

# HOLLANDSE CLUB

## BYE-LAWS Version 2020

### NOTICE

These Bye-Laws form an integral part of the Hollandse Club's (HC) Rules and Regulations. The Bye-Laws may be modified, varied, suspended, added to or cancelled by the Main Committee at any given time, without notice.

A copy of the Bye-Laws is available on the Club's website. Any changes to the Bye-Laws will be published under Club's News and Notices on the website and on the noticeboard.

# HOLLANDSE CLUB

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## A.

### 1. ABSENT MEMBERS

- a) In accordance with Rule 7.6 of the Rules, a Member may choose Absent Membership upon taking up residence outside Singapore.
- b) Absent Members do not have an active Membership Account, but may, when visiting Singapore, use the Club facilities as a Member.
- c) All payments must be settled upon purchase.
- d) Absent Members are entitled to Member prices.

### 2. ACCESS

- a) Members and Guests are only allowed to access the HC via the Main Entrance. (See also "Guests".)
- b) No one may access the HC outside normal opening hours, except during special events and/or as otherwise authorised by the Main Committee.
- c) Hotel guests may access their rooms at any time through the hotel entrance.

### 3. ADVERTISING

- a) No form of advertising or display of advertising material is permitted within the HC premises except with the permission of the General Manager
- b) The name or logo of the HC may not be used for any advertising or commercial purposes except with the permission of the General Manager.

### 4. ANG POW

- a) Every year, employees of the HC (including, where the Main Committee deem appropriate, employees of outsourced partners) receive an Ang Pow (red packet) for Chinese New Year.
- b) Funds for Ang Pow are generated from Membership Contributions.
- c) The Main Committee decides in October of every year on the suggested amount of the Membership Contribution.
- d) The amount will be communicated to the Membership in November. Every Member has the right to opt out until 31 December.

## B.

### 1. BAR

- a) Between 6-8pm children are only allowed to enter the Bar under parental supervision.
- b) After 8pm children are not allowed in the Bar except with the permission of the General Manager.

## C.

### 1. CAR PARK

- a) The car park will be accessible for Members with car stickers (Decals).
- b) Cars belonging to Members must at all times display a valid HC sticker (decal) on the top left of the front windscreen.
- c) Visitors must park their cars in the Visitors Parking Lots.
- d) Cars must be parked within the designated parking areas of the HC, and within the marked parking bays.

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- e) Double-parking of vehicles is not permitted.
- f) Every Member and Guest shall comply with instructions as may be given by authorized personnel as to parking.
- g) A Member who has damaged, or is involved in an accident with, any other vehicle, person or property on the HC's premises shall report such accident to a Member of staff from the HC immediately giving all necessary particulars.
- h) Only motor vehicles of Committee Members are allowed to park in the parking lots reserved for Committee Members.
- i) Overnight parking and long stay parking are not allowed unless prior permission has been granted by the Duty Manager.
- j) Cars parked in breach of these regulations will be clamped.

## 2. CHANGING ROOMS

- a) The HC will not be held responsible for any losses, damages or mishaps of whatsoever nature that occur in the changing rooms.
- b) Lockers can be re-set / opened by the reception, only in the presence of a witness (who is not the person requesting such opening).
- c) Money, valuables plus other property can be placed in the lockers at the sole risk of the Member.
- d) Children aged 6 years and over must use the changing room allocated to their respective gender.
- e) It is not permitted to change outside the changing rooms.
- f) Other spaces, such as lobby toilets, are not to be used as changing rooms.

## 3. CHILDREN

- a) The safety, welfare and behaviour of children on the HC premises is entirely and at all times the responsibility of their parents or guardians.
- b) Children under the age of 11 years will only be allowed to enter or stay on the HC premises if accompanied by a guardian. (See also under 'Domestic Helper').
- c) In accordance with the laws of Singapore, no person under the age of 18 is permitted to consume any alcoholic beverage or tobacco products on the premises of the HC. A Member over 18 is not allowed to supply an alcoholic beverage to a person under 18, even if it is an immediate family member. Violations of these rules by any member will be subject to disciplinary action by the Main Committee.
- d) Children as of the age of 21 years can no longer come under the family Membership of their parents and have to sign up for single Membership in their own name.

## 4. COACHING STAFF

- a) Members are required to use the coaching services provided by the Club or its partners and may not invite their own personal coaching staff to train with them.

## 5. COMPLAINTS, SUGGESTIONS & FEEDBACK

- a) Feedback forms are available at the Reception or may be emailed to: [suggestions@hollandseclub.org.sg](mailto:suggestions@hollandseclub.org.sg).
- b) A Member is not entitled to reprimand a HC employee or an employee of an outsourced vendor directly.

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- c) Any complaints are to be addressed written to the attention of the Main Committee (main.committee@hollandseclub.org.sg) or the General Manager(gm@hollandseclub.org.sg).

## D.

### 1. DISCIPLINARY COMMITTEE

- a) In accordance with Rule 12.9 and 12.10 of the Rules and Regulations, the Main Committee deals with any disciplinary actions.
- b) A Disciplinary Committee will be formed by the Main Committee to deal with any disciplinary matter, within 14 days (or as soon thereafter as reasonably possible) of notification to the Main Committee of an issue potentially requiring an inquiry and action.
- c) At least 14 days' written notice of an inquiry (and any evidential interview) shall be given to a Member whose conduct is subject of inquiry by the Disciplinary Committee.
- d) If a properly notified Member fails to attend the evidential interview, the Disciplinary Committee may proceed with the inquiry in the Member's absence.
- e) The Disciplinary Committee may receive any evidence, whether oral or written, from any person whomsoever it considers necessary, and any documentary evidence, and is free to give such weight to any such evidence as it sees fit, to arrive at a recommendation on what disciplinary action is to be taken, if any. All such evidence shall be recorded in writing by the Disciplinary Committee.
- f) The Disciplinary Committee will advise the Main Committee on the proper penalty for a Member who has been found guilty of unbecoming, improper or wrongful conduct.
- g) The Main Committee may in its discretion impose any, none or all of the following penalties on a Member found guilty based on the findings of the Disciplinary Committee:
  - i. A reprimand.
  - ii. A fine.
  - iii. Suspension of any or all Membership rights and privileges accorded to such Member and their family and Guests for such duration as the Main Committee shall deem fit.
  - iv. Termination of Membership without compensation.
  - v. A combination of two or more of the above.
  - vi. Any other penalty it may deem fit, within the law.
- h) the decision of the Main Committee is final.

### 2. DISPUTES

- a) All disputes arising out of, or in connection with, a Membership shall be finally settled by the Main Committee in accordance with Rule 3.2 and with such procedure as the Main Committee might decide. Notwithstanding the above, the HC may claim any amount owing on account of unpaid fees, dues or other monies owed to the HC by a Member in arbitration heard by a sole independent and impartial arbitrator appointed by the HC. Members agree to such procedure by joining the HC and to the enforcement of any Award.

### 3. DOMESTIC HELPER

- a) Domestic Helpers are only allowed on the HC's premises in cases where:
  - i. parents are unable to accompany their children.

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- ii. they are attending classes or activities, which have been specifically organized for Domestic Helpers at the HC, and only with the consent and prior knowledge of the Member, or
  - iii. they are accompanied by Member(s) during special private events, such as birthday parties.
  - iv. exceptional circumstances prevail, and the express permission of the General Manager has been granted.
- b) Domestic Helpers are allowed to place orders on Member's accounts at the express permission of the Member, but must show their Domestic Helper's card accordingly.
- c) Members remain responsible for their children and Domestic Helper at all times.

## 4. DRESS CODE

- a) Members and Guests are expected to be dressed in a manner appropriate to the occasion or event intended or the facilities used in the HC.
- b) Bathing attire is not to be worn anywhere except in the swimming pool area and changing rooms.
- c) Members and Guests are expected to be fully dressed when dining in the Club's restaurant or bar.
- d) Members who have been involved in sports activities and are perspiring are to shower before entering the Bar or any of the indoor venues.
- e) HC reserves the right to deny entry to anyone not dressed appropriately or to ask them to leave.

## 5. DRUGS

- a) Possession, use, sale, purchase of, or trafficking in, any illegal drug on the premises of the HC is strictly prohibited.
- b) If a Member of the Main Committee, the General Manager or any other HC member of staff has reason to suspect any Member, Guest or employee of such possession, use, sale, purchase or trafficking, he is authorised and instructed to contact the appropriate law enforcement authorities for investigation and action immediately.

## E.

### 1. EMPLOYEES

- a) Tipping of any employee of the HC is prohibited.
- b) Employees of the HC shall not be requested to carry out errands by Members whether outside or within the HC premises.
- c) Employees of the HC shall not be hired in any way by Members of the HC whilst they are employees of the HC.

## F.

### 1. FEES

- a) Fees for services rendered at the HC or use of HC's facilities are regularly approved by the Main Committee.
- b) All fees are published on the Club's website.
- c) The Main Committee may change these fees at any time without notice.

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## 2. FOOD AND BEVERAGE

- a) No food or beverage bought outside the premises of the HC can be consumed on the HC premises without the prior approval of the General Manager/ Main Committee/Outsourced vendor.
- b) Members who have complaints about food or beverage should direct their comments to the Outsourced vendor or the General Manager. (see also "Complaints")
- c) Children under the age of 11 years are not permitted to sign for purchases against the account number of their parents or any other Members.
- d) No glassware is allowed poolside; Members are to be reminded to tell the service staff of their location when ordering, so an appropriate vessel can be provided.

## G.

### 1. GAMES & GAMBLING

- a) The Management may ban certain games in the HC.
- b) Gambling is prohibited on the HC premises except under licenses issued by the Singapore authorities.
- c) Any illegal gambling will be reported, and disciplinary action taken.

### 2. GUESTS

- a) A Guest of the HC is any person, adult or child, who is not a Member or Member of staff of the HC.
- b) All Guests must be introduced at the HC by a Member, registered by signing in at reception. Photo id must be provided by the guest.
- c) Guests must be accompanied by the Member at all times (even when using the facilities).
- d) Persons residing in Singapore can only be introduced a total of once per month to use the HC's facilities.
- e) Persons not residing in Singapore can be introduced for up to 14 days per calendar year to use the HC's facilities. The days do not have to be consecutive.
- f) The maximum number of Guests who can be introduced to make use of HC's facilities is 3 adults and 4 children per Membership per day.
- g) With the exception of the pool, a maximum of 3 guests may use the facilities at one time.
- h) Particulars of all Guests must be entered in the Guest registration facility provided at Reception.
- i) The Member/Guest(s) agree not to hold the HC, its Committee/Members/Officers and or Employees liable for any accident or injury that may be sustained during the Guest's visit to the HC, and Members are liable to indemnify the aforesaid for any such claims brought by Members/Guests.
- j) Fees for guests are set by the Main Committee.
- k) All fees will be charged to the Member's Account or paid in cash directly by the Member or Guest.
- l) Members are responsible for the behaviour of and payment by their Guests.
- m) Members have priority rights to use facilities over Guests, but only until booked time has not yet commenced.
- n) When Members are expecting guests as attendees of private events (e.g. birthday parties) the General Manager must be informed in advance of the number of guests expected.

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No fees are required to bring Guests in to the Club to use the Restaurant or Bar or to attend an event where a non-Member ticket has been purchased. Fees are payable however for guests to use the Club's leisure or sporting facilities (kids' club/ pool/ gym/ multi-purpose court/ playground, squash & tennis courts):

Guests	Weekday	Weekend/Public Holidays
Adult	\$10	\$15
Child	\$5	\$10

### 3. GUEST ROOMS

- a) Only Members and Guests are allowed to use the Guest Rooms of the HC.
- b) Guests using the HC's Guest Rooms accept to abide by the Club's Rules & Regulations, Bye-Laws and the Hotel's Terms and Conditions.
- c) Subletting and re-letting of the Rooms as well as the use for any other purpose than accommodation requires the consent of the General Manager in writing.
- d) Contracting parties are HC and the Member. If a Member orders on account for a Guest, the Member is jointly and severally liable for all contract obligations provided HC has an appropriate statement of the third party.

### 4. GYMNASIUM

- a) The gymnasium will be open as advertised on the Club's website.
- b) Children under the age of 13 are not allowed to access the Gymnasium, unless supervised by a Personal Trainer employed through the Club.
- c) Children between 13 and 15 years of age are allowed in the gym with parental supervision. They may use the cardiovascular fitness equipment, but they may not use any weights unless supervised by a Personal Trainer employed through the Club.
- d) Except for water and sports drinks, food and other drinks may not be consumed in the gymnasium.
- e) The volume of music is kept within moderation.
- f) Members or their Guests who are uncertain of their health or medical fitness are advised to check with their doctor prior to using the Gymnasium.
- g) Members/Guests enter the gymnasium and use the equipment (as it is) entirely at their own risk.
- h) Members/Guests are obliged to place a towel on the equipment before use and clean the equipment with appropriate cleaning detergents as offered by the HC after use, to ensure it is free of moisture.
- i) Members/Guests shall replace all movable equipment (e.g. dumbbells) in the respective place after use.
- j) Members/Guests may only use one piece of equipment up to a maximum of 30 minutes if other Members are waiting to use the same equipment.
- k) All persons using the Gymnasium are expected to be properly attired and must wear appropriate footwear.

## H.

### 1. HANDPHONES AND OTHER ELECTRONIC DEVICES

- a) Handphones and other electronic devices are allowed, provided the Member or their Guests keep the volume as low as possible. The use of earphones is highly recommended.

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- b) Playing movies or clips of an offensive nature on phones and other mobile devices is not allowed.
- c) These devices should be used with a view to minimising disturbance to other users of the HC, and ideally in a private space.

## 2. HIRE OF HC PREMISES

- a) All function rooms and areas may be rented out for functions, seminars and meetings at the discretion of the General Manager.
- b) Proper care is to be taken of materials and equipment used during a function.
- c) The Main Committee may allow the use of facilities and outlets by Non-Members, organisations or corporations.
- d) A rental fee is applicable for both Members and Non-Members per function room/area.
- e) The level of rental fee is decided by the Main Committee.

## 3. HOURS OF OPENING

- a) The HC shall be open to Members at such hours as determined by the Main Committee.
- b) The opening hours of each facility will be communicated via the Club's website.
- c) Members and their Guests must vacate the HC premises at closing time in accordance with the rules governing the liquor license granted to the HC.
- d) The rule under (c) above can be waived by the Main Committee for special functions organized for Members, provided the authorities have approved a liquor license extension.

## I.

### 1. INFRINGEMENT

- a) The General Manager, the Duty Manager and any Member of the HC Management Team has the authority to instruct any Member or Guest who is found breaking any of the Rules & Regulations, and or Bye-Laws to cease and desist or to leave the HC. All incidents will be reported to the Main Committee for further action.

### 2. INJURY

- a) The HC, its Committees, its Employees and Instructors are not responsible for and will not be held liable in respect of the death of or any personal injury or damage sustained by any Member, their child or Guest arising in any way whatsoever from their Membership of the HC or from their use of the HC, its amenities, privileges or facilities or otherwise whenever and howsoever arising.

## K.

### 1. KIDS' CLUB

- a) The opening hours of the Kids' Club will be communicated via the HC's website.
- b) Children between the age of 3 - 11 years are permitted to use the Kids' Club.
- c) Children between the age of 1 - 3 years are permitted to use the Kids' Club under parental supervision, between 9am - 12pm.
- d) Parents are to remain within the HC's premises when their kids are in the Kids' Club. The Kids' Club attendant(s) should always be informed of the parents' whereabouts, as well as receive their Mobile Phone number(s).

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- e) Children are to follow the instructions of the Kids' Club attendant(s).
- f) Toys, games and software are not to be removed from the Kids' Club.
- g) The video equipment and television installed is only to be operated by the staff.
- h) Food and drink are not allowed to be consumed within the Kids' Club.
- i) Footwear is not to be worn by children using the Kids' Club.
- j) Parents must register their child(ren) with the Kids' Club attendant.
- k) The Kids' Club attendant has the authority to remove children from the Kids' Club in case of rough play or inappropriate behaviour.
- l) Parents/and or guardians are not allowed to stay in the Kids' Club for more than 5 minutes, unless supervising their 1-3-year-old child.
- m) The Kids' Club attendant will ensure that access to all games and facilities is shared equally between the children so that everyone has the chance to play. Parents are reminded to tell their children that they must follow the instructions given by the Kids' Club attendant in relation to sharing.

## L.

### 1. LOST & FOUND

- a) All items found on the premises are to be handed over to the Reception as soon as possible. This department will make sure that the items are properly registered and kept safe.
- b) Should any items be claimed the positive identification of the claimant as the owner of the "lost" item must be ascertained before the item is released or returned.
- c) For all non-valuable items, the disposal of the "lost" items will be carried out after one (1) month at the discretion of the HC.
- d) All attempts will be made to trace Members/guests whenever valuables are found.

## M.

### 1. MEMBERSHIP CARDS

- a) Each Member and their child(ren) 11 years or older will be issued a Membership card.
- b) Members must show their Membership Card on arrival at the Club and when requested to do so by any authorised person.
- c) Membership checks will be carried out from time to time.
- d) Upon placing orders for food and beverage or when attending classes or activities Members must show their Membership cards.
- e) Domestic Helpers can be provided with a Supplement Membership card at the specific authorisation of the Member. (See also "Domestic Helper")
- f) Replacement cards may be issued at \$15 per card.

### 2. MINIMUM MONTHLY SPEND

- a) The Main Committee may at its discretion impose minimum monthly spend requirements on Members or categories of Members.

### 3. MONTHLY DUES

- a) In accordance with Rule 10.2 each and every Member shall pay the monthly subscription fee applicable to the class of Membership in respect of each month, or part of a month, during which they are a Member.
- b) In accordance with Rule 10.6 monthly subscription fees will be payable in advance.

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- c) Failure to pay monthly subscription fees will result in: increase in deposit, suspension of Membership Account and legal action or any of those as the Main Committee may determine.
- d) Members are encouraged to pay by GIRO. The Main Committee may set an admin fee for payments not made by GIRO.

## 4. MULTI-PURPOSE COURT

- a) The multi-purpose court will be open during the hours as set by the Main Committee.
- b) The opening hours will be published via the HC's website.
- c) The floodlights are to be turned off when leaving the court, and in any event not later than 10.00 pm.
- d) Noise must be kept to a minimum to avoid, at all cost, irritation or annoyance to the HC's neighbours.
- e) Appropriate footwear must be worn at all times.
- f) Various types of balls/ equipment may be obtained at the Reception. All balls/equipment borrowed must be signed for and returned. The Member will be charged the cost of replacing the balls/equipment if it is not returned.
- g) Glassware is not permitted on the multi-purpose court.

## N.

### 1. NUISANCE

- a) Members, their children and their guests should respect the comfort of other persons using the facilities of the HC and behave in a decent manner at all times, including keeping noise to a minimum level.

### 2. NOTICE BOARDS

- a) No one is allowed to place posters, announcements, publicity or advertisements on HC notice boards without the prior permission of the General Manager.

## P.

### 1. PARTICIPATION IN CLASSES AND ACTIVITIES

- a) Classes and activities at the HC are organized for the Members of the HC.
- b) Guests may be allowed to participate in the activity with the Management's approval. Guest participation will be subjected to the published 'guest rate'.
- c) In any event with a maximum cap for participation, priority will always be given to Members of the HC.
- d) All sports activities should have at least 80% Members' participation for commencement otherwise General Manager's approval is to be sought.

### 2. PAYMENTS

- a) All financial transactions between Members and the HC and/ or its vendors must be confirmed by (electronic) signing of a bill on which the Member's account should be quoted.
- b) Members must ensure that all transactions have been recorded correctly and signed for before leaving the HC's premises.

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- c) Receipts for payment will not be issued unless specifically requested by a Member, but a detailed Statement of the Account will be sent monthly.
- d) If a Member fails to make any due payment, then signing rights may be revoked and/or disciplinary action taken.

## 3. PERSONAL PROPERTY

- a) The HC shall not be liable for any loss or damage to any article or property whatsoever brought into the HC premises by Members or their Guests.

## 4. PETS

- a) No animals shall be brought onto the HC's premises at any time.

## 5. PLAYGROUND AREA

- a) The playground will be open at all times during the regular operation hours of the HC.
- b) Members/Guests are responsible for their own children's safety when using the playground facilities. The HC will not be held responsible for any incidents/ mishaps /deaths /damages/ or loss that occurred during usage of the playground.

## 6. PROPERTY

- a) HC property is not to be removed from the HC premises without the permission of the General Manager.
- b) Members shall be responsible for paying on demand any damage caused by them, their family or Guests to any HC property.
- c) Members are responsible for their own children's safety and any damage caused by them. The HC will not be held responsible for any incidents / mishaps / deaths / damages / or loss on the HC's premises.

## R.

### 1. READING CORNER

- a) Books may be borrowed freely from the library. Donations of suitable books are always welcome.

### 2. RECIPROCAL MEMBERS

- a) Reciprocal Members are invited to use the Club as Members, where their Reciprocal Club is based outside Singapore.
- b) Reciprocal Members from Clubs based in Singapore, may only use the Club's facilities on payment of the appropriate Guest Fee(s) as determined by Main Committee.
- c) Reciprocal Members must comply with the terms and conditions of the Membership as detailed in the contract with the Hollandse Club.

### 3. RESTRICTED AREAS

- a) No Member, their children, guests, or anybody from the general public are permitted to enter or play in non-public areas of the HC.

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## S.

### 1. SCOOTERS AND SKATEBOARDS

- a) Scooters, roller skates or skateboards may not be used in the HC. The items must be parked outside the Club or stored in a cupboard by Reception on arrival.

### 2. SELLER'S LIST

- a) The HC shall keep a list of Ordinary (Lifetime Transferable) Memberships for sale as applicable. The names on the Seller's list shall be entered in order of receipt of application.
- b) Members are free to agree to sell their transferable memberships themselves with Buyers, subject to the following conditions:
  - I. Their membership has to be active.
  - II. Their account has to be in good standing.
  - III. The Member has to be residing in Singapore or classified as an 'Absent Member.
  - IV. A minimum transfer fee must be paid to the Club of 25% or \$1250, whichever is the greater, unless determined otherwise by the Main Committee.

### 3. SIGNING OF BILLS

- a) All transactions within the HC must be paid by signing of bills on presentation of a Membership card.
- b) Any Member wishing to leave their bill open must leave their Membership card as a deposit for collection when the bill is signed and closed.
- c) The Principal Member is responsible for payment of all bills signed by Members of their family, guests or their Domestic Helper holding supplementary cards.

### 4. SMOKING

- a) Smoking is strictly prohibited within the Club and its grounds. Smoking areas are available in designated areas immediately outside the Club.

### 5. SPONSORSHIP

- a) Any sponsorship arrangement needs to be approved by the Main Committee.

### 6. SQUASH

- a) The squash courts will be open during the hours as set by the Main Committee.
- b) The opening hours will be published on the Club's website.
- c) No smoking, drinking or eating is allowed on the courts.
- d) Courts may only be booked for a maximum of 1 hour a session up to maximum of two sessions per day per Membership.
- e) Children aged 11 and older are allowed on the squash courts with adult supervision.
- f) Children under the age of 11 are not allowed to enter the squash courts, unless under coach or parental supervision.
- g) Proper attire and non-marking shoes are to be worn. HC reserves the right to charge Members for any damages to the flooring that does arise from the Members/Guests not wearing the correct shoes on the court.
- h) Only approved squash rackets and non-marking balls may be used.

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- i) A Member can get the key for the squash court at the reception and must return the key to reception after use.

## 7. SWIMMING POOL(S)

- a) The Swimming Pool(s) will be open during the hours as set by the Main Committee.
- b) The opening hours will be published via the HC's website.
- c) Bathers must take a shower before entering the pool.
- d) Persons suffering from an infection, contagious disease or an open wound are not to use the swimming pool.
- e) It is forbidden to contaminate the pool water.
- f) Children who are under the age of 3 and not potty-trained must wear swim diapers. The Duty/ General Manager may fine Members who do not adhere to this and subsequently cause the closure of the pool.
- g) No refreshments are allowed in the pool or within two meters of the water's edge.
- h) Members are not allowed to use the pool during thunderstorms.
- i) No boisterous or rough play is permitted in the pool, pool area or in the changing rooms.
- j) Running is not permitted within the pool area. Footwear of any kind is not permitted on the apron of the pool.
- k) No child under 10 (ten) years of age is allowed in the swimming pool area except in the company of an adult.
- l) All Members must accept full responsibility for the safety of their child(ren).
- m) The wading or shallow pool is primarily for use by children up to 6 years of age.
- n) Proper swimming attire must be worn by all persons, including children, entering the pool.

## T.

### 1. TENNIS COURTS

- a) The tennis courts will be open during the hours as set by the Main Committee.
- b) The opening hours will be published on the Club's website.
- c) Only Members are allowed to book the tennis courts. Reservations may not be made on behalf of other Members.
- d) Courts can only be booked for a continuous or total period of a maximum of two hours per day per Membership.
- e) The Main Committee or General Manager may close the tennis courts for maintenance, or any other purpose as may be deemed necessary.
- f) The General Manager or the Director of Tennis will decide if the courts are fit for play after a heavy downpour.
- g) Members are not allowed to use the courts during thunderstorms.
- h) Individuals of 16 years of age or over are considered senior players. All others are junior players.
- i) Only senior players can reserve the courts personally. Junior players can only reserve the courts with parental permission.
- j) Children under 10 years of age must be accompanied by an adult when using the courts.
- k) Only non-alcoholic drinks may be consumed on the courts.
- l) Courts may be reserved up to six days in advance.
- m) During social tennis sessions availability of the courts is limited.

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- n) When no player is on court 10 (ten) minutes after the commencement of the booked period, the court will be forfeited and opened to any player next on the waiting list.
- o) Players must vacate the court(s) when their session of play finishes.
- p) Junior players are not permitted to play after 7.00 pm unless accompanied by an adult.
- q) Cancellation of bookings must be done via the HC's booking system within 24 (twenty-four) hours before play is due to start, otherwise the appropriate court rental fee will be payable.
- r) Players must brush the courts after their game to prepare them for the next players.
- s) Only standard tennis attire is allowed on the courts, inclusive of proper tennis shoes. No other footwear is allowed.
- t) No professional coaches are allowed on court, other than those employed by HC.

## 2. TOWELS

- a) All towels are the property of the HC.
- b) Members may make use of the towels provided. Towels are limited to one towel for each Member of the family.
- c) Towels must be placed in the receptacles provided after use.
- d) Members failing to return towels will be charged the costs of replacement for a new towel.

## 3. TRIAL MEMBERS

- a) All Trial Members enjoy temporary Membership status of HC, and as such are required to comply with the Club's Rules and Bye-Laws.
- b) Notwithstanding a), Trial Members are not allowed to invite Guests to the Club.
- c) Trial Members may only enjoy one period of trial Membership of the Club per year.

## V.

### 1. VARIATION AND SUSPENSION OF BYE-LAWS

- a) These Bye-Laws can only be amended by the Main Committee.
- b) The Bye-Laws may be modified, varied, suspended, added to or cancelled by the Main Committee at any given time, without notice.

## W.

### 1. WORKSPOT

- a) The WorkSpot will be open during the hours as set by the Main Committee.
- b) The opening hours will be published on the HC website.
- c) Only Members of the HC and users of the Guest Rooms are allowed to use the WorkSpot upon registration.
- d) The WorkSpot is only available for Members who are at or above the legal age of majority in the jurisdiction of the Republic of Singapore.
- e) A WorkSpot Membership is personal and cannot be transferred.
- f) A separate WorkSpot Agreement must be signed before a Member/Guest can start using the WorkSpot.
- g) WorkSpot Members must not reveal their account password or transfer their key card or other access device or credentials to anyone else (or let them use the

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- account), and must not make any copies of any keys, key cards, or other means of entry to the WorkSpot.
- h) Disciplinary Actions up to termination of Membership may be taken by the Disciplinary Committee in case of breach of the WorkSpot Agreement.