for one hour), and the minimum parking fee for guests is HK\$60 per vehicle (for two hours);

- c) The Car Park main gate closes at midnight. Any vehicles remaining in the parking lot after midnight will be subject to overnight parking charges of HK\$200 per vehicle until the following day's parking lot opening hour of 7:00 am;
- d) Within the same time frame, each membership is allowed to park one vehicle at the member rate in the parking lot, while the second and subsequent vehicles will be charged at the guest rate. Guests are limited to one vehicle entering the Association Car Park at a time;
- e) Electric vehicle charging incurs a fee of HK\$20 per hour, allocated on a first-come, first-served basis. Members are required to surrender their vehicle keys to the security personnel for arrangement; and
- f) The Executive Committee reserves the right to change the parking fees at any time.

10. Time:

- a) If a vehicle remains parked within a parking space for more than seven consecutive days, the Association Executive Committee or General Manager reserves the right to have the vehicle towed and stored separately, with the associated costs borne by the vehicle owner or member, if the vehicle is a guest vehicle. The Association shall not be held responsible for any losses or damage resulting from the towing of the vehicle. Parking fees and additional charges incurred as per section 9(a) above must still be settled; and
- b) For guest vehicles, the provisions outlined in section 9(a) of these regulations remain applicable. However, any incurred costs shall be the responsibility of the inviting member who brought the guest to the Association.

11. Parking spaces are allocated on a first-come, first-served basis. If a sign reading "Parking Lot Full" is displayed at the entrance, vehicles are not allowed to enter.

- a) When entering the parking lot, please follow the guidance of the signs and security personnel to park vehicle in the lot;
- b) Speeding or dangerous driving is strictly prohibited in the parking lot;
- c) When entering or leaving the parking lot, please slow down and drive safely; and
- d) When leaving a parking space, please observe surroundings carefully, drive slowly and pay attention to pedestrian safety.

12. Members are not allowed to park their vehicles indiscriminately unless authorized by the on-duty security guards, Club Manager or the General Manager. Vehicles must be parked only within designated parking spaces. Within the same time frame, each vehicle may occupy only one parking space and must not block or endanger other individuals using the Car Park.

13. Users are not allowed to use the Car Park for any purpose other than parking vehicles. Unless prior approval is obtained from the General Manager or the Executive Committee, maintenance or repair work, cleaning or washing of vehicles, loading or unloading of goods is strictly not allowed within the Car Park.

14. Members agree to indemnify the Association against any and all claims, damages, or losses arising from their use of the Car Park. In the event that the Car Park is damaged or destroyed (including any damage to the structure and/or fixtures and/or equipment of the parking lot including other parked cars), users are responsible for covering the cost of repairing or

replacing the damaged items, the amount of which will be determined by the Association. The Association's decision is final and binding.

15. The Association reserves the right to restrict access to the Car Park at any time for any reason, including maintenance or safety concerns, and has the authority to evict any user from the Car Park at any time for any reason.
16. Parking labels are non-transferable and are only for use by vehicles registered on the permit. If a parking permit is found to be modified or altered without authorization, the permit will be deemed invalid. Members found in possession of such an altered permit will be subject to disciplinary action by the Executive Committee according to the Complaints and Disciplinary Actions Section.
17. The Association will not be liable for any loss or damage to any vehicle or any of its accessories or contents howsoever caused, whether such loss or damage is caused by the negligence of the Association or any other party or otherwise, at any time whilst it is being moved or operated in this Car Park.
18. The Association will not be under any liability (whether arising under statute, at common law or otherwise) for death or for any injury to the person or property of any third party or any other loss howsoever caused, whether such loss or damage is caused by the negligence or by the deliberate act or default of the Association, or any other person authorized by the Association, or by any equipment used or employed by the Association in the operation of this Car Park, or by the condition of the structure, roads, fixtures, fittings, equipment or appliances of or attached to this Car Park, or by any other third party, vehicle, act or thing. The owner and/or user of any vehicle parked in this Car Park shall be solely responsible for any liability and shall hold the Association absolutely free and harmless from any such liability.
19. The Executive Committee reserves the right to modify the Car Park Bye-laws. In case of dispute, the Association reserves the right to make the final decision.

XVII. Complaints and Disciplinary Actions

The Complaints and Disciplinary Actions section is implemented to ensure members act decorously towards each other and minimize any conflicts that may arise so members may enjoy Association facilities. The following procedures govern the making and handling of complaints in a fair and transparent manner to the benefit of all members. These procedures do not apply to complaints against Association Staff since complaints against Association Staff should be made verbally to the General Manager, Club Manager or Restaurant Manager.

1. Verbal Complaints

Minor incidents should be reported verbally to the GM or Club Manager. The GM or Club Manager shall try to understand the facts of the incident by speaking with the complainant and the member accused of the infraction. The GM or Club Manager shall also speak to eye witnesses, if any.

Should the facts discovered by the GM or Club Manager point to a misunderstanding, the GM or Club Manager shall encourage the parties to come to a resolution of the issue.

Should the complainant and accused member come to an amicable settlement, the complaint will be considered resolved.

2. Written Complaints

A member who reasonably believes another member has violated clause 6(d) of Section I Bye-laws of the Association which provides that members should not raise their voice to argue, quarrel, fight, use obscene language or behave in an inappropriate manner, should make a written complaint to the GM (and after having the benefit of viewing CCTV footage, if available, in the presence of the GM and or Club Manager) setting forth:

- a) Date of incident;
- b) Parties involved;
- c) Action complained of; and
- d) Eyewitness testimony, if any.

- 3. The GM shall receive the written complaint, investigate the allegations and forward the complaint to the Disciplinary Panel along with a short report and CCTV footage, if available, within 10 days of receiving the written complaint.
- 4. The Disciplinary Panel shall review the written complaint, eye witness testimonies, if any, and the report filed by the GM along with CCTV footage, if any, and come to a decision within 21 days of receiving the complaint from the GM.
- 5. If the Disciplinary Panel decides the complaint is without merit, it shall convey this to the GM, who shall then inform the complainant that the complaint is meritless.
- 6. If the Disciplinary Panel decides the complaint is well founded, it shall decide what disciplinary action to take. The Disciplinary Panel shall take into consideration:

- a) The seriousness of the complaint; and
 - b) Whether it is the accused member's first infraction.
7. The Disciplinary Panel may;
- a) Request the GM to issue a written warning;
 - b) Suspend all membership privileges, which includes being a guest of an Association member, for
 - i. One month
 - ii. Two months
 - iii. Three months;
 - c) All of the above, including suspending membership privileges of the member's spouse and children; and
 - d) Expel the member from the Association. Should a member be expelled from the Association, the member must make good all expenses incurred including restaurant expenses, bar bills, coaching fees, etc. and the member shall be made to understand that his/her membership entrance fee shall be forfeited and not be refunded.
8. The Disciplinary Panel shall forward its decision to the Executive Committee for approval.
9. The Executive Committee shall affirm, amend or reject the Disciplinary Panel's decision, within 10 days of receiving the decision from the Disciplinary Panel. This decision shall be conveyed to the Disciplinary Panel and the Disciplinary Panel shall inform the GM who shall then inform the accused member.
10. Appeals
The accused member who receives the decision from the GM may appeal the decision within 10 days of written notification from the GM.
11. Should the accused member take no action, the disciplinary action shall take effect upon the 11th day after the written notification by the GM. Should the accused member inform the GM in writing that he/she will not appeal the Disciplinary Panel decision, then the disciplinary action shall come into effect on the date of written notification that the member will not appeal.
12. The accused member may appeal by submitting a written appeal to the Executive Committee setting forth:
- a) The facts;
 - b) Eyewitness testimonies, if any; and
 - c) CCTV footage can be provided with the assistance of the General Manager or Manager, if any.
13. The Executive Committee shall consider all the facts, eyewitness testimonies, if any, CCTV footage, if available and come to a decision within 21 days of the written submission. The Executive Committee appeals decision shall be conveyed to the GM who shall then inform the complainant and accused member. The decision of the Executive Committee shall be final.

14. The accused member may request an oral hearing within 10 days of receiving the written notification from the GM.
15. The Executive Committee may approve or deny an oral hearing, which decision shall be final.
16. Should the Executive Committee approve of an oral hearing, both the complainant and accused member shall attend. The oral hearing shall take place within 21 days of the appeal and the Executive Committee shall invite a Disciplinary Panel member familiar with the issues to attend. The procedure is as follows:
 - a) The GM shall provide a short introduction;
 - b) The complainant shall set forth the allegation including eyewitness testimonies, if any;
 - c) The Executive Committee may ask questions of the complainant;
 - d) The accused member shall set forth his/her defense;
 - e) The Executive Committee may ask questions of the accused member;
 - f) CCTV footage, if available, shall be broadcast to all parties and all parties agree to keep confidential the footage viewed;
 - g) All parties shall leave the hearing except for the Disciplinary Panel member who shall then brief the Executive Committee on all facts known to him/her during the Disciplinary Panel decision; and
 - h) The Disciplinary Panel member shall leave the hearing for the Executive Committee to deliberate and come to a final decision.
17. The Executive Committee appeals decision shall be conveyed to the GM, who shall then inform the complainant and accused member. The decision of the Executive Committee shall be final and binding on the accused member.
18. All matters subject to disciplinary action include but shall not be limited to the following sections:
 - a) Section II, Chinese Restaurant
 - i. Clause 4 – disruptive behavior
 - ii. Clause 5 – gambling in restaurant premises
 - iii. Clause 6- Smoking
 - iv. Clause 7 – Using offensive language
 - b) Section III, Bar
 - i. Clauses 9 and 10 – smoking in non-designated areas

- c) Section IV, Bridge Room
 - i. Clauses 6 and 7 – illegal gambling
 - ii. Clause 8 – Acting as banker for profit
- d) Section V, Tennis Court
 - i. Clause 5 – Waiting List Guidelines
 - ii. Clause 9 (a) – bringing in private coaches for lessons
- e) Section VI, Swimming Pool
 - i. Clause 5 (a) – bringing in private coaches for lessons
 - ii. Clause 6 – Dress Code
- f) Section VII, Basketball Court
 - i. Clause 6 (a) - unauthorized coaching
- g) Section VIII, Pickleball Court
 - i. Clause 6 (a) - unauthorized coaching
- h) Section IX, Football Pitch
 - i. Clause 6 (a)- unauthorized coaching
- i) Section X, Table Tennis Room
 - i. Clause 6 (a)- unauthorized coaching
- j) Section XI, Multi-function Room
 - i. Clause 3 (d) – illegal gambling

shall be brought before the Disciplinary Panel by the GM, Club Manager or Restaurant Manager for the Disciplinary Panel to act in accordance with this Section XVII, Clause 7 remedies.

Should there be any conflict between the English and Chinese versions of the Association Bye-Laws, the English version shall prevail.