



**ABERDEEN BOAT CLUB LIMITED
BYE-LAWS
CONTENTS**

A) GENERAL REGULATIONS

1) AUTHORITY & DEFINITIONS

- a) Bye-laws authority
- b) Rules of the Club
- c) Contravention to the Bye-laws
- d) Definition of "Member"
- e) Definition of "Staff"
- f) Definition of "General Manager"
- g) Definition of "Secretary"
- h) Definition of "Club premises"

2) PROPERTY & GENERAL REGULATIONS

- a) Access to facilities
- b) Lost & found property
- c) Removal of Club property
- d) Damage
- e) Liability for accidents and injuries
- f) Advertising and noticeboards
- g) Use of the Club's name, logo, premises or facilities

3) OPERATION & GENERAL REGULATIONS

- a) Opening hours
- b) Dress code & conduct
- c) Membership cards
- d) Guests
- e) Moorings and Hardstanding
- f) Purchasing of services
- g) Tropical cyclone warnings
- h) Smoking and Drinking
- i) Private or personal staff
- j) Children
- k) Visitors
- l) Pets and animals
- m) Electronic devices (i.e. Mobile phones, lap-tops, audible pagers, audio devices, etc.)
- n) Complaints & suggestions
- o) Gambling
- p) Summary Offences

B) ANNEXES

- 1) Food and beverage facilities
- 2) Car parking facilities
- 3) Sailing and Marine
- 4) Swimming pools and surrounding area
- 5) Squash court
- 6) Billiards room
- 7) Gymnasium
- 8) Playground
- 9) Middle Island



A) GENERAL REGULATIONS

1) AUTHORITY & DEFINITIONS

a) Bye-laws authority

These Bye-laws are made by the General Committee in the exercise of powers conferred upon it by Articles 66, 67 and 68 of the Articles of Association of the Aberdeen Boat Club Ltd. below, 香港仔遊艇會有限公司 (“the Club”).

“(66) The General Committee may, subject to the terms of these Articles from time to time make, add to, alter and/or repeal Bye-laws for the regulation of the Club, its officers, servants and agents, or the members and visitors as to the use or enjoyment of the Club or any part thereof.”

“(67) Any such alteration, addition or repeal of the existing Bye-laws and new Bye-laws or any additions thereto or alterations or repeal thereof shall be posted in the Club for one week, and shall be entered in a book to be kept by the Secretary for the purpose and such book shall be open to the inspection of all members and visitors.”

“(68) Any alterations, addition or repeal of any existing Bye-laws or any new Bye-laws or any alteration, addition or repeal thereto shall come into force at the expiration of seven clear days from the date of their first being posted in the Club or upon such later date as the General Committee shall decide.”

b) Rules of the Club

These Bye-laws should be read in conjunction with the Memorandum and Articles of Association of the Club and they together shall constitute the Rules of the Club.

c) Contravention to the Bye-laws

Contravention of any of the Bye-laws by a member, his family or his guests will render the member liable to disciplinary action under Articles 17, 18, 19, 20 and 21 of the Articles of Association of the Club.

d) Definition of “Member”

Shall for the purposes of these Bye-laws, unless otherwise stated, be deemed to include the Member, his family, visitors and guests, but shall exclude private or domestic staff of a member.

e) Definition of “Staff ”

Shall include all employees and staff employed (whether full time or part time) by the Club.

f) Definition of “General Manager”

Shall mean the General Manager or one of the Managers of the Club or an authorized representative on duty.

g) Definition of “Secretary”

Shall mean the Honorary General Secretary of the Club.



h) Definition of “Club premises”

Shall include the Main Club House, the Club’s premises at Middle Island as well as all Club boats, rented Club boats and pontoons.

2) PROPERTY & GENERAL REGULATIONS

a) Access to facilities

- (i) Entry to the Club premises shall be restricted to Members, their spouse, children under 21, visitors, visiting members and guests.
- (ii) Sections of the Club premises designated for Club staff, including all kitchens, offices, storage rooms, roofs and staff quarters shall be out of bounds to members. Exceptions can be made with permission of the General Manager and/or General Committee.
- (iii) Guests must be signed in at the reception by a member or the General Manager.
- (iv) Cadet Members are not entitled to invite guests, whether members of their family, friends or other visitors to any of the Club premises without the prior permission of the General Manager.
- (v) Weekday Members shall be restricted in their use of the Club premises and facilities and shall not enter or use the Club premises on any Saturday, Sunday or Public Holiday.
- (vi) No Members or Staff, with the exception of the night guard and the General Manager, are allowed on the Club premises outside opening hours. A special request may be made to the General Manager, should a member need access to the car park or facilities after hours.
- (vii) Entry to the Club premises may be refused by the General Manager to any person under the influence of alcohol, drugs, behaving offensively, or dressed in a manner not in accordance with Bye-laws 3b.
- (viii) Entry to the Club may be refused to person(s) known to be a nuisance to the Club and its members.

b) Lost & found property

- (i) Any articles of value or property not belonging to the Club but found on the Club premises shall be handed in to the General Manager or any office staff and such articles shall be logged in and stored and may be claimed from the administration office.
- (ii) If any such article or property remains unclaimed for a period of three months from the date of storage, it may be disposed of by sale or in such other manner as the General Manager may direct.

c) Removal of club property

No member shall remove any Club property, including Club towels and amenities provided in the changing rooms, without the prior written approval of the General Committee or the General Manager.



d) Damage

Any member who breaks, damages, loses or destroys any property of the Club shall, as soon as possible, repair or replace such property at their own expense or shall be charged the cost of such breakage, damage, loss or destruction as the General Manager or General Committee may decide.

e) Liability for accidents and injuries

- (i) Neither the Club, nor any member of the General Committee, Sub-committees, the General Manager or Club staff shall be liable for any accident, injury, loss or damage to any person, vehicle or property caused to or suffered by any member, their spouse or children, a visitor, visiting member, guest or any other person, whether occurring on the Club premises or whilst representing the Club in competition or sporting activity elsewhere, whether or not such accident, injury, loss or damage is caused by negligence or otherwise of the Club and Club staff or any member or any other persons.
- (ii) A member who is involved in any accident of any kind while on or in any part of the Club premises or which occurs outside the Club's premises as a result of an act done within them, in which injury is caused to any person or damage is caused to any property, shall report the accident in writing to the General Manager at once, and in any case within 24 hours of such accident, whether or not it appears likely that any claim will arise from the injury or damage caused thereby.

f) Advertising and noticeboards

- (i) No advertising matter or advertisement shall be displayed on Club premises unless authorized by the General Committee.
- (ii) Any member wishing to display any matter or notice on the Club's notice boards shall deliver the notice to the General Manager whose decision on the contents and format shall be final.
- (iii) Notices may only be displayed to the Club's notice boards under the direction of the General Manager.

g) Use of Club's name, logo, premises or facilities

No person may use the Club's name, logo, premises or facilities for commercial purposes (other than hiring a room or facility as a private function) in his/her own right or with or for any person, firm or corporation except with the express permission of the General Committee.

3) OPERATION GENERAL REGULATIONS

a) Opening hours

- (i) The Clubhouse and its facilities shall be open during such times as the General Committee may decide.
- (ii) Members using any part or parts of the Club before the Club has opened do this illegally, on their account, against the Rules of the Club and at their own risk.
- (iii) All facility and venue operating hours are detailed in respective annexes to these Bye-laws.



b) Dress code & conduct

- (i) Members shall at all time display a presentable standard of dress on the Club premises depending on the circumstances, the time of the day and subject to any direction of the General Committee.
- (ii) Members, including children, are to be properly attired within the Club premises and the surrounding venues. Proper attire includes street clothing and swim wear. Nappies and undergarments are not proper attire. Footwear is to be worn at all times except as stated in Annex 4.
- (iii) Swimwear is permitted only at the swimming pool and surrounding area and Middle Island waterfront.
- (iv) Members are responsible for the conduct and appearance of their guests and must inform them of the Rules of the Club.
- (v) Members shall conduct themselves with decorum and civility. Foul or abusive language in any form will not be tolerated. The General Manager reserves the right to remove any member or guest who abuses this regulation.
- (vi) Treatment of staff in an abusive, threatening or aggressive manner, either verbally or physically, at any time will result in disciplinary action by the General Committee.
- (vii) Cutting finger or toe nails in any areas of the Club is not allowed.
- (viii) In the case of abusive, threatening or aggressive behavior, the General Manager, or if not available, a General Committee Member who is not directly involved with the aggravated situation may remove from the Club premises any person who is in breach of these Bye-laws.

c) Membership cards

- (i) A member, their spouse and children over the age of 12 years will be issued with a personal membership card which shall be produced upon request by a member of the General Committee or a member of the Club staff.
- (ii) Children under the age of 12 years shall upon request for service, provide the name and the account number of their family membership.
- (iii) Members must present their membership cards for access to any facilities.
- (iv) Membership cards are to be presented when placing orders for food, beverage and equipment.
- (v) Membership cards are not transferable. Third party presentation of membership cards is not allowed and will subject the member to discipline by the General Committee. There have been instances where membership cards have been given to boat boys or to third parties for the purposes of gaining access to the Club Pontoon and the Car Park. There have also been instances where members have given their cards to third parties to use Club's facilities or to children who are over the age of 21 and who upon attaining such age will have ceased to be entitled to membership privileges. We wish to put the membership on notice that any instances of members allowing their cards to be used by unaccompanied third parties or non-members shall be subject to discipline by the General Committee or referred to the Disciplinary Committee for consideration of suspension or fine.
- (vi) Lost Membership cards must be reported to the Membership Secretary and will be replaced at a nominal cost fixed by the General Committee.

d) Guests

- (i) All Guest must observe the Rules of the Club and Members are responsible to ensure that their guests comply with them.
- (ii) All guests must sign the Visitors' Book kept at the reception.
- (iii) Cadet Members are not entitled to invite guests.
- (iv) Guest parking will be permitted in accordance with Annex 2 (D).



- (v) Not more than 4 guests per account are allowed on Sundays and Public Holidays in the Galley and the Four Peaks restaurant.
- (vi) No more than 6 guests per account are allowed at the Club premises on Middle Island.

e) Moorings and Hardstanding

- (i) Members using the Club's moorings or hardstanding for the storage of boats may only do so by entering into a contract with the Club upon the Terms and Conditions set out in the Club's Mooring/Small Craft Storage Agreement. Any breach of such Agreement by the member may render the member liable to disciplinary action by the General Committee in accordance with such Agreement and and/or the Rules of the Club. The policies with which the Club will administer the applications from members, the management and waiting lists of the moorings and spaces are stated below.
- (ii) Mooring/Small Craft Storage are restricted to Ordinary, Associate, Nominee and Debenture Members.
- (iii) Moorings are provided in Po Chong Wan, Aberdeen South Typhoon Shelter and at Middle Island. Spaces for Small Craft are provided at Middle Island hardstanding.
- (iv) When applications for moorings or spaces exceed the availability of suitable places, a waiting list shall be kept by the Club. The waiting list for moorings/ spaces will be based generally on the date of application on a "first come, first served" basis of a suitable size for the applicant's vessel. With effect from 1st July 2015, a member who wishes to be placed or to maintain a place on the Club's waiting list for moorings shall be required to pay a non-refundable Mooring Waiting List Fee of HK\$4,000 to defray administrative costs.
- (v) No single vessel may be allocated more than one mooring or space.
- (vi) Applicants shall supply details of dimensions, displacement and other characteristics of the vessel to the Club for consideration of suitability for the design capacity of the moorings / spaces.
- (vii) Should a Member change his status from "Active" to "Absent" his name will be removed from the relevant waiting list, or if holding a mooring or space the relevant Agreement will be terminated.
- (viii) An applicant shall have 30 days to respond to an offer from the Club for a mooring/ space by presenting a boat purchase advice in respect of a new or second hand boat. If the Member wishes to take up the option of a mooring/ space, he shall enter into a formal Agreement with the Club within 30 days of the offer and mooring fees will be charged from the date of that Agreement regardless of whether or not the mooring is occupied. The mooring/ space shall be occupied by the Member's vessel within 3 months of the offer date. This time limit may be extended by application for an extension of time with justifications to the Sailing and Marine Committee. During this grace period the Club reserves the right to allocate the mooring on a temporary basis to another Member.
- (ix) If an applicant elects not to take up the offer of a mooring/ space, his name shall be removed from the waiting list.
- (x) Unless with the express approval of the General Committee, a member may only rent one mooring and one space. Moorings may only be used for recreational and non profit making purposes and for active participation in events organized by the Club.



- (xi) When a vessel occupying a mooring/allocated space is sold, the Mooring/Small Craft Storage Agreement becomes void and the former owner shall be responsible in ensuring the vessel is removed from the Club mooring/ space within 14 days of the date of sale or the termination of its insurance, whichever occur first.
- (xii) In the event that a mooring/ space remains vacant for more than three months, the Club may terminate the Agreement and allocate the vacant mooring/ space to the next appropriate applicant on the waiting list. Members wishing to leave a mooring vacant for a period exceeding three months should seek the approval of the Sailing and Marine Committee in advance of the vessels vacancy with justifications for consideration. The Sailing and Marine Committee may require that the mooring is made available for other users for the intervening period.
- (xiii) Sub-letting of any Club mooring/ space is prohibited and will result in termination of the relevant Agreement.
- (xiv) Members shall maintain their vessels in a seaworthy condition.
- (xv) Where a vessel occupying a Club mooring or space has remained unused for a period of 6 months, the Club may contact the owner requiring them to give good reason why the Mooring/Small Craft Storage Agreement should not be terminated so that the Mooring or space could be allocated to an applicant from the waiting list. Unless a satisfactory explanation regarding the vessel's use is presented, the General Committee may terminate the relevant Agreement.
- (xvi) Members shall proceed within Club mooring areas with caution, with minimum wake and at no greater speed than five knots.
- (xvii) When a vessel occupying a mooring/ space is sold, the former owner shall surrender his mooring/ space to the Club. In the event of a member upgrading his vessel or substituting a new vessel for his old vessel the Club may at its discretion reallocate the existing mooring or an alternative mooring for the substituted vessel.
- (xviii) No applications for moorings for live-aboard purposes will be considered. Whenever any mooring used by a live-aboard member is vacated or terminated, the usage of that mooring will revert to non-live-aboard use. A mooring classified as non-live-aboard may not be converted to live-aboard use under an existing Agreement. The live-aboard status of a mooring is not transferable. No moorings at Middle Island may be used for live-aboard use.

f) Purchasing of services

- (i) Goods and services provided by the Club should be ordered by presenting a Membership card.
- (ii) Alternatively a member, their spouse and their children may sign receipts with their usual signature and write legibly the account number and name in block capitals at the place provided on the receipt.
- (iii) A member shall be responsible for the payment of all receipts signed by their spouse or children.
- (iv) Cash coupons, for visiting Absent Members for the purchase of food and drinks are available from the General Office and from the Waglan Bar by presentation of the membership card.



- (v) Members of the general public taking part in a Club sponsored event may purchase cash coupons from the Galley by presenting proof of their activity booking stating the date and/or period of the activity.
- (vi) Cash coupons may also be purchased by members who are leaving the Club permanently or who are going on extended leave and who have informed the Club that they wish to close their account prior to departure.
- (vii) Visiting yachtsmen, visitors to Hong Kong, guests of members accompanying the members and visiting competitors, may purchase cash coupons or pay by credit card but must request permission to do so from the General Manager.

g) Tropical cyclone warnings

- (i) Members within the Club premises will be kept informed of tropical cyclone signals either by the posting of notices or by announcements.
- (ii) When tropical cyclone signal 1 is raised, ABC staff will start implementing the Club safety procedures to secure the Club, including moorings and pontoons and additional safety steps that will be carried out in preparation for the raising of tropical cyclone signal 3.
- (iii) When tropical cyclone signal 3 is raised, ABC staff will start taking full precautionary actions, and whilst normal operations will continue as usual, if tropical cyclone signal 8 is expected to be raised, a gradual reduction of services will occur as staff are released to return home.
- (iv) When the tropical cyclone signal 8 is raised, Club operations will cease and all staff, members and guests, with the exception of caretaker staff, will be required to vacate the Club premises.
- (v) In the event of members or guests being unable to leave the Club premises, owing to the lack of transport or other circumstances, the function rooms will remain open for use but no food, drink or service of any kind will be available unless otherwise organized by the General Manager.
- (vi) If the tropical cyclone signal 8 is lowered after 17:00, the Club will remain closed until next day's normal opening hour. If it is lowered before 17:00, the Club operations will resume two hours after the signal has been lowered.

h) Smoking and Drinking

- (i) Smoking is not allowed anywhere on Club premises except on the uncovered area of the Sun Deck, adjacent to the Waglan Bar.
- (ii) The sale of tobacco and alcoholic beverages is prohibited to anyone under the age of 18 years or any other limitation prescribed by the laws governing Hong Kong.
- (iii) Members and guests may be required to provide proof of age if requested when purchasing tobacco and alcohol beverages.
- (iv) A member or guest who is under the influence of alcohol and becomes a nuisance for the other members or staff may be removed from the premises by the General Manager.
- (v) A member who appears to have consumed more than the legal permitted level of alcohol will be requested to leave his or her car keys with the Club and collect them at an appropriate time thereafter.



i) Private or personal staff

- (i) No private or personal staff may enter any venue of the Club or its premises at any time without the consent of the General Committee who may delegate the granting of such consent to the General Manager.
- (ii) Carers for disabled members or their children and guests may be permitted by the General Manager to enter Club premises to care for such persons.
- (iii) Member/parents are responsible for their children at all times within the Club premises.
- (iv) Private or personal staff/ employees may be allowed to drop off children registered for a course or event organized by the Club. Such person may be asked to wait within a designated area assigned by the General Manager.

j) Children

- (i) Members shall supervise and shall be responsible for the conduct of their children under the age of 18 years whilst on Club premises.
- (ii) Neither the Club nor any member of the General Committee, Sub-committee, the General Manager or Club Staff shall be liable for any accident or injury suffered by any child arising out of a member's negligence to supervise their child or their guests under the age of 18 years.
- (iii) No person under the age of 18 years shall order or consume any alcoholic beverage on Club premises.
- (iv) No child under the age of 12 years shall be left unsupervised in any part of the Club premises.
- (v) Children over the age of 12 years are eligible to receive a membership card for purchasing of food and beverage, as well as sporting and poolside equipment. Such purchases must be paid by the Member.
- (vi) Persons 21 years or older are considered adults and no longer qualify as dependents to family membership. Such persons have the option to apply for Membership or Legacy Membership, but may not use their parents' account.
- (vii) Children under the age of 12 years are not permitted unaccompanied in the Harbour Room or Bridge.

k) Visitors

- (i) Visitors to Hong Kong
 - (a) Persons who are temporarily in Hong Kong who approach the Club for Visitor Membership after being proposed by an Ordinary Member shall be considered on an individual basis for a period of up to three consecutive months within a one year period.
 - (b) Visitor Membership is granted at the discretion of any two Officers of the Club.
 - (c) Registered Visitor Members will be required to pay a one month's subscription or such other sum as the General Committee shall determine and any amounts due from such visitors shall be settled monthly, in advance and prior to departure.
- (ii) Reciprocal club visitors
 - (a) The Club shall maintain a list of reciprocal clubs.
 - (b) On presentation of Letter of Introduction from an authorized reciprocal club, the presenter shall automatically be classified as a reciprocal club visitor member and entitled to the privileges accorded to visitors.



- (c) Such privileges do not require the recipient to pay the monthly subscription.
- (iii) Visiting Yachtsmen
 - (a) Any yachtsman who, in the course of making passage through Hong Kong, is desirous of making a limited stay in Hong Kong, may, on application, be accorded Visitor Membership privileges for a period not exceeding three consecutive months in a one year period at the discretion of any two Officers of the Club.
 - (b) In such cases, a deposit and/or subscription of such sum as the General Committee may determine, shall be paid to the Club in advance and any amounts due to the Club from such visitors shall be settled monthly, and in any event shall be settled prior to departure.
 - (c) Such privileges may be withdrawn at any time without prior notice.
 - (d) This privilege will only be given after receiving proof of Hong Kong port and immigration clearance.
- (iv) Visiting competitors
 - (a) Persons visiting the Club for the purpose of competing in events organized by the Club may be accorded Visitor Membership privileges upon such terms and conditions as the General Committee may determine.
- (v) Visiting relatives
 - (a) Persons who are temporarily in Hong Kong and related to a member, may on declaration in writing from the member to the General Manager, be granted Visitor Membership privilege to use the Club for a period not exceeding three consecutive months in a one year period.
 - (b) The charges incurred during such visit will be charged to the member's account.
- (vi) Visitors' expenses
 - (a) The proposer of a Visitor Member shall be liable for all amounts which may be due by the visitor to the Club.
- (vii) Visitor's conduct and privileges
 - (a) All visitors must observe the Rules of the Club and sign the Visitors' Book.
 - (b) The General Committee may in their discretion at any time withdraw the privileges accorded to any visitor without giving any reason for doing so.

l) Pets And Animals

- (i) No pets or animals of any description are allowed on any part of the Club premises at any time except as defined below.
- (ii) Access for pets or animals via the lower car park is allowed for immediate embarkation aboard a private vessel or return to a private car pick up.
- (iii) Members who leave pets unattended or left leashed on the Club premises will be subject to discipline by the General Committee.

m) Electronic Devices (i.e. Mobile Phones, Laptops, Audible Pagers, Audio Devices, etc)

- (i) The use of mobile telephones, audible pagers, private radios, tape recorders, record and CD players or musical instruments is forbidden in any part of the Club premises except as set out below.



- (ii) Mobile telephones used on silent or vibration mode may be operated in designated areas of the Club. The designated area within the main club house is located adjacent to land line telephones on the foyer of each floor.
- (iii) Laptops, iPads, Kindles or other similar devices may be activated within the Waglan Bar, the Galley, on the ground floor and first floor patios, however, audible mode is not allowed in any venue of the Club.
- (iv) In addition, electronic devices and mobile telephones may be used in The Harbour Room and The Bridge only during periods when they have been booked by a member for a function, or in the car park, or in areas of Middle Island beyond the boatyard barrier gate.

n) Complaints And Suggestions

- (i) If any member wishes to lodge a complaint whether against a fellow member, a visitor or a guest, such complaint shall be made in writing to the Secretary or the General Manager.
- (ii) Suggestions for improving the Club or its facilities may be made in writing to the Secretary or the General Manager.
- (iii) No member shall reprimand or abuse any Club staff. Such complaints may be submitted to the General Manager or the Secretary in writing, detailing the complaint, advising a date, time and venue as well as any potential witness to an incident.
- (iv) In cases of an emergency, such complaints may be made verbally to the General Manager or any Member of the General Committee.

o) Gambling

- (i) Gambling is not permitted on the Club premises.
- (ii) Any gambling activity shall be reported to the General Manager immediately.

p) Summary Offences

In lieu of taking disciplinary action pursuant to Articles 17, 18, 19, 20 and 21 of the Articles of Association of the Club, a Flag Officer upon the request of the General Manger shall be empowered to issue warning letters to those members committing themselves or through their guests breaches of these Bye-Laws (as opposed to breaches of the Articles which shall be referred to the Disciplinary Tribunal). In the event that such member shall repeat breaches of such Bye-Laws after having received a warning letter from a Flag Officer, the offence shall be referred to the General Committee who may suspend and/or fine the offending member as the General Committee shall think fit.



ANNEX 1
FOOD AND BEVERAGE FACILITIES

A) GENERAL REGULATIONS :

- 1) **Prices and standard of food:** The General Committee shall set the prices and standard of food to be provided to members.
- 2) **Consumption of food and beverages:** Meals and beverages shall be consumed only in the designated areas where such services are provided.
 - a) No person shall bring their own food, drink or other consumables on to the Club's premises, except when this is necessary for medical purposes or when such food is being taken on board or removed from a vessel.
 - b) A member may bring baby food on to the Club's premises for consumption by infants.
- 3) **Private or special functions**
 - a) A member, Club, Society or recognized body under the Home Affairs Bureau regulation may apply to the General Manager for permission to hold a private function in a part of the Club's premises.
 - b) A fee of such sum as the General Manager or General Committee may determine will be charged for any approved private function or room reservation. The General Manager or General Committee may grant or refuse any such application.

B) "THE GALLEY" COFFEE SHOP & " THE PATIO" POOL SIDE CAFE

- 1) **Opening hours**
 - a) The Galley and The Patio are open from Monday to Friday between 0830 and 2200.
 - b) On Saturdays, Sundays and Public Holidays, The Galley and The Patio are open between 0800 and 2200.
- 2) **Order placing**
 - a) Waiters will take orders from the tables, there is no need to come to the counter.
 - b) Take away orders placed either by phone or at the venue after 1700 on Sundays and Public Holidays will take second priority to orders taken from members dining in the outlet.
 - c) Orders must be placed by a Member. Drivers, guests and private employees not accompanied by a member cannot place orders unless it has been formally requested in writing by the member and has been approved by the General Manager.



3) Dress code

- a) T-shirt, shorts and footwear are the minimum dress code requirement suitable for The Galley.
- b) No swimwear is allowed in The Galley.
- c) No bare chests are permitted in The Galley at any time.
- d) No wet clothes are allowed inside The Galley.

4) Child supervision

- a) Parents must supervise their children on the Club's premises at all times.
- b) Children should not carry hot food or sharp items.

5) Table booking

- a) Table reservations are not permitted in The Galley and The Patio except for organized Club functions or approved private events.
- b) Any party over 12 persons must get prior permission from the General Manager and may need to use a function room, if available and approved by the General Manager.
- c) Not more than 4 guests per account are allowed on Sundays and Public Holidays in The Galley and The Patio.
- d) Members are not allowed to move tables by themselves, but should request the staff to move them if necessary.

C) "THE FOUR PEAKS" RESTAURANT

1) Opening hours

- a) The Four Peaks Restaurant shall be open during such times as the General Committee determines.

2) Order placing

- a) Take away orders placed either by phone or at the venue after 1700 on Sundays and Public Holidays will take second priority to orders taken from members dining at the restaurant.
- b) Orders must be placed by a Member. Drivers, guests and private employees not accompanied by a member cannot place an order unless it has been formally requested in writing and has been approved by the General Manager.

3) Dress code and behavior

- a) The Four Peaks Restaurant is a formal outlet where members can enjoy fine dining therefore the utmost consideration to other diners is essential.
- b) The standard of dress for The Four Peaks Restaurant in the evening is smart/casual dress. For gentlemen, this shall comprise a shirt with a collar, long trousers and shoes other than gym, sports shoes, or flip flips.



4) Child supervision

- a) As in every part of the Club, parents must supervise their children and not permit them to act unruly in the restaurant.
- b) All children under the age of 12 years shall leave The Four Peaks Restaurant on or before 2000, except on such occasions as may be permitted by the General Committee or the General Manager.

5) Table booking

- a) Table reservations are permitted in The Four Peaks Restaurant and can be made by calling the restaurant's direct line.
- b) Any party over 12 persons per account must make a prior reservation and may be required to use a function room, if available and approved by the General Manager.
- c) Not more than 4 guests per account are allowed on Sundays and Public Holidays.

D) "THE WAGLAN" BAR

1) Opening hours

- a) The Waglan Bar is open daily from 1000 until 2400.
- b) No child under the age of 12 years shall be permitted at The Waglan Bar, except to communicate briefly with any member present.



ANNEX 2 **CAR PARKING FACILITIES**

A) CAR PARK OPENING AND CLOSING TIME

- 1) The car park gate will open daily at 0700 and close at 0100.
- 2) The car park shall be closed when the Club is closed. However, the Club security guards may allow members to park their cars or take them away with advance notice during hours whilst the Club is closed.

B) CAR PARK LABELS

- 1) A member's vehicle parked at the Car Park must carry a valid Club issued car parking label.
- 2) Copies of labels are not valid and parking will be refused in such circumstances.

C) OVERNIGHT PARKING PERMIT AND LIMITATION

- 1) A member shall not leave his car in the car park overnight unless he has notified the General Manager and obtained his consent. The Club may levy a fee for such casual overnight parking.
- 2) A member who may have consumed more alcohol than the limit allowed by Hong Kong law must leave his keys with the barman and will be allowed to park overnight at no charge.
- 3) The General Committee may allow some overnight parking permits at a monthly charge, as determined by the General Committee, provided the vehicle is covered by Road Tax and Insurance and the vehicle is used, in the opinion of the General Committee, on a regular basis.
- 4) New overnight passes will not be issued or transferred by the Club from existing overnight pass holders.

D) CAR PARK FEES AND FINES

- 1) Fees for the car park pass and for overnight parking shall be determined by the General Committee.
- 2) Any member parking his vehicle in the Club car park but failing to display a valid Club parking label for the parked vehicle shall upon first offence, receive a warning letter from the Club, upon second offence (within 12 months of the first offence) shall incur a fine of HK\$500 and in the event of a third or further offences (within 12 months), the right to park in the Club car park shall be suspended for such period as the General Committee shall think fit without entitlement to any refund for any period of suspension.
- 3) Any member parking his vehicle in the Club car park with a valid label without the member using any paid Club facilities during the day of parking shall incur a parking charges of HK\$1,600 per day.
- 4) All guests of a member wishing to park during the week must be :
 - (i) declared at reception or by advance e-mail or telephone;
 - (ii) A guest parking fee of HK\$50 will be charged;
 - (iii) The guest will be provided with a visitor sticker to display on the vehicle.



E) CAR PARKING ETHOS

- 1) Only one vehicle per account is to be parked at any time, except as allowed below.
- 2) If a secondary parking label is purchased, parking on Weekdays (Monday to Friday except Public Holidays) for a second vehicle per account will be authorized.
- 3) Vehicles must be parked within the parking lines.
- 4) Instructions from the Parking Attendant are to be followed.
- 5) Engines should be turned off as soon as the vehicle is parked and not kept idling.
- 6) Any incident or accident in the car park must be reported to the General Manager. Telephone numbers or other methods of contact between the parties involved must be provided.
- 7) No roller skates, skateboards, ripsticks or any other such equipment are to be used in the car park.
- 8) Unattended children are not permitted in the car park.

F) EQUIPMENT STORAGE

- 1) Members wishing to store their boat equipment in any part of the Club premises allocated for such purposes shall arrange with the General Manager for such storage.
- 2) The Club will not be liable for any loss or damage to the property of the member, howsoever caused.
- 3) Storage is only allowed in the member's lockers provided by the Club in the car park. Any other equipment or property found stored without permission will be deemed to be discarded, and will be liable to be disposed.
- 4) No storage of perishable or dangerous goods is allowed on the Club premises.



ANNEX 3 **SAILING AND MARINE**

A) PONTOONS – MAIN CLUBHOUSE

- 1) The Club's pontoons are installed to enable members and their guests to embark and disembark from their boats directly onto the Club's premises.
- 2) On Saturdays, Sundays and Public Holidays, members may only bring their boats alongside the Main Club house pontoons while embarking and disembarking passengers.
- 3) Members may not tie up their boats to the Main Club House pontoons overnight except in exceptional circumstances approved in advance by the General Manager.
- 4) The General Committee will promulgate and publish appropriate penalties for the improper use of the pontoons.
- 5) During daylight hours on Saturdays, Sundays, and Public Holidays no boats are to be parked for more than 30 minutes on the Main Club House pontoon without prior approval of the General Manager.
- 6) A fee of HK\$200 per hour will be charged to the owner's account for any boat parked on the pontoon for more than 30 minutes except where approved by the General Manager for boats actively being worked on or participating in or supporting Club events. However, such boats shall not remain on the pontoon any longer than is necessary or if requested to leave by the General Manager.

B) PONTOONS - MIDDLE ISLAND

- 1) The main pontoon is reserved for ferries, Club vessels and vessels loading, or discharge passengers. Private vessels may moor for short periods when there is low demand.
- 2) Members may moor for long periods on the finger pontoons, except for the western side of the western finger pontoon which is reserved for dinghies.



ANNEX 4

SWIMMING POOL AND SURROUNDING AREA

A) GENERAL RULES

- 1) The swimming pools shall be open during the following hours:
 - a) Mondays – Fridays 0900 to 1900
 - b) Saturdays, Sundays and Public Holidays 0800 to 2100
- 2) The General Committee may authorize the use of the pools for restricted purposes or particular activities.
- 3) The pools may not be used outside the specified hours or when no lifeguards are present.
- 4) Members of the Club may use the pools throughout the operation times.
- 5) Guests, attended by members, may use the swimming pools from Mondays to Fridays.
- 6) No guests shall be allowed to use the pools on Saturdays, Sundays and Public Holidays.

B) CHANGING ROOMS

- 1) Members and guests (including children and infants) must change in the changing rooms.
- 2) Infant and toddler nappy tables are provided within both changing rooms and should be used exclusively for this purpose.
- 3) Infant and toddler nappies changes are restricted to the changing rooms located by the Poolside and in the Middle Island restrooms. Nappy changes carried out outside these areas within the Club premises are prohibited.
- 4) Boys above the age of 6 years may not enter the female changing room.
- 5) Girls above the age of 6 years may not enter the male changing room.

C) SWIMMING AIDS

- 1) Swimming aids that can be firmly attached to the body are permitted; surfboards, beach balls, inflated floats, airbeds, snorkels, flippers, metallic toys and similar articles are prohibited unless stipulated by a Club function.

D) POOL AREA

- 1) The area surrounding the pools is reserved for the use of swimmers and sunbathers.
- 2) Footwear is not permitted at the poolside or within the perimeters of the pool area.

E) LIFEGUARDS AND SAFETY

- 1) The lifeguard's primary task is to ensure the safety of all those who are in the pool area. They are empowered to expel from the pools and the pool area any person who breaches the regulations relating to the pools or whose conduct endangers his or her own or any other person's safety.



-
- 2) Life guards are authorized to close the pool when there is a thunderstorm warning.
 - 3) Life saving equipment is not to be removed except in emergency and then preferably under the supervision of a lifeguard.

F) HYGIENE

- 1) Persons suffering from any communicable disease may not enter the pools or showers.
- 2) Swimmers must use the footbath and shower before entering the pools.
- 3) Toddlers must wear waterproof nappies in the pools.

G) FOOD AND DRINK

- 1) Food is not permitted by the pool side or within the pool area unless this is for a Club function.
- 2) Only plastic drink containers may be used in the pool area.

H) BEHAVIOR

- 1) No running around the pools or rough or unruly behavior is allowed.
- 2) Excessive splashing is prohibited in the pools.

I) CHILDREN

- 1) Children under the age of 12 years who are in the pools or in the pool area must be accompanied and supervised by an adult at all times.

J) CHANGING ROOM

- 1) Secure lockers are provided for members and their guests on a daily basis. Keys are to be returned to the lifeguard when the locker is vacated.
- 2) No food or drinks may be taken into the changing rooms.

K) WADING POOL

- 1) The wading pool is for children under 6 years.
- 2) Adults may not use the wading pool except for the supervision of children.
- 3) Small floating toys may be used in the wading pool.



ANNEX 5 **SQUASH COURT**

A) GENERAL RULES

- 1) The General Manager is responsible for the management of the squash court which includes responsibility for:
 - a) ensuring that the squash court is properly maintained and fit for play.
 - b) issuing rules governing the use and management of the squash court.
 - c) answering any complaints or suggestions concerning the squash court and its management.
- 2) A Squash Convener may be appointed by the General Committee to arrange matches and liaise with the General Manager.
- 3) Proper sportswear and non-marking shoes must be worn at all times.
- 4) Any person damaging the squash court or equipment therein must report the matter to the General Manager within 24 hours of the happening of the event giving rise to such damage.
- 5) Only non-marking balls must be used on the court.
- 6) Players must have their membership cards with them on arrival to play and must hand over their cards to authorized Club staff requesting the same. The membership card will be returned upon request when the game is completed.
- 7) Charges for the use of the squash court will be of such sum as the General Committee may determine.
- 8) Persons under 12 years of age may not use the squash court and they are not allowed in the viewing gallery unless accompanied by an adult.

B) OPERATING HOURS

- 1) The squash court will be opened during Club opening hours or at such times as the General Committee may determine.

C) BOOKING

- 1) The squash court can be booked at The Galley. Telephone bookings will be accepted on the day of booking only.
- 2) Bookings may be made in advance but shall not be made more than 10 days in advance.
- 3) All bookings are to be recorded in a log kept at the Reception. The staff will prepare receipts for any member booking the court. Bookings shall be made in person and that person shall give his or her name and account number and shall sign his or her name (except in the case of telephone booking).
- 4) Guests or visitors may not make a booking. A Member making the booking shall give:
 - a) The name of the other player and the other player's account number (if a member).
 - b) Indicate whether or not he is playing with a guest or visitor.
 - c) Members making bookings must produce their membership cards on request.



-
- d) No member may book the court for more than 45 minutes without the permission of the General Manager.
 - 5) If a squash court is not occupied with 10 minutes of the commencement of the period for which it has been booked, the court may be used by any members waiting to play and thereupon the original booking shall be automatically cancelled. Any member taking advantage of this Bye-law must record his name and account number on the squash booking form and cancel the original booking.
 - 6) At least 24 hours' notice must be given for cancellations of booking, otherwise the member's accounts will be debited with the standard court fee.

D) SPECIAL USAGE OF THE SQUASH COURT

- 1) The squash court may not be used solely by visitors or guests except when:
 - a) A match or competition is being held or
 - b) The member inviting the guests or visitors is present through the time the squash court is used.
 - c) On such other occasions as the General Committee may determine.
 - d) When the court has been reserved under the Home Affairs Bureau requirements for public usage of sports facilities.
- 2) On Sundays and on public holidays the General Manager may make the squash court available for use as an indoor play area for children under the age of 12 years.
- 3) In the event that the squash court is so made available, only children under the age of 12 years with any supervising adults shall be permitted to enter the squash court area and use the play equipment therein.



ANNEX 6 **BILLIARDS ROOM**

A) HOURS OF PLAY

- 1) No game of billiards or snooker may be played before 1100 on any day except Saturdays, Sundays or Public Holidays when the starting time will be 1015.
- 2) All games shall cease at 2345 or such other time as the General Committee may decide.

B) MANAGEMENT

- 1) The General Manager is responsible for the management of the Billiards Room which includes responsibility for:
 - a) Ensuring that the table and equipment are properly maintained and fit for play.
 - b) At least every week the table should be brushed and the cloth should be smoothed with the Napper and then ironed.
 - c) At the same time the table should be inspected for damage to the cloth, cushions and pockets, and any damage reported.
 - d) Cues should all have suitable tips and rests inspected for loose heads and missing/damaged heads.
 - e) Issuing rules governing the use and management of the Billiards Room.

C) BOOKING

- 1) A member who wishes to play shall print their name and account number as well as signing in a vacant time slot on the Booking Sheet provided at The Waglan Bar.
- 2) Bookings may be made, if in person, not more than 3 days in advance, or if by telephone only on the same day.
- 3) Two, three or four members playing together may not book the table consecutively, and a member may not book more than one time slot at a time.
- 4) Organized Club matches and tournaments shall take precedence over members' bookings.
- 5) A member may not enter the name of another member on the Booking Sheet.
- 6) A member may not have at any one time more than one time slot booked for their future use whether for the same or future days.
- 7) Should a member who has booked a later time slot be invited to play in an earlier time slot, the member must delete their name from the booking of the later time slot.
- 8) If the present time slot is vacant and has less than 30 minutes to run, a member may book the subsequent time slot provided if it is free and may also use the remaining time in the current time slot. If the current time slot has 30 minutes or more to run, then only the current time slot may be booked.
- 9) In order to cater for a member wishing to play who has not arranged a partner or opponent and wishes to play on their own, a member may book a time slot



- 10 minutes (or later) after the commencement of that time slot providing it is still vacant.
- 10) If any member has booked a time slot and who is absent from the Billiards Room when the time slot is due to commence and does not appear within 5 minutes, such member shall forfeit the right to use that time slot and shall be subject to any penalty for having failed to appear.
 - 11) Each time slot shall be of 45 minutes duration and the billiard table must be surrendered at the end of the time slot if a member who has booked the next time slot is waiting, regardless of the state of the game, or the number of balls remaining on the billiards table.
 - 12) Members may continue playing if the subsequent time slot has not been booked, and previous games notwithstanding, shall have the right to book that time slot at the commencement time of that time slot, provided it is still vacant.
 - 13) The starting times of the time slots are as follows:
10:15 (only on Saturdays, Sundays and Public Holidays),
11:00, 11:45, 12:30, 13:15, 14:00, 14:45, 15:30 16:15, 17:00, 17:45, 18:30,
19:15, 20:00, 20:45, 21:30, 22:15, 23:00
 - 14) The penalty charge for booking a time slot and then not utilizing it will be a sum that the General Committee may decide.

D) USE OF BILLIARDS ROOM

- 1) The Billiards room shall be locked at all times when not in use.
- 2) If found to be unlocked, first lock the door, then inform the bar staff (who shall log the incident in a log book). The bar staff should then inform the General Manager to inspect for any damage and any follow up, if necessary.
- 3) The member is required to deposit his/her membership card with the bar staff in order to obtain the room key and the balls.
- 4) Snooker balls and pool balls may not be released at the same time.
- 5) The member's card will be swiped by bar staff into the POS as a record of when the key/balls were given and also when they were returned. If a fee is chargeable, it will be generated from this information.
- 6) The member booking the time slot must be present in the room for the duration of that time slot.
- 7) A member must be a player in every game. Non-members/guests are not allowed to be the only players in a game.
- 8) After using the billiards room, members are to ensure the room is properly locked. The key and snooker/pool balls are to be returned to the bar staff in return for their membership card. The card will again be swiped into the POS by bar staff before being handed back.
- 9) The bar staff shall check the number of balls returned and check for damage to the balls.
- 10) The bar staff shall check the room for damage upon return of the key and enter if the room has been checked into the POS.



E) TABLE FEES

- 1) Charges for use of the billiards table will be of such sum as the General Committee may determine.

F) FOOD AND DRINK

- 1) No food of any description is allowed in the Billiards Room.
- 2) No cup, plate, glass or other receptacle is to be placed on the Billiards table.

G) SMOKING

- 1) Smoking is not permitted in the Billiards Room.

H) CONDUCT

- 1) Only billiards, snooker, pool and recognized variations of these games may be played. Billiards fives and other violent or unorthodox games are strictly forbidden.
- 2) The officially published and posted General Rules of Billiards and Snooker shall apply.
- 3) No person is permitted to play a shot with both feet off the floor.

I) GUESTS

- 1) The General Committee may specify hours when guests may not play. The billiards table may not be occupied solely by guests.

J) PERSONS UNDER 16 YEARS

- 1) Persons under 16 years are not allowed in the Billiards Room.
- 2) Persons between 16 and 18 years are allowed to use the billiards table only if playing with an adult member who shall be responsible for them, who must always be present.

K) DAMAGE

- 1) It is the duty of a member to report damage of any kind to the table or any other item of equipment to the General Manager immediately.
- 2) If any unreported damage is discovered at the commencement of a time slot, it will be assumed the previous user was responsible.



ANNEX 7 **GYMNASIUM**

A) OPENING TIMES

- 1) The gym shall open from 0600 to 2200 daily.

B) MANAGEMENT

- 1) The General Manager is responsible for the management of the gym which includes responsibility for :
 - (i) Ensuring that the equipment is properly maintained and fit for use;
 - (ii) Issuing rules governing the use and management of the gym.

C) USAGE

- 1) Use of the gym is free to members.
- 2) Members use the facility at their own risk.
- 3) The Club will not be responsible for any injury caused to any member howsoever arising.
- 4) Guests are not permitted to use the gym.
- 5) Should a member see a person other than a member using the facility, they should inform Club staff immediately.
- 6) **Children**
 - a) Children under the age of 14 years are not permitted to use the gym.
 - b) Children above 14 years old may only use the gym under the supervision of their parents or any adult member present and in whose care the child is at the time.
- 7) **Personal trainers**
 - a) The Club does not have personal trainers however, members may bring their own personal trainers.
 - b) The Club will not be responsible for any injuries or accident accruing during these sessions.

D) KEYS

- 1) Keys for the gym can be obtained from the Reception or The Galley upon depositing their membership card with a staff member.
- 2) The key must be returned to the Reception or The Galley after a member has finished using the facility.
- 3) Keys must not be transferred to a third party or kept overnight.
- 4) On leaving the gym, members should ensure that the door is closed and locked and the lights and air conditioning must be switched off.
- 5) Members will be charged a fee of HK\$200 for any non-returned or lost keys.



E) STANDARD OF DRESS AND BEHAVIOUR

- 1) Members must be clothed with proper sportswear at all times.
No person may use the gym unless he or she is appropriately dressed as determined by the General Committee. The General Manager may ask such improperly dressed members to leave the gym.
- 2) Shirts must be worn at all times.
- 3) Music and videos should be played at a reasonable sound level which will not disturb other users.
- 4) Changing channels or music will require a courtesy request to other users.
- 5) After using the equipment, it must be wiped with the towel and anti-bacterial products available in the gym.

F) FOOD AND DRINK

- 1) No food, alcoholic drinks and glassware may be taken into or consumed in the gym.
- 2) Energy drinks or non alcoholic drinks are permitted in plastic containers.

G) DAMAGE

Damage to any piece of equipment should be reported to Club staff immediately with an explanation as to how the damage occurred.

H) Hygiene

- 1) Anyone suffering from a communicable disease may not use the gym.



ANNEX 8 **PLAYGROUND**

A) OUTDOOR CHILDREN'S PLAYGROUND

- 1) The General Manager is responsible for the management of the children's playground which includes responsibility for issuing rules from time to time governing the use and management of the children's playground.
- 2) Only children under 12 years shall be permitted into the playground area together with the parent or member supervising the child concerned. Such children shall be supervised by an adult at all times.
- 3) Ball play is not allowed in the playground.
- 4) The playground gate has been fitted with a special catch to prevent young children opening the gate. The gate should be closed after use.
- 5) The playground is designed specifically for smaller children. Older children, even if under the age of 12 years, must not be permitted to behave in a manner which is prejudicial to the safety and enjoyment of younger children.
- 6) Playground equipment must not be thrown around.



ANNEX 9 **MIDDLE ISLAND**

A) GENERAL REGULATIONS

1) Opening hours

- a) The ABC club house at Middle Island opens on Saturdays, Sundays and Public Holidays and school holidays and as determined by the General Manager or the General Committee.
- b) Generally, Saturdays the Middle Island club house opens at 1200 and closes at 2100, while on Sundays and Public Holidays it opens at 1000 and closes at 2100.

2) Child supervision

- a) As in every part of the Club, parents must supervise their children.
- b) If children leave Club premises (e.g. play on the hill or in the water), it is done at the parents' responsibility.
- c) The Club will not accept any liabilities in case of accidents.

3) Table booking

- a) Table reservations are permitted the Middle Island club house and can be made by calling Middle Island's direct line.
- b) A maximum of 6 guests per account is allowed on Middle Island at any one time.

B) PONTOONS – MIDDLE ISLAND

- 1) During special events, major regattas and social events, some of the pontoon space at Middle Island may be designated as reserved for competitors, sponsors or other visitors at the Sailing and Marine Committee's or General Manager's discretion.
- 2) During this time members shall be requested to keep all designated pontoons free as required, apart from short term use for embarkation/disembarkation.
- 3) The General Committee may levy appropriate penalties for improper use of the pontoons.

C) SWIMMING

- 1) Swimming at Middle Island is not recommended as there are no life guards on duty.
- 2) Members swimming within the mooring and pontoon areas do so at their own risk and the Club shall have no liability for any loss, damage, or injury howsoever caused.

D) SLOPES

Cement slopes are off limits as anyone on the cement slopes is damaging them.