



**ALABANG COUNTRY CLUB, INC.**

**MEMBER'S  
HANDBOOK**

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## **FOREWORD**

The Revised 2018 Members' Handbook is a compilation of the house rules and regulations culled from the day to day events which happen in the Club's premises. It seeks to amend outdated rules and old guidelines rendered irrelevant by evolving times and events.

In the conceptualization and study of this Handbook, assistance was given by the past and present directors and members of the Club, its officers and staff. Their suggestions were collated and carefully studied by the members of the Membership and the Rules and Ethics Committees for the finalization of its recommendation to the Board of Directors.

This Handbook together with the Club's Articles of Incorporation, By-Laws and Resolutions issued by the Board of Directors, shall then serve as guidelines for the officers, members, employees, guests, visitors and concessionaires of the Club in the performance of their respective duties and in the exercise of their privileges and rights under the principle that "Every person must, in the exercise of his right and in the performance of his duties, act with justice, give everyone his due, and observe honesty and good faith".<sup>1</sup>

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<sup>1</sup>Article 19, New Civil Code of the Philippines

## **THE CLUB**

**ALABANG COUNTRY CLUB, INC. (THE CLUB)** is a non-profit corporation established on September 26, 1978 through the ownership of proprietary and corporate shares “to promote the social, recreational and athletic activities on a non-profit basis, among its stockholders and members”<sup>2</sup> providing a wholesome venue for family activities, bonding and camaraderie among its stockholders and members making it an ideal Family Club.

The Club is **unique** as it is the only recreational Club in the country which has complete facilities for its stockholders, members and guests all located on a 74 hectares of land. It has an 18-hole golf course originally designed by world renowned golf designer Robert Trent Jones, Jr.. It also has a polo field which is being used not only for the game of polo but also as a multipurpose field hosting baseball, soccer and many other sports events. Facilities for swimming, bowling, racket sports, fitness (gym and dance studio) and other recreational activities are also within the Club premises.

The Club is a community-based social club. It has dining and catering facilities, a ballroom and function rooms for various events. It also has a gasoline station, barbershop, beauty parlor, fully equipped locker rooms and other amenities. These facilities are well maintained for the benefit and use of the members and their guests.

## **VISION**

TO BE THE PREMIER FAMILY COUNTRY CLUB IN THE PHILIPPINES.

## **MISSION**

To provide a venue with excellent facilities and services at reasonable cost where members, their families and guests feel warmly welcome while giving shareholders the optimal value for their investment and fulfilling its responsibilities as a fair employer and socially responsible corporate citizen

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<sup>2</sup>Article 2, Amended Articles of the Club

## **THE BOARD OF DIRECTORS AND OFFICERS**

The Club is governed by the Board of Directors, composed of nine (9) members who serve for a term of three (3) years.<sup>3</sup> A member of the Board at the time of his election must be an individual Proprietary Member and of good standing as per By-Laws.

The Board at its organizational meeting, and annually thereafter, shall elect from among themselves, a Chairman of the Board, a President who serves as the Club's Chief Executive Officer, a Vice-President, and a Treasurer. The Board shall also appoint a Secretary who need not be a member of the Board<sup>4</sup> but must be a Club member. The Board shall also elect from among its members two (2) independent directors.<sup>5</sup>

The Board appoints a General Manager who functions as the Club's Chief Operating Officer and reports directly to the President.

## **THE COMMITTEES**

The following nine (9) Standing Committees of the Club shall perform recommendatory functions to assist the Board, the President and the General Manager in the management and operation of the Club, to wit:

1. House
2. Construction and Maintenance
3. Finance
4. Golf
5. Labor/Audit
6. Membership
7. Sports and Games
8. Social and Special Activities
9. Marketing and Communications

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<sup>3</sup>Sec. 2, Art. VII, *Ibid.*

<sup>4</sup>Sec. 1, Art. VIII, *Ibid.*

<sup>5</sup>SEC Memorandum Circular No. 16, Series of 2002; SRC Rule, Sec. 38

# MEMBERS' HANDBOOK

This Handbook provides the specific rules, regulations and guidelines governing membership in the Club, members' code of conduct and specific rules relative to the operation and day to day business of the Club, use of its facilities and availment of its services. It also serves as a manual of general information and reference for resolving issues and conflicts.

The rules and regulations are revised and updated from time to time to keep them abreast with the times and changing needs of the members of the Club.

This 2018 edition is the 3<sup>rd</sup> revision of the Handbook since the Club's initial operation in 1981.

The Club members are well advised to read this Handbook and familiarize themselves with its provisions. Strict adherence to the provisions of the Handbook is expected to promote harmonious, peaceful and cordial relationship among the members of the Club.

## CLUB MEMBERSHIP

Membership in the Club is a privilege and not a right. A holder of a share of stock of the Club is not *ipso facto* a member of the Club. He must file an application, comply with the application process as set by the Board, and be accepted for membership.

Classification of Club Memberships - Membership in the Club shall consist of Regular, Assignee, Honorary and Golden Members.<sup>6</sup>

### 1. Regular Members

These are natural persons who are registered owners of shares of stock and duly designated representatives<sup>7</sup> of juridical entities in whose names stock certificates have been issued.

### 2. Assignee Members

These are natural persons who are assignees of the rights of stockholders.<sup>8</sup>

### 3. Honorary Members

Limited to the President of the Philippines and the Mayor of Muntinlupa City<sup>9</sup> which may be conferred by the Board to the respective incumbent officials.

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<sup>6</sup>Sec. 2, *Ibid*, as amended on November 24, 2017

<sup>7</sup>Sec. 2(a), *Ibid*.

<sup>8</sup>Sec. 2(b), *Ibid*.

<sup>9</sup>Sec. 2(c), *Ibid*.

#### 4. Golden Members

Golden Members are long-time regular members who are honored for their loyalty and are of two (2) types: Individual and Corporate.<sup>10</sup>

Individual Golden Members are those who are at least seventy (70) years of age, and have continuously held proprietary membership (no assignments) for a minimum period of thirty (30) years. Golden Members may transfer their shares, upon payment of the prescribed fees, to any of their legitimate children or grandchildren. They are exempted from the payment of dues but may be subject to a level of consumables as may be prescribed by the Board of Directors. Individual Golden Members shall be entitled and subject to the same or similar rights, privileges and obligations as Assignee Members. Should the transferee sell or assign the share during the lifetime of the Individual Golden Member, the privilege accorded to the latter shall automatically end.

Corporate Golden Members are juridical entities with an uninterrupted regular membership of thirty three (33) years (no assignments) and as such it is entitled, upon payment of the prescribed fees, to a one time grant of additional playing right which expires ten (10) years from availment. The Corporate Golden Member shall be responsible for the dues and obligations of the playing rights holder and subject to the payment of required fees, it may change the playing rights privilege holder from time to time within the ten (10) year period. Should the Corporate Golden Member sell or assign the share during the ten (10) year period, the playing rights privilege shall automatically end.

### **DEPENDENTS OF REGULAR AND ASSIGNEE MEMBERS**

Dependents of Members: Legal spouses and children<sup>11</sup>

Legal spouse of a member is called a spouse dependent

Children of members may be considered dependents if they are not married and are of the following ages:

20 years old and below – Junior dependents

21-25 years old -----Senior dependent

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<sup>10</sup> Sec.2(d), *Ibid.*

<sup>11</sup>Sec. 1, Art. IV, *Ibid.*

## **ADMISSION PROCEDURE**

Please contact the Membership Department personnel for admission procedures.

## **MEMBERS' CODE OF CONDUCT AND DECORUM**

### **PURPOSE**

The Club is envisioned to be a wholesome premier family club where members, dependents and guests shall live and function together as one family and in harmony with each other. In this regard, they are strictly advised to always act with the proper decorum, dignity, care and respect for each other's rights and privileges. They are required to take good care of the facilities of the Club and strictly observe the Code of Conduct and Decorum provided herein. Any violation of the norm of conduct and decorum shall be subject to proper sanctions.

Being responsible for the acts and conduct of their dependents and guests inside the club premises each member is tasked with the responsibility of properly advising their dependents and guests to strictly comply with this Code of Conduct and Decorum.

### **MEMBERS, DEPENDENTS, GUESTS AND VISITORS**

- Members are required to update their 101 File annually. The Club shall send the required form for this purpose which must be returned by a member within the designated deadline.
- Members, dependents, guests and visitors are enjoined to take good care of facilities of the Club and maintain their cleanliness and tidiness. Members shall be responsible for any damage to the properties and facilities of the Club or for any injury to themselves and to others caused by them, their dependents, guests, drivers and helpers.
- Members are responsible for the good conduct of their dependents, guests and visitors while in the premises of the Club.
- Members must not confront other members, guests or visitors for any perceived infraction of the rules and regulations of the Club. Instead, a written complaint must be filed with the General Manager.
- Members, dependents, guests and visitors must not physically harm, verbally abuse, attack or reprimand any personnel of the Club or other members, dependents, guests and visitors. Instead, a written complaint must be filed with the General Manager.
- The Club fully adheres to the declaration of policy laid down in RA 7877, otherwise known as the "Anti-Sexual Harassment Act of 1995." Towards this end, all forms of sexual



harassment committed by a member against any Club personnel or any staff assigned to the Club under independent service contracts e.g. caddies and wait staff shall be subject to severe sanction/s without prejudice to other legal remedies provided under the law.

- Members should treat each other with proper respect and decorum and any form of sexual harassment, sexual misconduct and/or advances committed by a member against another member when such would result in an intimidating, hostile or offensive environment for the offended party shall be likewise subject to appropriate disciplinary action by the Board.
- Members, dependents, guests, drivers and helpers found intoxicated or under the influence of drugs are not allowed in or shall be asked to leave the Club's premises.
- In the event of a dispute involving members, dependents, personnel, guests or visitors, the complainants and respondents along with their friends must avoid the use of social media or make incendiary statements or do any action that can only aggravate the situation.
- No dependents other than the spouse dependent and the adult dependent may invite guests or visitors to the Club.
- Dependents under five (5) years of age must always be accompanied by a member, spouse dependent, adult dependent, or the child's nursemaid while in the Club premises.
- Children under eight (8) years of age must always be accompanied by a member, spouse dependent, adult dependent, nursemaid or sports instructors/officials of the Club in the main swimming pool, golf course, tennis courts, polo field and other areas posing danger.
- Boys above 4 years old are not allowed in the Ladies' Dressing/Locker Rooms. And girls, regardless of age, are not allowed in the Men's Dressing/Locker Rooms.
- Minor dependents are not allowed to loiter at the Club's main entrance and lobby, any roads and open spaces within the Club's premises.
- Members, dependents, guests and visitors who use profane and insulting language, who exhibit improper behavior or do any other act or conduct disorderly or injurious to the interest or repugnant to the objectives of the Club within its premises shall be penalized.
- Members and dependents are required to always bring their membership card as they can only avail of the facilities and services of the Club upon presentation of such. Otherwise they must secure a one day privilege card.

- A monthly patronage fee is prescribed by the Board of Directors for consumption in any of the food and beverage outlets. This may also be accumulated and consumed bi-annually. Unconsumed patronage fees will be charged in two cut-off periods; one in July and another in December. Deadline for consumption of patronage fees shall be at the end of the month, preceding the cut-off periods.

## **GUIDELINES FOR GUESTS AND VISITORS**

- A Guest is a non-member who, upon invitation of and accompanied by a member in good standing, may be extended the privileges of the Club.
- A Visitor is a non-member who does not reside within a 150 kilometer-radius from the Club. Upon the recommendation of a member of good standing he may be extended the privileges of the Club. The Board shall adopt the regulations restricting the use by guests and visitors of the Club's facilities and prescribing the fees to be paid by them.

### **ONE MONTH VISITORS PASS**

Upon written request by a member of good standing, a one month visitor pass may be given subject to prescribed fees to a guest who does not reside within a 150 km radius from the Club.

The one month visitor's pass can only be availed of once a year.

A member can only invite four (4) visitors in a year and each visitor must consume a minimum amount of food and beverage per visit equal to an amount determined by the Management or the Board of Directors.

With the exception of the golf facilities, the holder of a one month visitor's pass may use and avail of the facilities and services of the Club even without the presence of a member. He/She cannot hold any party or request a visitor's pass for others.

### **ONE DAY GUEST PASS**

Upon application and sponsorship of a member of good standing and upon payment of prescribed fee, a guest may be issued a one day guest pass exclusive of guest's fees for sports facilities.

With the exception of the golf facilities, holders may avail of the services and facilities of the Club even without being accompanied by a member. Holders are not allowed to host parties, entertain any other guests or request a similar pass for other guests.

## **RESTRICTIONS AND SANCTIONS ON MEMBERS INVITING GUESTS AND VISITORS**

Members who invite guests or visitors to use the facilities and avail of the services of the Club but refuse responsibility for unsettled fees, accounts and charges may be sanctioned by suspension or expulsion.

A suspended or delinquent member cannot sponsor a guest or visitor.

## **REQUIREMENTS FOR GUESTS AND VISITORS**

Guests and visitors are **STRICTLY REQUIRED** to register their names and deposit ID cards at the Main Gate.

Golf guests and visitors who must be accompanied by a member may play golf 12 times a year in excess of which they will be charged double the guest's fee but not beyond 24 times a year.

## **AFFILIATED CLUBS AS OF SEPTEMBER 2018**

1. Saujana Golf & Country Club, Inc. in Subang, Malaysia
2. Royal Selangor Club in Kuala Lumpur, Malaysia
3. Darul-Aman Golf & Country Club in Darul-Aman, Malaysia
4. Sabah Golf & Country Club in Sabah, Malaysia
5. Royal Bangkok Sports Club, in Bangkok, Thailand
6. Gunung Geulis Country Club in Jakarta, Indonesia
7. The Glencoe Golf & Country Club in Calgary, Alberta, Canada
8. Sunridge Park Golf Club in Bromley, United Kingdom
9. Honolulu Country Club in Honolulu, Hawaii, USA

Members wishing to avail of the facilities and services of these affiliate clubs must present the letter of introduction signed by the Club's General Manager and his/her ACCI membership card.

## **PAYMENT OF MEMBERSHIP DUES AND ACCOUNTS**

Unless notified of any changes, the Club sends Statements of Account and other correspondences to the members given/preferred address. Members may settle their bill through the following options:

**The Cashier's Office  
Alabang Country Club, Inc.  
Acacia Avenue, Ayala Alabang Village  
Muntinlupa City 1780**

or thru

**the Club's Account with UNION Bank and  
other banks shown in the Statement of Account**

- Checks should be issued in favor of Alabang Country Club, Inc. Always indicate your member code (M.C. No.) at the back of your check.
- It is important that in paying your bills in any of our authorized collecting bank, you should always indicate in the deposit slips the following:

**Member's name  
Member's Code (M.C. No.)  
Amount of payment made**

### **DELINQUENT ACCOUNTS**

- Failure to pay within thirty days(30) days shall make the account past due. It shall be subject to a 2% penalty.
- Failure to pay accounts within sixty days (60) days shall make the member delinquent in his account and he/she shall not be allowed to use the facilities and services of the Club.
- Dependents, guests and visitors of delinquent members shall not be allowed to use the facilities and services of the Club.
- Delinquent members for more than sixty (60) days shall be reported to the Board of Directors. Their shares shall then be sold at a public auction. Delinquent accounts may be paid before the public auction.

## OPERATING HOURS

The Club is open six (6) days a week, i.e., Tuesday to Sunday, 6:00 a.m. to 10:00 p.m.. The Club is open if a holiday falls on a Monday. On Mondays, the gym, tennis courts, swimming pool, driving range and administrative offices are open. Some of the food outlets may also be open.

The different departments of the Club observe their own operating hours. The Club's directory provides the schedule of services or information and may be secured from the particular department.

## SPORTS AND RECREATIONAL FACILITIES

### OPERATING HOURS:

Golf course	5:00 a.m. to 8:00 p.m.
Driving Range	
Monday	5:00 p.m. to 9:00p.m
Tuesday to Sunday	6:00 a.m. to 9:00 p.m.
Tennis Court	6:00 a.m. to 9:30 p.m.
Badminton Court	6:00 a.m. to 9:30 p.m.
Squash Court	6:00 a.m. to 9:30 p.m.
Bowling and Billiards	
Tuesday to Friday	1:30 p.m. to 9:30 p.m.
Sat/Sun/Holidays	11:00 a.m. to 9:30 p.m.
Swimming Pools	6:00 a.m. to 8:00 p.m.
Dance Studio	7:00 a.m. to 9:00 p.m.
Men's & Ladies' Gym	5:30 a.m. to 9:00 p.m.
Children's Playground	6:00 a.m. to 8:00 p.m.
Library	
Tuesday to Sunday	9:00 a.m. to 6:00 p.m.
Archery	
Monday to Friday	12:00 p.m. to 7:00 p.m.
Sat/Sun/Holidays	10:00 a.m. to 8:00 p.m.

### FOOD AND BEVERAGE OUTLETS

Chairman's Room	10:00 a.m. to 2:00 p.m. 6:00 p.m. to 10:00 p.m.
Mulligan's Room	6:00 a.m. to 10:00 p.m.
Golfers' Veranda	6:00 a.m. to 8:00 p.m.
Family Veranda	6:00 a.m. to 10:00 p.m.
Sports Pavilion	6:00 a.m. to 9:30 p.m.
Tea Houses #6,9 & 15	6:00 a.m. to 6:00 p.m.
Pastry Shop & Atrium	9:00 a.m. to 6:00 p.m.
Halfway Tea House	6:00 a.m. to 6:00 p.m.

Midori Japanese Restaurant	
Monday	11:00 a.m. to 8:00 p.m.
Tuesday to Sunday	11:00 a.m. to 10:00 p.m.
President's Bar by Barcino	11:00 a.m. to 11:00 p.m.

**OTHER SERVICES**

Locker Rooms:	
Golfers' Lockers	5:00 a.m. to 8:00 p.m.
Men's Main Lockers	
Monday	5:00 a.m. to 8:00 p.m.
Tuesday to Sunday	5:00 a.m. to 9:00 p.m.
Ladies' Main Lockers	
Monday	5:00 a.m. to 8:00 p.m.
Tuesday to Sunday	5:00 a.m. to 9:00 p.m.
Sports Pavilion	
Men's Lockers	6:00 a.m. to 10:00 p.m.
Ladies' Lockers	6:00 a.m. to 10:00 p.m.
Administration Offices	8:00 a.m. to 6:00 p.m.
Front Office	8:00 a.m. to 6:00 p.m.
Infirmary	6:00 a.m. to 9:00 p.m.
Candies & Magazine Store	
Tuesday to Sunday	9:00 a.m. to 6:00 p.m.
Noon Break	12:00 noon to 1:00 p.m.
Gasoline Service	
Monday to Sunday	6:00 a.m. to 8:00 p.m.
Telephone Operator	8:00 a.m. to 5:00 p.m.
Cashier	8:00 a.m. to 6:00 p.m.
ACCI Union Bank	
Monday & Holidays	Closed
Tuesday to Sunday	9:00 a.m. to 5:00 p.m.

**CONCESSIONAIRES**

Food & Beverage	6:00 a.m. to 10:00 p.m.
Pro Shop	
Monday to Friday	6:00 p.m. to 6:00 p.m.
Sat/Sun/Holidays	5:00 a.m. to 8:00 p.m.
Beauty Parlor	
Tuesday to Sunday	9:00 a.m. to 6:00 p.m.
Barber Shop	
Tuesday to Sunday	9:00 a.m. to 6:00 p.m.

**NOTA BENE: THE BOARD OF DIRECTORS FOR THE CONVENIENCE OF THE MEMBERS MAY CHANGE THE OPERATING HOURS.**

## **PRESERVATION OF THE PROPERTIES AND ASSETS OF THE CLUB**

1. It is a serious offense to vandalize any facility and property of the Club.
2. It is unlawful to remove any property of the Club from its premises without prior written approval by the General Manager. Members shall be assessed double the value of any property or facility damaged by them, their dependents, guests or visitors.

## **VEHICLES PARKING AREA AND STICKERS**

The Club has currently eight (8) parking areas, namely, Directors' Parking Area, Senior Parking Area, PWD Parking Area, Owner Driven Parking Area, Driver Driven Parking Area, Golfers' Parking Area, Sports Pavilion Parking Area and the Motorcycle Parking Area.

These parking areas are subject to the following rules and regulations, to wit:

1. Directors' Parking Area – for the exclusive use of incumbent members of the Board of Directors
2. Seniors' Parking Area – exclusively for Senior Citizen members of the Club with decal.
3. PWD Parking Area – exclusively for the PWD (Person with disability) members of the Club with decal to be displayed on the windshield of the motor vehicle.
4. All parking areas outside the Directors' Parking Area shall be available on first come first served basis.
5. Motor vehicles must be parked properly and must be between the yellow lines.
6. The Club shall not assume any liability for any loss or damage to motor vehicle and/or its contents in the Parking Areas.
7. Club stickers are exclusively for members. To apply the following must be submitted to the Security Office:
  - Copy of car's Certificate of Registration
  - Copy of Official Receipt
  - Copy of Deed of Sale if car is not yet registered in the name of the member
  - Copy of Sales Invoice for newly bought cars
8. Members are required to secure updated Club car stickers which must be displayed on the left side of their motor vehicles.
9. Motor vehicles without Club car stickers are prohibited from parking in the parking areas reserved for members only.
10. To avoid inconvenience members who are not residents of Ayala Alabang Village may secure AAVA car stickers from the village association.

11. Vehicles without noise controlled mufflers or without LTO registered plate numbers are not allowed in the Club's premises.
12. Any personnel of the Club is prohibited from extending assistance in driving, parking and running errands for members, dependents, guests and visitors using the vehicles of these persons.
13. Vehicles cannot park on the driveway leading to the lobby area.
14. Vehicles must strictly observe the maximum speed limit of 20KPH within the Club's premises.
15. Drivers and bodyguards of the members, dependents, guests and visitors are strictly prohibited from loitering within the Club's premises and must remain, while waiting, at the area reserved for them at Parking B of the Club.

## **CLUB LOBBY / LOUNGING AREAS HALLWAY**

1. Members, dependents, guests and visitors are prohibited from obstructing hallways, stairways and passageways of the Club.
2. Horseplay, rough play and excessive/unnecessary noise are prohibited within the Club's premises.

## **BULLETIN BOARDS AND ANNOUNCEMENTS**

1. Members may post on the Club's Bulletin Boards materials of interest to the members with prior written approval by the Marketing Office of the Club. Posting of these materials shall be for seven (7) days only.
2. Dissemination of news, information and announcements are published on the official publication Club-ACCESS, text blast, email blast and mail. These are also available for pick-up in the Clubhouse.
3. With prior written approval of Management, display of posters, streamers and other similar materials shall be allowed only at designated places.

## **SMOKING AND NON SMOKING AREAS/CONSUMPTION OF ALCOHOL**

1. There is absolutely no smoking within the Club premises except in designated areas only. Violators shall be fined Php2,500.00 for each violation and maybe subject to disciplinary action.
2. No tobacco, alcoholic beverages, cigarettes shall be served to any dependent, guest and visitor below 18 years of age.
3. No liquor and any alcoholic beverage shall be served one (1) day before and during the Club's Annual Stockholders Meeting.



4. The Club has a policy of responsible drinking. We reserve the right to refuse alcohol service to patrons who are nearing intoxication. Intoxicated patrons may be asked to leave the Club premises.

## **FIREARMS**

1. Firearms and other deadly weapons are strictly prohibited within the Club's premises and must be deposited with the guard stationed at the lobby of the Club

## **DRESS CODE**

1. Appropriate attire must be worn at all times at the Mulligan, Chairman's Dining Room, Golfers' and Center Veranda, Midori and other similar facilities as specified and defined under ANNEX "A". Management reserves the right to change the dress code as it may find necessary from time to time.
2. Nursemaids, drivers and those providing personnel assistance to their employers must also comply with the dress code.

## **RESERVATION OF BANQUETS & FUNCTIONS:**

1. Banquet services and use of function room shall be with prior reservation. Applications for reservation shall be made with F&B Office from 8:00 a.m. to 5:00 p.m. during operational days.
2. Reservations thru fax indicating the member's signature and telephone number are also accepted. However, all reservations must be covered by a signed contract submitted to the F & B Reservations Office for final confirmation. Priority in reservation shall be on a first come, first served basis.
3. Members may sponsor banquets and functions in the Club. Sponsored guests must pay the fee for the venue to be used.
4. Members, sponsored guests and visitors are strictly prohibited from bringing in food and beverage except items covered by corkage fees.
5. Standard corkage fee shall be charged on roasted pork (lechon), roasted calf, liquor and wine and those listed in the Schedule of Rates covered by Banquet Contract.
6. Additional fee shall be charged for sound system, flower arrangement, room rental, employees' overtime pay, and other expenses incurred in reserved private functions going beyond the operating hours of the Club.
7. Sponsoring members may sign all accounts and expenses incurred after the scheduled banquet or functions.

8. Sponsored guests are required to settle the total cost for the reservation at least fifteen (15) working days before the scheduled event.
9. Confirmed reservation may only be cancelled 72 hours or three (3) days before the scheduled event. In such a case, the Club shall refund seventy (70%) percent of what has been paid and the thirty (30%) per cent shall be retained by the Club for lost opportunity.
10. Sponsoring members shall be responsible for all damages to the Club's properties incurred during reserved functions.
11. In case of unforeseen and unavoidable circumstances, the Club has the right to substitute a reserved function room with a comparable venue.
12. Delinquent members cannot sponsor nor reserve any event.
13. Loss of personal belongings shall not be the responsibility of the Club.
14. Shortage of food in a reserved function due to excess number of guests, visitors and attendees shall not be the responsibility of the Club.
15. Members or sponsored guests holding parties, events and affairs in the Club's sports outlets are not allowed to use the facilities of the outlets without prior arrangement with the management.
16. Only participants for Club sponsored activities shall be allowed to partake without charge of the food and drinks being served during awarding and cocktails. Non participants shall be charged accordingly.

## **TIPPING**

Tipping, giving of gratuities and gifts are highly discouraged as the Club request donations from the members for the employees Annual Christmas Fund Drive.

## **PETS**

Pets are allowed only at the assigned or designated area subject to the prescribed rules and regulations.

# **RULES AND REGULATIONS GOVERNING THE VARIOUS FACILITIES OF THE CLUB**

## **GOLF**

Players are strictly enjoined to follow the rules and regulations of the Club. These rules and regulations supplement those of the Royal and Ancient Golf Club of St. Andrews.

1. Bringing of food and beverages to the club golf course and practice areas is prohibited.
2. Members may sponsor guests to the golf course subject to the terms and conditions, as set forth by the Board of Directors
  - The member is responsible for the good conduct of his guests
  - Guests must be properly advised by the sponsoring member to strictly follow the rules and regulations of the Club.
  - Guest must be accompanied by the sponsoring member.
3. Participants of Club sponsored tournaments always have priority in the golf course.
4. Cutting in from any green to other tees other than the one immediately following the hole played out is not allowed.
5. Flight must maintain its pace with the flight directly ahead.
6. Players must give way to the flight directly behind them when there is a clear hole between them and the flight ahead.
7. During holidays and weekends single and twosome golfers shall be allowed to tee off starting at 12:00 noon onwards provided the golf course is not fully occupied or booked.
8. Marshals are assigned to speed up play. Their decisions must be respected.
9. Avoid unnecessary noise on the golf course. Cellular phones should be put on silent mode.
10. It is mandatory for golfers to use soft-spike shoes, along with the appropriate outfit. Sleeveless/collarless shirts, tennis shorts, maong jeans are not allowed. T-shirts with mock turtle neck are allowed.
11. Players and caddies are prohibited from picking fruits and flowers.
12. When the condition in the golf course so demands, the Golf Committee may authorize that plays be governed by winter rules or preferred lie, subject to the following:
  - The golf course is exclusively for playing golf and none other.
  - Riding bicycles, scooters, hiking, jogging or walking on the golf course are strictly prohibited.
  - When the “NO MULLIGAN” signage is posted, hitting more than one (1) ball is strictly prohibited.

13. Only members may request for a caddy on any day. Assignment of caddies to guests is on rotation basis. Guests are allowed to request for caddies only on Club sponsored tournaments.
14. No golfer shall tee off anytime without a caddy. At least one caddy per player.
15. Members and guests are enjoined to treat their caddy with respect. They should not shout, curse, physically and mentally abuse their caddies. Caddies are free to abandon their player in case of violation of this rule.
16. Players must be aware of the rules and etiquette on the golf course. Violations of these shall be reported to the management.
17. Players are strictly prohibited from cheating. Caddies are mandated to report players who are found cheating.
18. Members and guests are not permitted to engage the caddies' services except through the Caddie Master.
19. Caddies are strictly not allowed in the Clubhouse and Locker Rooms. Members and guests are not allowed to ask their caddies to run personal errands to these prohibited areas.
20. Members and guests are enjoined to pay their caddies in cash immediately after their games.
21. Senior care cardholders/members shall not have discounts on green and tournament fees on weekends and holidays.
22. The golf course shall be closed every Monday except when it is declared a holiday.
23. Golfers/participants playing under the Shot Gun Rule have priority to finish their game.

## **SAFETY ON THE COURSE**

1. Golfers must always observe safety on the course
2. Golfers hitting must warn anyone standing or moving in the flight of their golf ball by shouting "FORE"
3. Players must immediately leave the putting green when the play is completed
4. Two (2) occupants are allowed in 2 seater golf carts.
5. Four (4) occupants are allowed in 4 seater golf carts
6. Four (4) seater golf carts are allowed on car paths only

## **GOLF TOURNAMENTS**

1. Club sponsored Golf tournaments have ABSOLUTE PRIORITY. Non-participants may not be allowed to tee off at certain times and the golf course may even be declared closed for non-participants.

2. Member sponsored tournaments shall be allowed only on prescribed days.
3. The member sponsor has the responsibility to inform the participants of the rules and regulations of the Club and the proper etiquette on the golf course.
4. Member sponsored tournaments coinciding with a declared holiday shall be rescheduled.
5. Member sponsored tournaments shall be charged tournament fees.
6. Seniors, ladies and dependents (Jungolf) shall be allowed special tournament not falling on weekends and holidays subject to prescribed rules and regulations

## **GREEN FEES AND DRIVING RANGE FEES**

1. Green fees shall be charged to the guest of a member computed based on the prescribed fees.
2. Members shall pay the tee girl at the driving range based on prescribed rates.
3. The golf balls used by members in the driving range shall be free.
4. Guests shall be charged the prescribed fees for the golf balls used by them. They shall also pay the tee girl base on prescribed rates.
5. Fees shall be fixed by the Board of Directors and may be changed from time to time.

## **STARTING TIMES**

1. Shotgun tee off shall always be with prior reservation. However when there are available slots, even those without reservation may be accommodated.
2. Failure to tee off on the date and time duly reserved shall result into automatic forfeiture of the slots with penalties.
3. Unless specified by the Club players shall tee off only at hole #1 or #10 upon advice by the official starter.
4. Tee off time on both holes #1 and #10 shall start as decided by the starter. The interval of flights teeing off is 10 minutes. The ideal time to finish your first nine holes is two (2) hours and forty (40) minutes, for 18 holes, 4 hours and thirty (30) minutes).
5. A flight which completes its first nine (9) holes can only tee off after all outgoing scheduled flights have teed off.

## **SPECIAL PROVISIONS**

1. A member must always accompany the flight of his guests except during a management approved member sponsored tournament.

2. While those 12 years of age and below are allowed to play, they must be accompanied by an adult golfer.
3. Adult, non-playing members, at their own risk may accompany players on the golf course. They must wear proper golf attire and are not allowed to walk on the putting greens and bunkers. Non-playing guests must pay the corresponding green fees.
4. Non-playing minors (below 13 years) are strictly prohibited on the golf course.
5. Fairway lessons are not allowed on the golf course during weekends and holidays.

## **GOLF EQUIPMENT STORAGE**

1. The Club provides facilities for the storage of golf clubs and golf carts. The schedule of services and rate of fees are available at the Golf Department.
2. Monthly storage fee shall be charged for the storage of golf clubs and golf carts which will cover normal cleaning, battery charging and others.

## **GOLF CARTS**

- Golfers shall comply with posted cart usage rules

## **POLO FIELD**

### **GENERAL RULE**

1. Riding/stick and ball area are not allowed unless the field is declared open for use. A red flag means no riding/stick and ball.
2. Grooms and trainers are not allowed to exercise their horses on any part of the field. They may warm up their horses during practice games and tournaments behind the back lines.
3. The General Manager upon recommendation by the Chairman of the Polo Committee has the authority to declare whether the field is playable or not.
4. Members are directly responsible for the behavior of their grooms and trainers.
5. Grooms and trainers committing any offense against the Club or its members shall be barred from the Club's premises.
6. Practice days are arranged by the recommendation of the Polo Committee.

## **BOWLING CONCOURSE**

1. Bowling lanes shall be on first come first served basis. Players must register before playing.
2. Reservation with a maximum of eight (8) lanes for tournaments and special events shall be allowed following the prescribed lead time.
3. A registered player may use a lane indefinitely but within its operating hours unless a waiting list occurs and there is no lane available. In such an event, the waiting list guidelines shall apply.
4. Waiting list guidelines:
  - Lanes 9-10 are earmarked for dependents playing without a member.
  - Lanes 1-8 are earmarked for members.
  - Dependents without an accompanying member using lanes 1-8 shall be relocated as soon as possible to any vacant lane on lanes 9-10 and if these lanes are also occupied the dependents shall have to vacate their lanes upon completion of their games.
  - Member using lanes 9-10 shall be relocated to any vacant lane on lanes 1-8 and if these lanes are also occupied the member may continue playing on the original lane up to the completion of the maximum number of games in the waiting list.
  - A member using two (2) lanes must give up one lane upon completion of his/her game.
  - First In & First Out. Lane users upon completion of a maximum of three (3) games per player must give up the lane in favor of those listed on the waiting list.
  - Substitution of names in the list of lane users and in the waiting list shall not be allowed.
5. Each bowling lane shall accommodate only five (5) players.
6. Players must strictly use bowling shoes which may be rented at the bowling counter.
7. Proper etiquette shall be observed at all times.
8. Food, drinks, chalk and other non-bowling paraphernalia are not allowed in the bowlers' approach area. Violators shall be barred from using the bowling alleys.
9. Tank tops, spiked shoes, swimming gear and other inappropriate attire are prohibited in the bowling concourse.
10. Beginners, regardless of age, shall be allowed to play as long as accompanied by qualified player.
11. Beginners below seven (7) years of age shall not be allowed to play or enter the bowlers' area.

## USE OF BILLIARD TABLES

1. Billiard tables are available on a first come first served basis.
2. Register before playing. The names of the players using the billiard tables shall be listed and registered by the Billiard Supervisor or designated personnel.
3. A registered player may use the billiard table indefinitely except in the following circumstances:
  - If there is a waiting list and there is no available table in which case the waiting list rule shall apply.
  - In case of pre-arranged events such as tournaments.
  - End of operating hours of the Club.
4. Waiting list guidelines
  - Players shall only play for a maximum of one (1) hour and shall vacate the billiard table after this period in favor of those listed in the waiting list.
  - The name on top of the members' list shall have priority over that of the dependents' list thereafter the alternate procedure between the two (2) lists shall be followed.
5. A player who is already playing does not have priority on the waiting list.
6. Player's name shall be deleted from the waiting list if not present when called.
7. Substitution of names in the waiting lists or table users are not allowed.
8. A maximum of four (4) players shall be allowed in each billiard table.
9. Smoking and gambling are strictly prohibited.
10. Players are enjoined to observe proper decorum and etiquette.
11. Silence must be maintained around the billiard tables.
12. Food and drinks are not allowed on the billiard tables.
13. The billiard supervisor or designated personnel may stop the play of any player who cannot reach the billiard table or whose manner of playing could cause damage to the table.



## **SWIMMING POOLS**

1. A pool supervisor is on duty from 6:00 a.m. to 8:00 p.m. Strictly NO swimming outside of the prescribed operating hours.
2. Persons using the swimming pool and its facilities must comply with the sanitary and safety rules. They must also follow the verbal orders of the pool supervisor.
3. Guest must be accompanied by a member and must register and pay for the guest fee.
4. Member shall be responsible for the conduct of their Dependents, Guests & Visitors.
5. Proper swimming attire must be observed. Swimming trunks/shorts for men. Swimsuits for ladies.
6. No food and drinks are allowed near the pool area.
7. Do not leave small children unattended at all times.
8. Running or rough play around the pool area is prohibited.
9. No diving into the swimming pool.
10. Glass, sharp objects, or any other items which might cause injury or accidents shall not be allowed in the pool or pool area.
11. Spitting, urinating, blowing of the nose, spouting of water or deposit foreign matter in a pool are strictly prohibited.
12. Person suffering from fever, cough, colds, eye/ear/nasal infections, as well as other communicable diseases are not allowed in the premises.
13. Persons with skin sores and other related diseases, as well as those wearing bandages of any kind are likewise not allowed in the premises.
14. Kindly keep all valuables in the locker. Management shall not be held liable for loss of any valuables or other personal property left at the swimming pool premises.
15. Everyone using the swimming pools and its facilities must comply with sanitary and safety regulations including verbal orders of the lifeguard.
16. Damage to equipment or violation of the rules will be reported to the General Manager and may cause for disciplinary action.

## **TENNIS, BADMINTON & SQUASH COURTS**

### **TENNIS**

1. Members and dependents must personally register their names with the court supervisors. Registration by phone or proxy is not allowed.
2. The time of registration and the starting and ending time of play or use of the courts must be entered in the log book.
3. No prior reservation is allowed except for official purposes approved by the Management.
4. Courts shall be assigned on a first come first served basis.

5. Priority in the use of court shall be based on the log book registration.
6. Players waiting for an indoor court may play on an outside court without losing priority in the indoor court provided that he/she does not deprive another of the use of an outdoor court.
7. A maximum of one (1) hour shall be the standard use of a court both for singles and doubles match/game.
8. If there is more than one member of the family using separate courts and there is no other vacant indoor court and another player is waiting, the spouse dependent or dependent can only use the court for thirty (30) minutes and must promptly leave the court after the lapse of said period. Time limits shall be based on the logbook of the court supervisor.
9. Club sponsored tournaments, inter-club matches, special games and similar events shall have priority in the use of the courts.
10. Member or dependent listed on the waiting list but not ready to play within the five (5) minute period shall forfeit his/her turn in favor of the next listed member or dependent.
11. Player must wear proper attire. Inappropriate attire shall not be allowed.
12. Minor dependents are not allowed to bring guests.
13. Member or spouse dependent must always accompany his/her guests on the tennis courts and premises.
14. Member or spouse dependent shall be responsible for the conduct of their guests.
15. The General Manager and the Sports and Recreation Manager shall enforce strict compliance of the rules and regulations without any exception. Their recorded decision shall prevail without prejudice to the right of a member to elevate the issue in writing to the Board of Directors thru the Committee. The Decision of the Board of Directors shall be final.
16. The services of trainers and tennis pros are available on a first come first served basis. Arrangements shall be made by the Sports and Recreation Manager or the Tennis Court Supervisor.
17. Tennis pros, trainers and ball boys shall not accept reservations or request by phone or proxy.
18. Starting time is reckoned from the time the player hits the ball inside the court.
19. Courtesy Rules:
  - 19.1 Rules outside of primetime and under normal conditions –
    - Singles and doubles play have the same priority in the use of courts except on weekends and holidays where instructional tennis shall be held on courts 7 to 9 from 6:00 a.m. to 10:00 a.m. and 4:00 p.m. onwards subject to weather conditions.

- Spouses and dependents may use any of the member's priority courts if available and there is no inconvenience to any waiting member duly registered in the log book.
- A spouse or dependent's use of the member's priority court shall be limited to 30 minutes if there is no other court available for a waiting member registered in the log book. The playing time shall start from the time the player starts to play and not from the monitor registered time.
- Spouse dependent has priority over other dependents in the use of courts. Both have no exclusive priority.

20. Rules for indoor courts during primetime or in the event of unplayable outdoor courts –

- Primetime is from 8:00 a.m. to 6:00 p.m. on weekends and holidays.
- Doubles have priority over singles matches. However, in court #3, singles matches have equal priority provided they are between a member/spouse and another member/spouse or a dependent.
- Sessions with trainers and pros shall be allowed only if there are no members listed on the logbook. In case a member is registered in the logbook the session shall be limited to 30 minutes reckoned from the time the session starts and not from the time of registration.
- Upon registration of a member in the log book, ongoing singles match except that on court #3 shall be limited to 30 minutes reckoned from the time of registration.
- If there are several singles matches, the first in first out rule applies except that a match or practice session with a tennis pro or trainer shall be considered first out.

21. Courts 1,2,3,4,5,6 shall be closed for daily maintenance from 12:00 noon to 1:00 p.m. and from 9:15 p.m. to 10:00 p.m.

22. Food is not allowed in all courts.

23. Good sportsmanship, civilized conduct and courtesy shall be observed at all times.

## **BADMINTON COURTS**

### **1. RESERVATION RULES**

- Reservation must be made one (1) day in advance thru the Sports Attendant who will record the reserved time slot (RTS) and the time of the call.
- Only members can make reservation for courts.
- Court time reservation shall be in blocks of absolute hours, i.e., 6:01-7:00 a.m. and 1:01-2:00 p.m.

- Members/dependents must register in person with their card to the court attendant.
  - The member/spouse must personally register his/her guest before playing.
  - Guests must always be accompanied by the sponsoring member.
  - Members are responsible for the conduct and demeanor of their guests.
  - Reservation shall only be for one (1) court for a maximum of two (2) hours.
  - Priority in the use of court shall be based on the listed names on the Badminton Reservation Sheet (BRS).
  - Member/dependent on the waiting list but not ready to play within 15 minutes on the available court shall be required to allow the waiting player to use the court.
  - Anybody on the waiting list who joins an ongoing game before his reserved time slot shall automatically lose his turn in the waiting list.
  - Late arrival of a member for fifteen (15) minutes or more shall result into abandonment and forfeiture of the reserved court which shall then be given to the next member listed in the BRS.
  - Cancellation of reservation must be made one (1) hour before the reserved time slot.
  - Members who failed to cancel on time their reserved time slot and also failed to arrive before the RTS shall be charged a fine of Php150.00.
  - Players must promptly leave the court upon expiration of the allotted time.
2. Operating days and hours
- Badminton courts and facilities shall be open daily from 6:00 a.m. to 10:00 p.m.
  - Official Club Time shall be indicated in the Club's clock at the reception desk.
  - Club reserves the right to adjust the hours for maintenance and repairs.
  - Notices of Closure due to holidays and *force majeure* shall be posted on the Bulletin Board.
3. Tournaments
- Club sanctioned or duly approved member sponsored tournaments or events shall have priority in the use of the courts.
  - Notices for such tournaments or events shall be posted on the Bulletin Boards.
4. Fees
- Guests shall be charged per head/per hour. A fraction of an hour shall be considered one hour.

- Guest fees shall be signed by sponsoring member. No cash transactions allowed.
5. Dress Code
    - Players must wear respectable and proper attire. Sando, jersey, jersey like attire and other similar attires are prohibited.
    - Only athlete shoes with gum rubber or non-marking soles free of grit and stone are allowed. Leader soles, running/jogging shoes with rubber studs are strictly prohibited in the playing area.
    - Sports attendant are enjoined to enforce the proper dress code and attire.
  6. Trainers
    - The sports attendant shall assign trainers to players on rotation basis.
    - Players must engage the services of trainers only thru the sports attendant.
    - Trainers must be paid immediately after the session with cash.
  7. Proper decorum and etiquette
    - Eating and/or smoking are strictly prohibited inside the court.
    - Proper conduct, sportsmanship and courtesy must be observed.
  8. Other provisions
    - Members are liable for the conduct of their spouses, dependents, guests, drivers and helpers while inside the premises of the Club.
  9. The Sports and Games Division Manager is responsible for the strict and proper enforcement of the rules and regulations and resolution of any disagreement in the interpretation of the rules and regulations. A party may appeal the decision to the Sports and Recreation Committee.

## **SQUASH COURTS**

1. Members and dependents must personally register their names with the Racquet Sports Attendant. Registration by phone or proxy shall not be accepted.
2. Court reservations shall not be allowed except for official purposes approved by the Board of Directors.
3. Assignments of courts shall be on first come first served basis.
4. Priority shall follow the sequence of names registered in the logbook.
5. Names of players shall be erased from the logbook upon entry (of the player) into the court.
6. Standard playing time both for singles and doubles matches shall be one (1) hour.

7. If there are members of a family playing on different courts and there is a waiting player registered in the log book the spouse/dependent shall then play only for 30 minutes and must leave the court immediately upon expiration of this period.
8. All time limitations shall be based on the basis of entries in the log book.
9. Tournaments, inter-club meets, special marches and other events sponsored/sanctioned by the Board of Directors upon recommendation by the Sports and Recreation Committee shall have priority in the use of the courts.
10. A member/dependent listed in the waiting list but not ready to play within 5 minutes on the available court shall be listed for the next available court.
11. Proper attire must be strictly observed. Attire with bold advertising prints are not allowed.
12. Eating, drinking and smoking in the premises are not allowed.
13. Only specified equipment and non-marking balls shall be used.
14. The Squash Committee as approved by the Board of Directors shall determine the charges for the use of the courts and fees for trainers and instructors. These charges and fees shall be posted on the Bulletin Boards of the Sports Pavilion.
15. Dependents are not allowed to bring guests unless there is a written authorization from their parents.
16. Members and dependents must personally register their guests before playing.
17. Guests must always be accompanied by the sponsoring member on the court or by member in the Club's premises.
18. Members and dependents shall be responsible for the conduct of their guests and for any violation of the Club's rules and regulations.
19. The General Manager, Sports and Recreation Manager, officers/supervisors are responsible for the strict implementation of the rules and regulations. Any dispute or issue in the interpretation of these rules and regulations shall be resolved by them without prejudice to a member elevating the issue in writing to the Board of Directors thru the Sports and Recreation Committee. The Decision of the Board of Directors shall be final.
20. The Racquet Sports attendants shall not only register the names of the players but the time of registration and the starting/ending time for the use of the courts.
21. Reservations for trainers shall be coursed through the desk attendant who shall have the full authority on the schedule of trainers. Trainers are required to surrender their IDs to the desk attendant upon arrival.
22. The rule "Strictly No ID No Schedule" shall be enforced except when trainers are lacking in number in which case the rule "First Come First Served" shall be followed.
23. Squash pros, trainers and ball boys shall not accept reservations by phone or proxy.

## MEN'S AND LADIES' GYM

1. Only members and dependents who are at least 12 years of age shall allowed to use the facilities of the gym.
2. Members must present medical certificates to the instructor certifying their fitness.
3. Instructors are free from any liability for any physical harm or injury to a member who fails to present the required medical certificate.
4. Appropriate attire must be strictly observed.
5. No smoking and eating in the premises.
6. Users shall sign and indicate their MC# on the gym's logbook before using the facilities.
7. Equipment and facilities shall be on a first come first served basis.
8. No reservation is allowed.
9. Proper attire:
  - Shoes with rubber soles
  - Shorts, sweat shirts and pants, trunks
10. Strictly prohibited attire:
  - Rubber slippers, golf and leather shoes
  - Bare feet
  - Wearing of underwear only
11. Proper decorum and etiquette:
  - No roughhousing tactics, shouting, cursing and boisterous laughter
  - Equipment that has been momentarily reserved by the user can be used only with his consent.
  - Return movable equipment such as dumbbells and barbells to their proper places after using.
  - Observe proper waiting and courtesy in the use of stationary equipment.
  - If somebody is exercising in front of a mirror never place yourself or walk in between.
  - Maximum use of any equipment is limited to 30 minutes, unless there is no one on the waiting list.
  - Dry towels must be draped over equipment to prevent contact with the user's body. Towels can be secured from the locker rooms.
  - Users of the gym must be conscious of their personal hygiene.

Users must observe extra care in using the facilities and equipment to avoid any damage and injury.

12. Gym supervisors must strictly enforce the rules and regulations. Any violation shall be reported immediately to the Sports Committee thru the General Manager.

## **DANCE STUDIO**

The Dance Studio is a suitably furnished and equipped indoor facility for dance classes or group activity presentation. It is available for RESERVATION ONLY thru the Sports and Recreation Department. Organizers and sponsors of any activity are responsible for ensuring that users strictly observe proper behavior and etiquette.

## **SAUNA AND MASSAGE FACILITIES**

The following rules and regulations applies for both men's and ladies' facilities:

1. Guests must be accompanied by members.
2. Sauna shall accommodate only six (6) persons at a time. Availing of the facility is subject to confirmation.
3. Food, snacks, beverages and hard drinks are not allowed.
4. Proper conduct, decorum, etiquette and courtesy must be observed strictly.

## **SHOWER AND LOCKER ROOMS**

1. Golfers' Locker Room is for the EXCLUSIVE USE of male golf playing members, dependents and accompanied guests.
2. Ladies are not allowed in the Main and Sports Pavilion Men's Locker Room.
3. Men are not allowed in the Ladies' Locker Room.
4. Available lockers may be rented on a monthly basis.
5. Use of first towel is free. Subsequent towel or towels may be charged.
6. Towels must be returned to the attendant on the same day. Failure to do this shall subject the user to a charge double the cost of the towel.
7. Valuables must be deposited with the Club personnel who must exercise extra care to avoid loss. The loss of any valuables not surrendered shall not be the responsibility of the Club.
8. Locker personnel are not allowed to perform services for the members over and above their specific duties and responsibilities.



9. Laundering is not allowed.
10. Locker personnel are not allowed to hold duplicate keys of rented and occupied lockers.
11. Users must observe at all times proper decorum, courtesy and etiquette.

## **LIBRARY**

1. Only for the use of members and dependents.
2. Four (4) books may be borrowed simultaneously for a period of five (5) days which may be extended for another five (5) days.
3. Written reminder shall be sent to a borrower who fails to return a borrowed book within five (5) days after its due date.
4. Borrowers who fail to return books on due date shall be fined.
5. Reference books, newspapers, magazines, reports and other light or topical publications cannot be taken out.
6. Computers may be availed by members and dependents with rental fee.
7. Proper care must be strictly observed in using the magazines, newspapers, books and other facilities of the library.
8. Food and all kinds of drinks are not allowed.
9. Silence must be strictly observed.

## **INFIRMARY**

1. Basic medical services are being provided for members, dependents and Club personnel.
2. Check up of blood pressure may be availed of.
3. Members may request prescribed medication chargeable to their monthly bill.
4. In emergency cases, first aid treatment and transport to the member's hospital choice are provided.
5. A nurse is on duty for first aid treatment at Tea House #6 on weekends and holidays.
6. All Club Personnel may avail of free consultation and first aid treatment.

## **GAS STATION**

Strictly for members and dependents ONLY. Drivers are not allowed to avail of the services without proper/written authorization from their member employers.