

PART I

SABAH GOLF & COUNTRY CLUB BYE-LAWS

GENERAL

AUTHORITY

1. These Bye-Laws are drawn up by the General Committee in exercise of the powers under Rule 64 of the Rules & Constitution (Club Rules) of the Sabah Golf & Country Club (SGCC).

INTERPRETATION

2. In addition to the definitions contained in the Club Rules, the following shall apply to these Bye-Laws:
"General Committee" means the General Committee elected by the Members at the Annual General Meeting under Rule 39(2) of the Club Rules.
"Sub-Committee" means the appointed Sub-Committee of an activity under Rule 63 of the Club Rules.

GUESTS

3. Members shall register their guests at the Reception Counter before the use of any facility. Members introducing guests are responsible for their behaviour, expenses and for observance of the Club Rules and these Bye-Laws. Such guests shall be accompanied by the Member introducing them.
4. No Member shall introduce as a guest any person who has been expelled from the Club under Rule 33 or who has ceased to be a Member of the Club through default under Rule 28 of the Club Rules.

PERSONAL BELONGINGS

5. The Club will not be responsible for the loss of any personal belongings of members, guests or visitors anywhere in the Club Premises, whether placed in communal rooms, in lockers, in the washrooms or on the golf course.

DAMAGE AND LOSS OF CLUB PROPERTY

6. A Member who damages or destroys the Club's Property shall bear for the cost of repair or replacement of such property. Such charges shall be recoverable by debiting the account of such Member. A Member whose guests commit a similar act shall be responsible for the charges.

PERSONAL INJURY, DAMAGE AND LOSS OF PERSONAL PROPERTY

7. The Club shall not be responsible for any injury to person, loss or damage of motor vehicles of any member, guest or visitor within the Club Premises.

PETS

8. Pets are not allowed in any part of the Club's Premises.

SMOKING

9. The General Committee may designate certain areas as no smoking areas. Signs will be posted and members shall abide by these signs.

COMPLAINTS

10. Any complaints concerning Club matters shall be made in writing and directed to the General Committee.

SUGGESTIONS

11. Any suggestions concerning Club matters shall be in writing and directed to the General Committee or shall be entered in the suggestion book kept at the Reception Counter.

REPRIMANDING CLUB EMPLOYEES

12. Members shall not reprimand or punish any club employee for alleged misconduct or poor performance of duty. If disciplinary action is deemed necessary, members may complain in writing to the Secretary giving full details of the alleged shortcoming providing the time, the date and the name of any witness.

CAR STICKERS/CAR PARK

13. a) Only vehicles with valid Club car stickers shall be permitted to enter the Club compound.
b) Vehicles without valid Club car stickers shall only be permitted to enter the Club compound by the Security Personnel on presentation of the members' membership cards.
- 14 Members who park their vehicles in non-designated areas shall be liable to disciplinary action.

MEMBERSHIP CARDS

15. Members of the General Committee, Sub-Committees and Club staff are authorized to request for the production of membership cards from the members for the purpose of identification and verification.

MEMBERSHIP CERTIFICATE AND MEMBERSHIP CARD

16. A lost certificate of membership may upon application by the member be replaced by the General Committee provided that:
 - a) The member produces to the satisfaction of the General Committee a Statutory Declaration concerning the loss;
 - b) The application is accompanied by a non-refundable administration fee of RM50.00 for replacement of a membership certificate and a fee of RM25.00 for a replacement of a membership card.
 - c) The member complies with terms and conditions that the General Committee may deem fit to impose from time to time.

ACCOUNT OF DECEASED ORDINARY MEMBER

17. Upon the demise of an Ordinary Member, if the legal spouse of the deceased Member informs the Secretary that he or she does not intend to continue to use the Club's facilities and amenities or if the monthly subscriptions and other dues payable by the deceased Ordinary Member to the Club remains unpaid for a period of three (3) months after the date of the death of the deceased Member, the General Committee may suspend the account of the deceased Member until such time as the Ordinary Membership of the deceased Member shall have been transferred in accordance with the Club Rules.

TRANSFER OF MEMBERSHIP

18. Application for transfer of Membership may only be accepted within the 1st Week of the month. The applications may be posted on the Notice Board for two consecutive weeks. The Witness to the transfer must be either a lawyer, a Commissioner of Oaths or the Club Secretary.
19.
 - a) Where a transfer of membership between one spouse ("the Transferor") to another ("the Transferee") is accepted by the General Committee, the relevant date of the membership of the Transferee shall be deemed to be the date the Transferor became a member of the Club.
 - b) The General Committee may, upon an application for transfer of membership to his / her spouse, consider the application upon payment of administration fee of RM500.00 and if approved impose such terms and conditions the General Committee may deem fit. In the event his/her application for transfer is rejected by the General Committee, the administration fee shall be refunded to the applicant.
 - c) The membership of the parent of a junior member is only transferable after the junior member concerned has attained the ordinary membership status.
 - d) The General Committee shall, upon an application by a member (the 'transferor') for transfer of membership to a new member (the 'transferee'), consider the application upon the payment of a development fee of ***RM5,000.00** by the transferee. In the event that the application for transfer of membership is rejected by the General Committee, the development fee shall be refunded to the transferee.

*Amended. Approved at General Committee Meeting held on 26/10/2004.

ASSOCIATE MEMBER

20. All applications for Associate Membership must be supported by Marriage Certificates or equivalent documents. A Member can only sponsor one Associate Member.
21. Re-application for Associate Membership shall be accompanied by administration fee of RM500.00 and the approval of such application shall be at the discretion of and on terms and conditions the General Committee may deem fit to impose. In the event his/her application is rejected by the General Committee, the administration fees shall be refundable to the applicant.

CORPORATE MEMBERSHIP

22. The following Fees and Rules shall apply:

- a) Corporate Membership fees]
For a period of 3 years per] RM20,000.00
Nominee (Maximum 3 Nominees)]
- b) Nominee Substitution Fees]
per person] RM 1,000.00
- c) Monthly Subscriptions:
For a nominee) The same as for an
) Ordinary Member of the Club

For a nominee's) The same as for an
spouse as an) Associate Member of the
Associate Member) Club

JUNIOR MEMBERS

23. a) Only Children of Ordinary Members who have satisfied the following conditions are eligible to be Junior Members:
- i) Have become full members of the Club prior to 1st July 2003.
 - ii) Have been members for at least ten (10) years at the time their children are eligible to apply for Junior Members.
- b) A Member's child who satisfies the condition under proviso (a) above can apply to become a Junior Member on attaining the age of 13 years and before exceeding the age eighteen (18) years on the date of application for junior membership.
- c) Approval of application and registration of a Junior Member after 1st April 2004 shall be effected subject to the following conditions:
- i) Payment of ***RM8,000.00** is to be paid to the Club upon registration. (Admin fee of RM3,000.00 + Entrance fee of RM5,000.00)

*Amended. Approved at General Committee Meeting held on 30/08/2006.

- d) Junior Members shall pay a monthly subscription equivalent to 20% of the current Membership subscription payable by Ordinary Members.
- e) The effective date of membership of a Junior Member shall be the date of submission of the application for such membership to the Club or the qualification date of the parent as per rule 23(a) and not the date of approval of the application by the General Committee.
- f) The aforementioned privileges under (a), (b), (c), (d) and (e) are only applicable to members who were elected as members prior to 1st July 2003.

DISCIPLINE

- 24. Where the conduct of any Member, within the Club Premises or compound is in the opinion of the General Committee a breach of these Bye-Laws or the Club Rules or is injurious to the reputation or interests of the Club, the General Committee may, after giving the Member concerned an opportunity to be heard, suspend his or her Membership for such period as it deems fit or issue him or her a reprimand or warning letter and the General Committee shall be entitled to publish on the Club's Notice Board the Member's suspension.
- 25. During the period of suspension, the Member concerned shall lose all rights as a member of the Club and the Member will be denied entry to the Club's compound. If this Member is found in any part of the Club's compound, the General Committee will issue a warning letter to this Member pointing out the breach of suspension and the General Committee may invoke Rule 33 of the Club's Rules if such breach continues.
- 26. The General Committee may impose a fine not exceeding RM100.00 on any Member for each breach of any rule, Bye-Laws or Order of the General Committee or any of its sub-committees. Such fine shall be recoverable by debiting the same against the account of such a Member.

FOOD & BEVERAGE OUTLETS

- 27. Food and Beverage outlets shall be open for service between 6.00a.m. and 10.00 p.m. Restricted or extended opening hours at designated areas shall be authorized by the General Committee, due notice of which shall be posted on the Club's notice boards.

28. The prices of food, beverage and other items shall be regulated by the General Committee.

PURCHASES IN THE CLUB

29. a) All purchases, in the Club must be paid for or charged to Member's accounts by any mode as determined by the General Committee. Members signing the account bills may be required to produce their membership cards and enter their names and membership numbers in the account bills.
- b) No Member shall be allowed further credit for purchases in the Club as of the date of the first notice sent to him under Rule 28 for as long as his account remains unpaid.
- c) No personal cheques or postdated cheques are allowed in exchange of cash.

DRESS CODE

30. Members, their children and guests shall be appropriately dressed when using the main lounges, dining rooms, games room and slot machines room.

CHILDREN

31. Members are responsible for their children's expenses and behaviour while in the Club's Premises and for any damage caused by their children to the Club's property.
32. Children are not permitted to enter any of the Club's Bars.
33. Children of Members shall not in any way be considered as Members of the Club, shall have no voice in the management of the Club, shall not propose or second candidates for membership nor are they permitted to introduce any guests to the Club.

RADIOS

34. The use of personal musical instruments and equipment except for those that would not cause nuisance within the Club's Premises is forbidden in any part of the Club's Premises unless the use has been approved by the General Committee.

CHANGING ROOMS AND LOCKERS

35. Lockers at the changing rooms are available strictly on a daily basis, from 6.30 a.m. to 10.00 p.m. These shall be allocated by the Duty Attendant upon signing the registration book. Keys must be returned to the Attendant by 10.00 p.m. each day.
36. Personal items deposited in the lockers or within the changing rooms shall be removed by 10.00 p.m. each day. Items not removed shall be disposed at the discretion of the General Committee.
37. A penalty of RM50.00 will be debited against a member's account for breach of Bye-Laws 35 and 36 above.
38. A charge of RM50.00 will be debited to the account of the Member for the replacement of a lost key.

PROHIBITION

39. Taking of photographs in the Club's compound including the building and the Golf Course is prohibited unless prior approval has been obtained from the Management.

INTRODUCTION TO RECIPROCAL CLUBS

40.
 - a) The General Committee may issue Introduction Letters or Reciprocal Cards to members visiting Reciprocal Clubs provided that this does not breach the terms and conditions of the reciprocal arrangements.
 - b) Members may apply for such Introduction Letters or Reciprocal Cards by completing application forms or by letters or faxes to the Club allowing sufficient time for them to be prepared and signed.
 - c) The General Committee has the absolute discretion to refuse to issue such Introduction Letters or Reciprocal Cards to any member if the issuance would lead to breach of the terms and conditions of the Reciprocal arrangements.

ABSENT MEMBERS

41.
 - a) Absent Membership status shall be granted only to Ordinary Members and Junior Members who are pursuing full time studies outside Sabah.

- b) Absent Membership status shall be granted by the Club either for a period not exceeding one year or for the duration of the full time study course whichever is shorter. Application for extension of the absent membership status must be made by the member concerned one month prior to expiry of the period granted.
- c) The member applying for absent membership must provide to the Club reasonable proof of his/her attendance or continuation of the full-time study.
- d) Absent membership status, may be granted to or maintained by such Absent Member during any transition period between two full-time courses he/she attends while awaiting results or college application outcome provided that the transition period does not exceed six months and an application or notification is submitted to the Club for prior approval.
- e) It is the responsibility of the Absent Member to inform the Club immediately upon his/her completion, termination or discontinuation of his/her full-time studies notwithstanding whether the period for his/her absent membership status earlier approved has expired or otherwise, thereupon the Ordinary Membership/Junior Membership status shall be re-instated.
- f) Should the member fail to notify the Club as required under Clause 41 (e) above or submit for approval for extension of absent membership status after its expiry, all subscriptions shall be charged at the appropriate rates retrospectively by the Club and the General Committee may at its discretion charge an appropriate penalty for interest charges for the period for which subscription payments fell short of the appropriate rate.

PART II
SABAH GOLF & COUNTRY CLUB
GOVERNING BYE-LAWS FOR GOLF

THE RULES OF GOLF

1. The rules governing the game of golf applicable at the Sabah Golf & Country Club (SGCC) shall be the Rules of Golf drawn up by the Royal and Ancient Golf Club of St. Andrews and the United States Golf Association, in consultation with golfing bodies where appropriate, and published by those authorities including any amendments duly authorised and approved by them from time to time.
2. It shall be the duty of all players to make themselves familiar with the aforementioned Rules which includes the observance of the etiquette of golf, courtesy on the course, safety, consideration for other players, pace of play, priority, care, maintenance and preservation of the course, observance of local rules etc in keeping with the true spirit and better enjoyment of the game.

Copies of the Rules of Golf are available at the Club for reference by Members.

All players shall be deemed to have read the bye-laws herein.

IGNORANCE OF THE RULES AND THESE BYE-LAWS SHALL BE NO EXCUSE

COURSE ATTIRE

3. All players shall be properly and decently attired when on the course.
 - a) The wearing of any of the following apparel is not permitted on the course:-
 - i. Shoes other than Golf shoes;
 - ii. Singlets of any kind;
 - iii. Jogging shorts/track suits;
 - iv. Any other apparel deemed inappropriate by the Captain.
 - b) All shirt and upper body-wear must be tucked in at all times.

GUESTS OF MEMBERS:

4. Members may introduce a maximum of 3 guests per member per day or as may be decided by the Rules, Handicapping, Tournament and Greens committee hereinafter referred to as the Captain's committee or the Captain.

GREEN FEES

1. All Green Fees, caddy fees, caddie levies and cart fees where applicable must be paid by guest and visitors at the Reception Counter before commencement of play.

Caddie levies and cart fees where applicable must be paid by members at the course steward counter before commencement of play. Members shall pay the caddie fees directly to the caddies they employ after completion of each round, at the recommended rates posted at the Course Steward counter.

The rates shall be determined from time to time by the Captain's Committee. A 5% government tax or whatever applicable rate shall be added.

Whenever the service of a caddie is used, the following caddy levies shall be charged:

	<u>9 holes</u>	<u>18 holes</u>
Members	RM2.50	RM5.00
Reciprocal Members, guests and visitors	RM5.00	RM10.00

GENERAL CONDITIONS OF PLAY

6. All members, their guests and visitors who have a valid golf handicap may play subject to the following provisions:-
 - a) Reciprocal members are subject to the terms and conditions of the respective reciprocal arrangements.
 - b) Visitors and Guests are subject to payment of green fees and must be accompanied by a host member who has a golf handicap.
 - c) All junior members and children of members whose ages are below 18 are classified as junior players. In competitions organised by the Club

and, subject always to the directions of the organising committee of the competition, junior players shall play off the Red Tee Box.

In competitions, a junior player can opt to play off the Blue tee Boxes in which case they shall be considered as participating in the Open category of competition.

- d) Visitors and guests must have a valid handicap of 36 and below for ladies and 24 and below for men.
7. All Club competitions are under the control of the Captain's Committee. It decides the format of competitions and reserves the right to change, alter, cancel or vary either the date or the format of any competition. It has the final say on any matters pertaining to competitions held at the club.

ORDER OF PLAY AND THE TIME SHEET

8. The Order of Play shall be controlled by the Course Stewards. A player is not allowed to tee off until the players' name has been registered with the Course Steward. The control of play on the golf course shall be governed by the Booking and Time Sheet.

BOOKING "TEE OFF" TIME FOR NON COMPETITION DAYS

9. The following shall apply in respect of booking tee-off times:-
- a) Bookings shall be as follows:-
 - i) Bookings may be made up to one week in advance;
 - ii) Bookings must be made for weekdays, weekends and public holidays;
 - iii) Bookings can be made in person at the Course Stewards shed or by phone from 0600 hrs (6.00a.m.) to 1800 hrs (6.00 p.m.) each day.
Note: Registration times for official club competitions shall be determined by the Captain's committee.
 - iv) Only one flight can be booked by a member for a 3 ball match minimum.

- v) A penalty of a sum as decided by the Captain's Committee shall be imposed on members who fail to comply with the booked tee-off time unless the cancellation of the booked tee-off time is done at least 24 hours before the booked tee-off time.
 - vi) Players are allowed to play without any booking subject to the availability of a time slot or a vacancy/vacancies. However all players must register with the Course Stewards before teeing off.
- b) Booking will be applicable for both 18 hole and 9 hole play.
 - c) Any group who are not ready to tee off at the allocated time shall have their booking automatically cancelled.
 - d) The course may be booked by a private organisation for private competitions with the prior approval of the Captain's Committee and the payment of Tournament fees as set by the club.
 - e) On days when the course is booked for competitions, members may be allowed to play subject to the directions of the Course Stewards on duty or the Captain's Committee.
 - f) Crossing Over
 - i. A flight of 4 (four) players must complete 9 (nine) holes within two hours and cross over for the second nine at the time assigned by the course stewards.
 - ii. The deadline for crossing over for a group of players playing 18 holes is 1530 hours (3.30 p.m). After that they will not get priority in crossing over.

HANDICAPPING SYSTEM

- 10. The computation of handicap shall be in accordance with the USGA handicapping system.
- 11. Any non-handicapper may apply to the Captain's Committee for assessment of handicap in the following manner:
 - a) The non-handicapper must submit a minimum of five 18 holes cards or an equivalent number of consecutive 9 holes. The card must be signed

by a member with a valid handicap, accompanying the applicant during the round;

- b) Obtain from the Captain's Committee an appointment for assessment. This requires the applicant to attend a briefing and to play a round accompanied by an authorised member of the Captain's Committee at an appointed time.
- c) After the round is played, the Captain's Committee member shall make his recommendations, based on the applicant's score and general performance, knowledge of the Rules of Golf and his observance of golf etiquette, to the Captain who shall then decide and convey his decision to the applicant as soon as possible.

SUBMISSION OF SCORE CARDS

- 12. For the purpose of record and proper adjustment of handicap, every member who has a golf handicap must submit at least one 18 hole score card within the time stipulated by the relevant golfing bodies failing which the members' handicap will lapse or be suspended.

LAPSE OF HANDICAP AND REINSTATEMENT

- 13. Any member whose handicap has been suspended or lapsed may reactivate his handicap by submitting an 18 hole score card or applying to the captain for re-instatement. The members' subsequent handicap will be adjusted from score cards submitted or under Rule 14 herein-below.

CAPTAIN'S DISCRETION

- 14. The Captain may at his discretion adjust the handicap of any member based on observation. During competition a member who plays to his/her handicap or lower will have his/her handicap adjusted with immediate effect in accordance with the handicap adjustment table, which shall be displayed at the notice board.

NON-HANDICAPPERS PLAYING ON THE COURSE

- 15. Members of the Club who have not been allocated a handicap may play on the authorised days accompanied by a player who has a valid golf handicap as follows:-
 - a) Monday to Friday inclusive (other than a public holiday or competition day) provided that they cross over before 1100 hrs (11.00 a.m.)

- b) Any day (other than a public holiday or competition day) after 1700 hrs. (5.00 p.m.)

SUBMISSION OF CARDS AFTER A ROUND

16. a) To facilitate the proper calculation of handicap it is mandatory for every member to submit a signed and serialised score card after completion of 9 or 18 holes or more.

(b) Penalty for failure to submit cards will be as follows:-

- i. Upon first failure – a written warning.
The best card of their last 20 cards will be substituted for the card not submitted.
- ii Upon second failure – automatic reduction of handicap by one stroke
- iii Upon third failure – automatic suspension from tournaments **or** from playing on the course for such period as may be determined by the Captain's Committee

RULES ON SAFETY

17. Prior to making a stroke or making a practice swing, the player should ensure that no one is standing close by or in a position to be hit by the club, the ball or any stones, pebbles or twigs or the like which may be moved by the stroke or swing.

Players shall also give verbal warning of wayward shots that is likely to go onto the path of and pose a danger to other players on the course.

Players must ensure that the group in front has exited the green and that the front group and their equipment are well out of range before proceeding to play their next stroke.

Failure to observe any of the above:

- a) immediate expulsion from the course by the course steward
- b) suspension of membership

The player responsible for any injury or damage shall be personally liable for his conduct.

RULES ON CLEANLINESS, MAINTENANCE AND PRESERVATION OF THE COURSE

18. It is the duty of all players and members to keep the course clean and assist in the maintenance and preservation of the course. It shall be the duty of all members to ensure compliance with the bye-laws herein and the rules of etiquette by themselves and other players and members playing on the course.

a) LITTERING

Littering on the course is strictly prohibited.

Penalty:

- (i) 1st failure – warning by course steward (to be recorded)
- (ii) 2nd failure – show-cause letter why action should not be taken
- (iii) 3rd failure – automatic suspension from tournament or from playing on the course for such period as may be determined by the Captain's Committee.

b) SMOKERS

There is no prohibition against smoking on the course. It is however mandatory for all smokers to carry and use cigarette disposal devices e.g trouser pockets, water bottles, tin cans, mobile ash trays etc for purposes of disposing their cigarette butts.

Penalty for failure to have and use a cigarette disposal device:
As stipulated in 18(a), (i) to (iii) above.

c) SAND-BAGS

It shall be mandatory for all players, whether using caddies or not to carry adequately filled sandbags to fill up the players' own and/or other divots on the course for the purpose of course maintenance and better enjoyment of the game for all.

Penalty for failure to carry a sand-bag and fill-up own divot:-
As stipulated in 18(a), (i) to (iii) above

d) RAKING OF BUNKERS

All bunkers must be raked and smoothed out after use.

Penalty: As stipulated in 18(a), (i) to (iii) above

e) No player shall use a putter to remove a ball from the cup after holing out the hole.

Penalty: As stipulated in 18(a) (i) to (iii) above

f) DIVOTS AND PRACTICE SWINGS

In taking practice swings, players should avoid causing damage to the course, particularly the teeing ground, by removing divots

Penalty: As stipulated in 18(a), (i) to (iii) above

PRIORITY

19. The priority for starting are as follows:

- i. A four-ball match
- ii. A three-ball match

SLOW PLAY

20. The maximum time for a four ball game to complete a nine hole play will be two hours (120 minutes). Any person/s or group who fails to keep their play within this time limit shall be penalised as follows:-

a) Competition :-

- i. a first warning; and thereafter
- ii. 2 strokes to the offending player /s or group as the case may be:

b) Any other occasion:-

- i. a first warning; and thereafter
- ii. The group may be stopped from crossing over to the 2nd nine
or
- iii The group may be stopped and evicted from the golf course.

- c) Responsibility for compliance with the time limits shall rest with all the players.

CADDIES/CARTS

21. All members/guests/visitors/junior members must report to the Caddie Master at the Caddie Master's shed for the allocation of caddie and/or Carts.

- a) CADDIES:- Employment of a caddy is optional and payment must be made directly to the caddies or otherwise at the rates determined by the Captain's Committee.
- b) Carts may be used on the course at the option of the members at any time except when not allowed by the Captain's committee. During weekends and public holidays, tournaments including monthly medals the Captain's Committee will specify whether caddies and/or Carts are in use.

Whenever possible the Cart must be shared between (2) two players.

- c) Only carts owned by the club may be used on the golf course premises.
- d) The use and operation of all carts is at the risk of the user and the user shall as a condition precedent to such use indemnify and hold harmless the Club and its Management, from and against all loss, damage and liability arising out of such use.
- e) The user of the cart shall be held responsible and liable to the club for the cost of all repair and damage to the cart and to third parties for any injury or property damage, where such damage or personal injury is occasioned by the negligent operation of a cart by the user themselves or a member of their family, junior player or guest.
- f) No more than two (2) players (excluding the caddie) and two (2) golf bags may occupy or be carried in a single Cart at any time.
- g) Every player shall have his own complete set of equipment. Sharing of the same equipment by two or more players is not allowed. Infringement of this bye-law will result in immediate eviction and further disciplinary action as the club deems fit.

- h) Carts are allowed to enter the fairway except areas prohibited by the club. In wet conditions, carts may be restricted to the cart paths.
- i) i) When the captain declares that the golf carts are "On Track" and appropriate notices are put at the starter's box and the tee boxes on the 1st and 10th holes, it is the responsibility of both players on the cart to ensure that their cart remain on the cart tracks at ALL TIMES throughout the game.
- (ii) In no event shall a golf cart be driven to nearer than fifteen (15) meters of any green or onto any Teeing ground.
- (iii) Children under 13 years of age and caddies are not allowed to drive carts at any time.

Penalty for infringement:

1. First offence: Letter of warning informing him/her of the offence.
2. Second and subsequent offence: Eviction from the course for both players (driver and passenger) and suspension from play for a period deemed fit by the General Committee.

REFUND OF BUGGY AND GREEN FEES

22. In the event of a golf game being called off by the Captain or a member of the Captain's Committee by reason of inclement weather, a player affected will be entitled to a refund of the cart fee and the green fee at the rate as follows:-
- a) Before commencement of play- full refund
- b) After commencement of play but before the crossing over to the next 9 holes – 50% refund
- c) After the crossing over – No refund

OFFICIAL CLUB TOURNAMENT

23. a) NO SHOW

A member who has registered to play in a tournament but fails to participate will be charged a fine as determined by the Captain's Committee from time to time.

b) LATE ENTRY

Late entries after the closing of registration for official club tournament may be allowed at the absolute discretion of the Captain's committee at a surcharge as may be determined from time to time by the Captain's Committee.

c) WINNERS' PRIZES

All winners of official sponsored tournaments must collect their prizes personally at the Prize Presentation Ceremonies failing which their prizes will be forfeited unless the winners are granted medical leave by their doctors.

d) NO CELLULAR PHONES

With immediate effect members are kindly reminded that no cellular phones are allowed on the course on all Club's official tournaments. Failing to adhere to the By-Laws may lead to disqualification.

e) 9 HOLES GOLFERS

On tournament days, members who wish to play 9 holes after the crossing over of tournament players, must make their bookings with the Course Stewards at the starter hut.

LOCAL RULES

24. The Captain's committee may, from time to time, for a specified or limited duration, make and publish Local Rules to clarify and declare the status of obstructions, declare and prohibit play from ground under repair, make rules for poor, wet and adverse conditions, specify relief procedure, clarify status of water hazards, define boundaries and margins, establish dropping zones, rules on priority etc. etc and on anything else the RHTG committee is competent to make.

DISPUTES

25. Disputes in competitions shall be determined by the Captain or in his absence any member of the Captain's Committee designated by him. Their decision shall be final.

GOLF INSURANCE

26. All players are required to have a valid third party golf insurance policy that is acceptable to the club before they are allowed to play on the course. All players shall be required to show satisfactory proof of a valid golf insurance policy to the club representatives or authorised person as may be decided by the Captain's committee, failing which the player shall not be allowed to play on the course.

These bye-laws shall also apply to players who are not members of the Club.

PART III

SABAH GOLF & COUNTRY CLUB BYE -LAWS GOVERNING SPORTS AND RECRETIONAL ACTIVITIES GENERALLY

A. RULES GOVERNING THE USE OF SQUASH COURTS

OPENING HOURS

1. The squash courts are open daily from 9.00 a.m. to 9.00p.m

BOOKING OF COURTS

2. a) Players must register their names and sign in with the court attendant. Based on the order of registration, the attendant will list the names, the order and time of play on the board of the respective court. Players will take their turn to play as shown on the Board. Players who fail to register with the court attendant will not be listed on the court board and will have no priority for a court.

b) In the absence of registration, Play will be on a first come first serve basis.

d) Advanced bookings can be made either in person or by phoning the court attendant or at the Reception Counter.

e) Each playing session is limited to 30 minutes. However, members may continue using the courts for as long as there are no others waiting to play.

GUESTS

3. a) Members may introduce a maximum of 3 guests per member per day or as may be decided by the General Committee.

b) A guest may play for a half-hour session at a court fee of RM10.00. Continuation for further half-hour sessions will depend on the availability of courts and subject to additional fees at the same rate.

c) Members with guests are responsible for:
 - i) Signing them in at the Reception Counter;

- ii) Paying their fees;
- iii) Obtaining guest cards;
- iv) Registering the guests with the attendant;
- v) Their conduct and expenses in the club;
- vi) Their compliance with the Club Rules and Bye – Laws;

ATTIRE

- 4. All players must be properly attired in sports T-shirts, shorts and squash shoes.

CLEANLINESS

- 5. Smoking, eating and drinking within the courts and its immediate vicinity is prohibited.

PRIORITY

- 6. Official Club Tournaments and Matches and other tournaments or exhibition games sanctioned by the Squash Sub-Committee shall take priority over private games.

B. RULES GOVERNING THE USE OF TENNIS COURTS

OPENING HOURS

- 7. The Tennis courts are open daily from 7.00 a.m. to 9.00 p.m. on Monday, Wednesday, Thursday, Saturday and Sunday and from 7.00 a.m. to 10.00 p.m. on Tuesday and Friday.

BOOKING OF COURTS

- 8.
 - a) All members and guests are required to register themselves before entering the courts.
 - b) A player may continue to play a single game as long as there is no other Member waiting to play.
 - c) Juniors are allowed in the courts from 3.00 p.m. to 5.00 p.m. Juniors must stop play (finish the game) and leave the court when members arrive at the courts after 5.00 p.m.

GUESTS

9. a) A guest may play for a ***one-hour** session at a court fee of RM10.00. Continuation for further half-hour sessions will depend on the availability of courts and subject to additional fees at the same rate.

*Amended. Approved at General Committee Meeting held on 02/02/2007.

- b) Members with guests are responsible for:
- i) signing them in at the Reception Counter;
 - ii) paying their fees;
 - iii) obtaining guest cards
 - iv) registering the guests with the attendant;
 - v) their conduct and expenses in the club;
 - vi) their compliance with the Club's Rules and Bye – Laws.

CLEANLINESS

10. Food and drinks are not allowed to be brought onto the courts.

ATTIRE

11. All players must be properly attired in sports T-shirts, short skirts and tennis shoes.

TENNIS MACHINE

12. a) The tennis ball machine can only be operated by the court attendants.
b) All balls should be accounted for before and after each practice session.
c) The ball machine may not be used under wet conditions.

C RULES GOVERNING THE USE OF THE SWIMMING POOL.

OPENING HOURS

13. The swimming pools are open daily from 9.00 a.m to 9.00 p.m

GENERAL PROVISIONS

14. Members are to ensure that they, their children and their guest are fully conversant with these Bye – Laws to avoid any unnecessary embarrassment and for their safety.
15. The provision of lifeguards is not a guarantee of absolute safety. Members' children and guests should strictly observe safety precautions to prevent any untoward accident.
16. The pool is strictly for the purpose of swimming. Any activity outside the realm of swimming is prohibited. Such disallowed activities include playing with gadgets, rafts and other sports articles, jostling, indiscriminate diving and other activity that is not swimming in character.
17. All those learning to swim should do so at the side of the main pool. They should avoid the center of the Pool so as not to obstruct other swimmers.

SWIMMERS' RESPONSIBILITIES

18. Swimmers must shower properly before entering the pool. Swimmers suffering from any skin disease or infection should not use the pool.
19. Swimmers must wear the appropriate costume or swimming trunks.
20. Any disorderly, inconsiderate activity or behavior in and outside the pool is prohibited.
21. No smoking, pets and indiscriminate spitting are allowed in the swimming pool and the premises.
22. No pushchairs and prams are permitted around the pool.
23. No refreshments or food are allowed in the swimming pool and its premises.
24. No snorkels and flippers are allowed when the pool is crowded.
25. In the interest of the pool maintenance and general hygiene, swimmers whose hair comes below the nape of the neck should tie it back or wear cap.
26. a) Children who are not competent swimmers are not allowed in the main pool unless accompanied by and are constantly supervised by an adult.

- b) Any child learning to swim in the main pool must be accompanied by a competent adult swimmer.
- c) Any child using arm support floats should be supervised by an adult swimmer.
- d) Children of 5 years and above should use bathrooms allocated to their sex.
- e) A change of clothes for babies and young children should be done in the changing rooms.

GUESTS

- 27. a) The Swimming Sub-Committee may disallow guests on certain days or period of time for the purpose of avoiding overcrowding and verification of membership.
- b) Guests are not allowed on Saturdays, Sundays and Public Holidays.
- c) A member may bring only one guest at any one time. Such guest must be signed in by the Member and not by the Member's children. The appropriate guest card must be presented at the registration counter.
- d) A fee of RM10.00 for each guest is charged to the Member.

PENALTY

- 28. In the event of any infringement or non-compliance of safety regulation and bye-laws by any person, the lifeguard on duty is authorized to refuse him or her entry or eject him or her from the pool.

D. RULES GOVERNING THE USE OF THE GAMES ROOM & SLOT MACHINES ROOM

OPENING HOURS

- 29. The games room and slot machines room will be open from 12.00 noon to 12.00 midnight daily.
- 30. Members must register themselves at the registration desk prior to entering the games room and slot machines room.

31. Guests, Reciprocal Members, Junior members and children are not allowed in the games room and slot machines room.
32. a) Members must use cash only in exchange for coins.
b) No personal cheques or postdated cheques are allowed in exchange for cash.

E. RULES GOVERNING THE USE OF THE SNOOKER ROOM OPENING HOURS

33. The snooker room is open daily from 12.00 noon to 10.00 pm.
34. All men **ENTERING** the snooker room must be dressed in proper shirts and t-shirts, long pants or proper shorts, and shoes. Ladies are to be decently and suitably attired. (Explanation: Slippers, singlets, running shorts, gym shorts and similar attire are **NOT** allowed. Non collar t-shirts are allowed. Persons who are not attired accordingly will **NOT** be allowed to **ENTER** and may be removed from the snooker room. Offenders may be suspended from the Club).
35. Children who are below the age of 13 are not allowed into the snooker room except in cases where written permission is obtained from the General Committee.
36. Except for the finals of a tournament or competition, No smoking is allowed in the snooker room.
37. Silence must be observed when games are in progress.
38. Only light meals are allowed in the snooker room (Explanation: One dish per person is allowed. Refreshments and beverages are unlimited).

GUEST

39. a) Members may introduce a maximum of 3 guest per member per day or as may be decided by General Committee.
b) A guest may play for a half-hour session at a fee to be determined by the snooker sub committee. Continuation for further half-hour sessions will depend on the availability of tables and subject to additional fees as determined.
c) Members with guests are responsible for:

- i) signing them in at the reception Counter;
- ii) paying their fees
- iii) obtaining guest card;
- iv) registering the guests with the attendant;
- v) their conduct and expenses in the club;
- vi) their compliance with Club's Rules and Bye-Laws.

F. RULES GOVERNING THE USE OF THE GYM

OPENING HOURS

- 40. The Gym is open daily from 6.00a.m to 9.00 p.m.
- 41. Members shall register his/her name, membership number, time of arrival and departure and usage of materials supplied by the club in the Gymnasium Register.

RESTRICTION ON USE

- 42. The gymnasium is out-of-bounds to children below the age of 13. Children below the age of 15 shall be accompanied by the parents/guardians. The Club shall not be responsible for any injury or loss of life to the children or loss of any property belonging to the children.

Members from reciprocal clubs may use the gymnasium for a maximum of 14 times a year.

ATTIRE

- 43. Members must be properly attired when entering the gymnasium. Only members with training shoes or rubber soles shall be allowed access to the gymnasium.

USE AND CARE OF MACHINES

- 44. The use of the machines shall be on a "first come, first served" basis.
- 45. Members shall strictly observe any requirement by the manufacturer or supplier on the maximum time period of continuous use any particular machine may be subjected to.

46. Members shall at all times exercise due care in the use of the machines and shall promptly report any breakdown or damage to them to the attendant.
47. Members must ensure that the usage of the machines strictly comply with manufacturer's and supplier's stipulations. Notices displayed in the gymnasium on the usage of the machines shall form part of the bye-laws.
48. The Gymnasium Sub-Committee may temporarily withdraw any machine from use.

EATING, SMOKING, ETC. PROHIBITED AND MAINTENANCE OF CLEANLINESS

49. Eating, smoking and consumption of any drinks except water is strictly prohibited in the gymnasium.
50. Members shall wipe off their perspiration from the machines after use.
51. Members shall record the use of Club's towels in the Register.
52. Members shall observe cleanliness of the gymnasium.

INDEMNITY

53. While the Club ensures that the machines are generally safe for use, the Club shall not be liable for any injury suffered by members or for any loss of life from the use of the machines.
54. Members shall indemnify the Club, its employees and other Members against any loss of property or life of and injury suffered by or inflicted on other Members arising from the use of the machines.
55. Members shall be fully liable for any damage to any machine resulting from misuse of the machine.

MISCELLANEOUS

56. The term "machine" shall include any equipment in the gymnasium and any item listed in the Gymnasium Inventory.

VIOLATION OF BYE-LAWS

57. Members who do not comply with any Bye-Law of the gymnasium which in the opinion of the Gymnasium Sub-Committee is minor shall in the first instance be advised to adhere to the Bye-Law.
58. Members who are in continuous breach of any Bye-Law after the advice shall be issued with warning letters as the General Committee may decide.
59. Members who are in serious violation of any Bye-Law may be suspended from the use of the gymnasium for such period as the General Committee may decide.

G. RULES GOVERNING THE CHILDREN'S ROOM

OPENING HOURS

60. Monday to Friday: 10.00 am to 10.00pm
Saturday, Sunday & Public Holiday: 8.00 am to 10.00 pm
or
at such times as the Children's Committee may decide.

GENERAL

61.
 - a) All persons entering the children's room must comply with the rules and regulations in the Children's room
 - b) All children and users of the children's room are required to register themselves in the register book.
 - c) Parents and children use the children's room at their own risk. While duty officers are assigned to oversee and regulate the usage of the children's room, the club shall not be responsible for any injury sustained by any child or any damage to property, however so arising, in the children's room. Members are reminded that the children's room is a facility for children's use and is not a nursery or day centre. The responsibility for the conduct, safety and well-being of the child is strictly that of the member.
 - d) Parents are responsible for the behaviour of their children at all times and shall be responsible for any damage or injury caused by their children
 - e) Smoking is strictly prohibited in the children's room

USAGE OF FACILITIES

62. a) The duration of the usage of the equipment and other facilities including the computers and games shall be determined by the children's room committee
- b) The duty officer must be notified and record the name of the user of any game, facility or equipment in the children's room. For games and activities with removable items, the name of the user, including duration of usage, must be recorded. In the event of any loss or damage, the parent shall be responsible for replacing the lost or damaged item or its' replacement where applicable.
- c) The usage of the television set shall be decided by the duty officer.

GUEST

63. a) Only member's children and authorised persons are allowed in the children's room.
- b) Maids, guardians, or any other person looking after member's children must be given written authorisation by a member to look after their children, as named, and must be registered at each and all times in the register book.
64. The duty officer shall be authorised to remove or eject any person/s from the children's room on the grounds of unruly behaviour, lack of discipline or improper conduct or unauthorised presence.
65. The Children's room committee reserves the right to deny entry and usage of the children's room to any member or child at its absolute discretion without assigning any reason whatsoever.
66. The children's room committee may make further rules or by-laws as may be notified on the children's room notice board or in the bye-laws.

H. RULES GOVERNING THE USE OF BASKETBALL COURT

OPENING HOURS

67. The basketball court is open daily from 7.00 a.m. to 9.00 p.m.

BOOKING OF COURT

68. a) All members and guests are requested to registered themselves before entering the court.
- b) Members and their spouses and children and their guests are allowed to the court for practicing so long as there are no advanced bookings for organized game or games.
- c) For organized games, booking must be made at the Reception Counter. The use of the court shall be on a first come first serve basis.

GUESTS

69. Guests must be signed in by members subject to not more than three guests per member. A payment of RM2.50 per guest finishing the game before 6.00 p.m. and RM5.00 per guest finishing the game after 6.00 p.m. must be made at the Registration Counter.

Members with guests are responsible for

- i) Signing them at the Reception Counter
- ii) Paying their fees
- iii) Obtaining guest cards
- iv) Registering the guest with the attendant
- v) Their conduct and expense in the Club
- vi) Their compliances with the Club Rules and Bye-Laws.

ATTIRE

70. All players must be properly attired.

CLEANLINESS

71. Food and drinks are not allowed to be brought onto the court.

I. RULES GOVERNING THE USE OF WATERING HOLE (KARAOKE)

OPENING HOURS

72. Monday to Thursday & Sunday - 4.00 pm – 12.00 midnight
- Friday, Saturday
& Eve of Public Holiday - 4.00 pm – 1.00 am

ADMITTANCE

73. Free.

DRESS CODE

74. T-shirts, slippers or gym attire are strictly not allowed.

CHILDREN

75. Children under the age of 13 are only allowed between 4.00 pm to 8.00 pm and must be accompanied by the parent.

SERVING OF FOOD

76. No food to be served except tidbits and drinks.

REGISTRATION

77. All members and guests must register with the attendant on duty.

GUESTS

78. a) Only 3 guests are allowed per member. Members must accompany their guests at all times and be responsible for their deeds and actions.
- b) *A cover charge fee of RM10.00 for each member's guests is chargeable to the member.

*Addition. Approved at General Committee Meeting held on 31/10/06.