BYE-LAWS OF THE KOWLOON CRICKET CLUB

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1. Introduction

1.1 These Bye-laws, should be read in conjunction with the Club's Articles of Association which contain definitions of certain terms.

Additional Definitions

1.2 "Users of the Club" means any person entitled to use the Club under these Bye-laws and includes Members, Subscribers, their guests, Visitors and the children of Members or Subscribers, "The Sports Representative" means the representative of the Sports Section on the General Committee.

The term "grounds" means the cricket field, hockey and soccer pitches and the lawn bowls' greens.

1.3 These Bye-laws are issued by the General Committee under Article 20 of the Articles of Association of the Club and may be altered, amended or deleted, at the discretion of the General Committee, subject to the overriding powers of the Members to set aside any Bye-laws through a Special Resolution at a General Meeting of the Members of the Club.

The Memorandum and Articles of Association and these Bye-laws together form the basis for the relationship between the Club and Users of the Club and shall be binding on all Users of the Club. If any inconsistency arises between the Memorandum and Articles of Association of the Club and these Bye-laws, the former shall take precedence.

2. General

Club Opening Hours

2.1 The Club premises and its facilities will open and close at such times as advertised to Members and Subscribers provided always that the General Committee or the General Manager may vary these at their discretion.

CCTV Surveillance

2.1A CCTV cameras are in operation at selected locations on the Club's premises for the purpose of security, crime prevention, and documenting misconduct. Any CCTV surveillance materials (visual or audio) legally recognized as personal data in the Club's possession will be dealt with in accordance with the provisions of the Personal Data (Privacy) Ordinance, Cap.486.

Production of Membership Cards

2.2 Members, Honorary Members, Subscribers and their children over the age of 12 must produce their membership cards for inspection upon the request of a member of staff or security. Refusal or inability to produce a valid card may result

in refused admission to the Club or continued stay in the Club.

Children and Usage of the Club

2.3 On reaching the age of 12, children of Members or Subscribers will be issued, on request, with a card which will allow them to use the Club until they reach the age of 23.

2.4 On reaching the age of 23, an application may be made to the General Committee for a Member's child to continue to use the Club up to the age of 28. If approved, the Member shall be liable for the payment of the child's monthly subscription and their debts and spending in the Club. The Member and the child shall both be subject to such rules and conditions that the General Committee may decide.

2.5 Members' and Subscribers' children under the age of 12 must be accompanied by their parent or by some other Member or Subscriber whilst on Club premises. Members and Subscribers responsible for the safety and conduct of their children whilst they are on Club premises in particular, must monitor their behaviour to ensure they are not acting in an unruly manner.

Imposition of Fines

2.6 The General Committee may impose fines for any breach of these Bye-laws.

Smoking

2.7 Smoking is only permitted in the designated areas of the Club as determined by the General Committee.

Domestic Helpers

2.8 Domestic helpers of Users of the Club may be signed into the Club as guests but may not carry out any of their employment duties whilst on Club Premises. The prior consent of the General Manager or his delegate may be sought to waive this requirement on medical grounds. However, children under the age of 12 participating in a club sanctioned sports activity may be accompanied by a domestic helper for the duration of that activity but must leave the Club premises when the activity has ended.

Electronic Communication Devices

2.9 No electronic devices (including mobile telephones, tablets, etc) transmitting audible sound shall be used in the indoor areas of the Club premises unless the sound is transmitted through personal headphones or unless prior approval of the General Manager or his delegate has been obtained. However, mobile telephones may be used in the telephone booths in the Club lobby.

Miscellaneous

2.10 Users of the Club are responsible for their property whilst they are on Club premises. Personal items (including sports equipment) may not be stored in the

Reception area. The Club will not accept responsibility for any loss or damage however incurred.

2.11 The giving of lessons for a fee or any form of a reward may only be carried out with the General Manager's prior approval. All payments must be via Club accounts and a percentage, as determined from time to time by the General Committee, may be deducted to cover expenses. against any Member involved.

2.12 Users of the Club who break or damage Club property may be liable to pay to the Club the cost of its replacement or repair at the discretion of the General Committee.

2.13 No raffle is allowed within the Club unless the prior consent of the General Manager or his delegate has been obtained.

2.14 No animal shall be brought into the Club premises or grounds unless the prior consent of the General Manager or his delegate has been obtained.

2.15 The use of roller skates, rollerblades, skateboards, scooters and other types of recreational equipment on wheels is not permitted on Club premises unless the prior approval of the General Manager or his delegate has been obtained.

2.16 Members and Subscribers are required to update the Office in writing of any changes to information provided to the Club. This should include but is not limited to changes in contact details and marital status, etc.

2.17 Members and Subscribers are required to show their membership cards to Club Staff (including the security staff) upon request.

3. Typhoon, Extreme Conditions, Black Rainstorm and Thunderstorm Warnings

3.1 If Typhoon Signal No. 3 is hoisted during the Club business hours, the Club will close the swimming pool for safety reasons.

3.2 Typhoon Signal No. 8 is hoisted during the Club business hours, the Club will close one hour prior to Signal No. 8 being hoisted as advised by the Hong Kong Observatory. The car park will remain open for Members to retrieve their cars.

3.3 If Typhoon Signal No. 8 is lowered between 7 am and 6 pm, the Club will open two hours after No. 8 is lowered and resume with limited operations until normal service can be resumed. However, if it is lowered after 6 pm, the Club will remain closed until 7 am the following day.

3.4 When a Black Rainstorm Warning is in force before 7 am, the Club will remain

closed until the warning is lowered. However, if a Black Rainstorm Warning is in force during normal operating hours, the Club will remain open. The swimming pool and all other outdoor facilities will be closed.

3.5 In the case a thunderstorm warning being issued, all outdoor facilities including the swimming pool will be closed immediately.

3.6 In other cases of bad weather, the General Manager or his delegate may close any outdoor facility.

3.7 The work arrangements in times of Extreme Conditions is the same as that of Typhoon Signal No. 8.

4. Members' Code of Conduct

Object

4.1 The object of the Members' Code of Conduct is to –

(a) set out a required standard of conduct;
(b) identify those to whom the Code applies;
(c) identify those responsible for breaches of the Code; and
(d) outline the likely consequences of such breaches.

The required standard of conduct

4.2 (a) For the purposes of this Code, conduct means the way one behaves, particularly in one's treatment of and consideration for others. It encompasses manner of speech and communication with others and one's attitude, manners, decency, sobriety and degree of politeness when dealing with others, as well as the observance of conventional moral and legal standards of behaviour. It also includes compliance with relevant requirements of the club's Articles of Association and Bye Laws.

(b) Under this Code, the required standard of conduct on club premises is that which is reasonable in all the circumstances, having regard in particular to the venue and occasion in question and to the diversity found within the club in terms of age, gender, nationality and culture.

Application

4.3 This Code applies to Members and Subscribers and where appropriate, to their respective Children, Guests, Employees and Visitors and also, in certain circumstances, to other users of the Club.

Responsibility

4.4 (a) Members and Subscribers are personally responsible for their own conduct under this Code whilst on the club's premises.

(b) Members and Subscribers are also personally responsible under this Code for the conduct on club premises of their Children, Guests, Employees, Visitors and other users of the club and are also personally responsible for any breach of this Code by any of those persons whilst on club premises.

Consequences of failure to comply with the Code

4.5 (a) Members and Subscribers may be liable to disciplinary proceedings and to any ensuing disciplinary sanctions if they or the persons for whose conduct they are responsible under this Code, are found to have breached the Code.

(b) Where it is believed that the Code may have been breached, this may be pointed out to the person concerned in the first instance and if necessary, reported to the General Manager, one of his staff or to an officer of the Club, for the consideration of further action.

(c) Any person who appears to be in breach of this Code may, if necessary, be asked to leave the club premises by management or by any member of the General Committee who is not directly involved in the apparent breach.

Conduct requirements when dealing with Club Staff and others

4.6 No person to whom this Code applies shall –

(a) reprimand or interfere with club staff in the performance of their duties or countermand instructions given to staff by management or seek to do so;

or

(b) deliberately subject club staff or General Committee members in the performance of their respective duties or any other person lawfully on club premises, to any form of abuse (whether written, verbal, physical or sexual) or to conduct which is offensive, provocative, obstructive, threatening or harmful.

Conduct requirements under Article 73

4.7 In addition to the requirement of this Code, Article 73 specifically provides, amongst other things, that Members and Subscribers are each personally responsible for their own conduct both on and off the Club's premises if that conduct, in the opinion of the General Committee, amounts to conduct which is injurious to the character or interest of the club and may, following disciplinary proceedings, be subject to certain disciplinary sanctions set out in the Article.

4.8 A Code of Conduct which must be adopted by all General Committee Members is at Annex A.

5. Complaint and Disciplinary Procedures

These procedures are contained in Annex B.

6. Sporting Subscribers

6.1 The procedures governing Sporting Subscribership are contained in the policy document approved by the General Committee and must be complied with by all Sporting Subscribers.

7. Guests

7.1 Members and Subscribers and their children over the age of 18 may introduce guests into the Club provided that the same person may not enter the Club on more than five occasions in any 30 day period. The Club reserves the right to refuse the entry of guests or visitors to the Club. Guests must remain in the Reception area until collected by the Member, Subscriber or child responsible for the Guests. In addition, the person introducing the Guests must enter their names fully and legibly in the register provided in the Reception area for this purpose.

7.2 The maximum number of guests that a Member or Subscriber or their children over the age of 18 may introduce on any one occasion is five. This number may be increased by the General Manager or his delegate should circumstances so permit. Members are asked to give at least 24 hours notice, where possible.

7.3 Any person introducing guests must accompany their guests whilst they are on Club premises and is responsible for their guests' behaviour.

7.4 Children under the age of 18 and Visitors are not permitted to introduce guests into the Club.

7.5 Guests are not allowed to take part in any sport unless partnered or opposed by the person introducing the guests.

7.6 Absent Members, former Members and Subscribers removed under Articles 68 or 72 may not enter the Club as guests.

7.7 Absent Members may not enter the Club as Guests or Visitors.

7.8 Members or Subscribers who are not married but are in a cohabiting relationship may apply to introduce their cohabitant as Partner and, where appropriate their children as dependents, on an unrestricted basis. Any such children shall have the same privileges as the children of Members or Subscribers up to the age of 28. Members or Subscribers may be asked to supply such information as is deemed necessary to support their applications and may be required to obtain the signature of an existing Member to confirm the cohabiting relationship.

Each such Partner may, at the sole discretion of the General Committee, be issued with a Partner card but only one application from a Member or Subscriber will be considered at any one time. Such Partners will be deemed to be users of the Club and are subject to the Articles and Bye-laws of the Club where the context is deemed appropriate. The holder of the Partner card will be allowed to sign on the account of the Member or Subscriber introducing the Partner but the Member or Subscriber will be responsible for any such expenditure. It is the Member or Subscriber's responsibility to advise the Club when they no longer wish their nomination to continue to hold a Partner card and when their co- habitation with the nominated Partner ceases, but regular changing of nomination will not be permitted.

8. Grounds

8.1 The Grounds Sub-Committee shall be chaired by the Captain of Cricket and shall comprise a representative of the Football, Hockey and Lawn Bowls Sections and up to three other persons, one of whom shall be from the Cricket Sub-Committee.

8.2 Grounds bookings and usage of any part of the grounds may only be made through the appropriate Representative who shall make all bookings through the General Manager or his delegate who will maintain a diary for this purpose. The allocation of the main field for cricket, hockey or football must be agreed between the respective Representatives before fixture lists for the coming season are published. Should there be a disagreement the matter will be referred to the General Committee for a decision. League and Cup games will normally be given preference over practice or friendly matches.

8.3 To ensure that the best possible standards are achieved for the grounds, the following directives have been established:

Main Ground – Club Management/Ground Staff will, in consultation with the Chairman of the Grounds Committee to determine the maintenance programme for the Main Ground including the practice and centre wicket cricket pitches which may be used for training and competition games. They are also empowered to close down all or part of the Main Ground if the surface is considered unsuitable for play.

Lawn Bowls Greens – Club Management will determine the maintenance programme for the Lawn Bowls greens and the rinks which may be used for practice and competition games. In conjunction with the Chairman of the Grounds Sub-Committee and the Lawn Bowls Representative, they are also empowered to close down all or part of the greens if the surface is considered unsuitable for play. The final decision on this rests with the Club Management.

8.4 The use of the cricket square for purposes other than cricket is strictly forbidden.

8.5 Other than for cricket, studs or ribbed sole footwear is not allowed to be used on the Main Ground.

9. Sporting Sections and Societies

9.1 Every section or society shall elect a committee comprising a Chairman, Secretary and a minimum of three other members. All committee members shall be elected by the section/ society membership except that a member may be co-opted to join the committee in the event that a vacancy exists or arises. Such co-option shall last until the next Section or Society Annual or Extraordinary General Meeting is held. The filling of the vacancy must be notified to all members of the section of society.

9.1A In line with the duty to 'keep minutes of all meetings' imposed by Article 18 of the KCC Articles of Association upon the General Committee and GC-appointed Subcommittees, the requirements specified in Article 18 for 'keeping meeting minutes' shall also correspondingly apply to the respective committees of all other sporting sections and societies in the Club. Minutes of each section/society committee meeting so kept shall, after the respective meeting, be tabled forthwith on the agenda of the following monthly GC meeting for the General Committee's review and/or approval.

9.1B In line with KCC Article 15, the Officers of the Club shall be ex-officio members of all sporting section and society committees.

9.2 An Annual General meeting of the section or society, to which all members of the section or society, the Officers of the Club and the General Committee member responsible for societies shall be invited to attend, shall be held once a year presided over by the Chairman or in his or her absence, another member of the committee.

9.3 The business to be conducted at the Annual General meeting shall include electing the committee and discussing other matters relevant to the operation of the section of society. This shall include any fees or charges to be levied on members of the section or society.

9.4 The Secretary of the section or society shall maintain a register of members. The register shall be open for inspection during normal business hours by Club Members and Subscribers.

9.5 (a) Each section or society shall specify the requirements for membership of the section or society. The requirements shall be submitted to the General Committee for approval.

(b) Persons wishing to become a member of the section or society shall apply to the Secretary of the section or society in the manner determined by the committee

of that section or society.

(c) The list of section or society members must be submitted to the General Committee for approval at their meeting immediately preceding the Section or Society Annual General Meeting. Any person may appeal to the General Committee if refused membership of a section or society.

(d) Only persons whose names appear on the approved members'list referred to in (c) may attend, speak and vote at section or society meetings subject to para 9.6 below.

Officers of the Club and the General Committee member responsible for societies are entitled to attend and speak at section or society meetings but cannot vote unless they are a member of the section or society.

9.6 Junior subscribers and children of Members or Subscribers may attend and speak at section or society meetings but cannot vote.

9.7 Subject to para 9.6, at section or society meetings every member of the section or society shall have one vote. Decisions made at committee meetings shall be determined on the basis of a simple majority. If the vote is tied, the chairman of the meeting shall have the right to exercise a casting vote.

9.8 Nominations for election to a section or society committee shall be made to the Secretary of the Section or Society at least 10 days prior to the date of the meeting. Candidates for election, their proposers and seconders shall be members of the section or society. The list of candidates for election must be communicated to all members of the section or society at least seven days prior to the date of the meeting.

9.9 The quorum for a meeting shall be 10 members or 10% of the membership of the section or society, whichever is the greater, unless the prior approval of the General Committee has been obtained to waive this requirement.

9.10 The notice convening the meeting of the section or society shall be posted on the section or society's notice board and given to all members of the section or society and the Club's General Manager at least 14 days prior to the date of the meeting.

9.11 Special meetings of the section or society, open to all members of the section or society, the Officers of the Club and the General Committee member responsible for societies, may be convened at the discretion of the committee or at the request of at least 10 members of the section or society or 10% of the membership of the section or society, whichever is the greater, unless the prior approval of the General Committee has been obtained to waive this requirement.

10. Cricket

The Cricket Sub-Committee (the "Sub-Committee") shall consist of the Captain of Cricket (Chairman), Secretary, Chairman of Selectors. Ladies Representative and a maximum of three other registered members of the section, all to be elected at the Cricket Section AGM.

10.1A At the KCC Annual General Meeting, the election of the 'Captain of Cricket' as an Officer of the Club is, by convention, accomplished by adopting the result of the election for 'Captain of Cricket (Chairman)' held at the most recent Cricket Section AGM.

10.2 The Captain of Cricket is the Club's representative at the Hong Kong Cricket Association. The Captain of Cricket may appoint a representative from the Sub-Committee to attend meetings on his behalf if he is unable to attend.

10.3 The Sub-Committee shall decide the number of teams to be entered in leagues and the policy to be adopted in respect of these teams and shall discuss any other business relating to KCC cricket generally.

10.4 The Sub-Committee shall have the right to appoint coaches as and when required. The appointment of the Head Coach shall be subject to the approval of the General Committee.

10.5 A reasonable amount of equipment, properly budgeted for, shall be provided by the Club for the use of all league teams.

10.6 (a) Practice nets shall be available, subject to ground fitness, at such times and on such dates as specified by the Sub-Committee. Bookings for the use of the practice nets (at times other than scheduled training sessions) must be made through the KCC office.

(b) Players may only use a bowling machine after obtaining prior permission from a KCC senior team captain, sub-committee member or the Head Coach. Players under the age of 18 years of age can only use a bowling machine in the presence of a KCC senior team captain or a coach. Bowling machines are only permitted to be used on the artificial practice nets and must never be used in wet weather conditions. Only bowling machine balls are permitted to be used. Players must put the machine away in the designated storage area immediately after use. Players are liable for any damage caused to a bowling machine due to improper use.

10.7 All players under 18 years of age must wear helmets whilst participating in KCC-run coaching courses and practice sessions, and if representing the KCC in HKCA-run, or other Junior and/or Senior League matches.

10.8 Spiked cricket shoes can only be worn on the main ground and are forbidden in all

other areas of the club. Spiked cricket shoes are not to be used on the main ground artificial pitch or on the artificial practice nets.

10.9 Current KCC cricket uniform (as approved and updated by the Sub-Committee from time to time) must be worn when taking part in all league, club representative matches and official training sessions.

10.10 The Sub-Committee shall appoint men's and ladies team captains prior to the commencement of each HKCA season.

10.11 Selection of Teams & Squads

(a) Junior teams. To be selected by the Head Coach.
(b) Ladies teams. To be selected by the Ladies Representative.
(c) Men's teams. A panel consisting of the Chairman of Selectors, Head Coach and the respective team captains will co-ordinate team squads and team selection for all league and club representative matches. The Chairman of Selectors shall have the casting vote in all team squad and selection matters.
(d) Only Members, Sporting Subscribers, Junior Subscribers, Term Subscribers or Sporting Trialists are eligible for selection in senior Men's or Ladies league and club representative matches.

With the exception of Junior Subscribers, a dependent or spouse of the aforementioned membership categories is also eligible for selection.

10.12 A person wishing to become a registered member of the section shall apply to the Sub-Committee Secretary, who shall maintain the register of section members. Applications should be in writing at least 45 days prior to any Section Annual or Extraordinary General Meeting.

To be eligible as a registered Cricket Section member, the following criteria must be met:

(a) the person must be a current Member, Sporting Subscriber, Junior Subscriber or Term Subscriber. With the exception of Junior Subscribers, a dependent or spouse of these membership categories is also eligible; and
(b) the person must have represented the KCC (in the past or present) in accredited senior HKCA fixtures.
(c) Any person wishing to represent the Cricket Section Sub-Committee, must adhere to the following:
    - Adhere to the General Committee requirements for Sub-Committees;
    - The person must have represented the KCC (in past or present) in accredited senior Cricket Hong Kong, China Saturday League / Women's League or higher level fixtures and;
    - Not currently be representing any other club at the CHK, China Saturday League; Women's League or higher level during their tenure.

10.13 All players in Junior, Ladies and Men's teams must adhere to the Cricket Section Code of Conduct (Annex C).

11. Hockey

11.1 The Hockey Section Sub-Committee (the "Sub-Committee") shall consist of the Hockey Representative (Chairman), Secretary, Mens Convenor, Womens Convenor, Youth Convenor, Minis Convenor, Veterans Convenor and a maximum of 2 other registered members of the section.

11.2 The Convenors shall be the Club's representative of the Hong Kong Hockey Association ("HKHA"), Mens Section, Womens Section, Youth Section and Minis Section and Veterans Section respectively. The Convenors may appoint a representative from the registered members of the section to attend meetings on their behalf if they are unable to attend.

11.3 The Sub-Committee shall decide the number of teams to be entered in leagues and the policy to be adopted in respect of these teams prior to the commencement of each HKHA season and shall discuss any other business relating to KCC hockey generally.

11.4 The Sub-Committee shall have the right to appoint and replace coaches as and when required. The appointment of the Head Coach shall be subject to the approval of the General Committee.

11.5 A reasonable amount of equipment, properly budgeted for, shall be provided by the Club for the use of all league teams, such as hockey balls, goal keeping equipment and a small number of spare hockey sticks.

11.6 All players under 18 years of age must wear mouth guards and shin pads whilst participating in KCC run coaching courses and training sessions, and when representing the KCC in HKHA run, or other Junior and/or Senior League matches.

11.7 Current KCC hockey uniform (as approved and updated by the Sub-Committee from time to time) must be purchased by each player and worn when taking part in all league, and club representative matches.

11.8 The Sub-Committee shall appoint team captains, vice-captains and/or team managers where necessary, prior to the commencement of each HKHA season. The Sub-Committee shall reserve the right to replace or re-appoint team captains as and when necessary during the season.

11.9 Selection of Teams and Squads

(a) Youth and Minis to be selected by the Head Coach.

(b) Mens and Womens to be selected by the Head Coach, respective Convenor and respective Captain.

(c) Only Members, Sporting Subscribers, Junior Subscribers, Term Subscribers or Sporting Trialists are eligible for selection in senior Mens or Womens league and club representative matches. With the exception of Junior Subscribers, a dependent or spouse of the membership categories is also eligible for selection.

11.10 A person wishing to become a registered member of the section shall apply to the Sub-Committee Secretary, who shall maintain the register of section members. Applications should be in writing at least 45 days prior to any Section Annual or Extraordinary General Meeting.

11.11 Any requests for the use of the hockey pitch by teams other than those of the Club must be forwarded through the Hockey Representative for agreement by the Grounds Committee.

11.12 Membership Criteria

Requirements for membership of the Hockey Section are:-

(a) Players who are registered with the HKHA as eligible to represent the Club in league matches (players representing clubs other than the KCC 60 days prior to the meeting are not qualified to be a member); or

(b) persons who are no longer playing for KCC but in the past had regularly represented KCC in a premier or first division team in the HKHA league and approved by the Sub-Committee 45 days prior to any Hockey Section AGM or EGM; or

(c) persons who regularly participate, or have regularly participated in the past, in the running of hockey sporting section activities or who have continuously and actively contributed to the hockey section and approved by the Sub-Committee 45 days prior to any Hockey Section AGM or EGM.

12. Tennis

12.1 The person elected as Chairman of the Tennis Section shall also be the Convenor and General Committee representative of the Section.

12.2 Unless otherwise determined by the General Committee, the courts shall be available for use during the opening hours of the Club.

12.3 The General Manager or his delegate may close the courts, if in their opinion they are at any time not fit for play or for any other reason.

12.4 Apart from official Club matches, or in the event when courts have been reserved for special occasions, no singles matches may be played when other courts are occupied and players are waiting to play. If, however, the singles matches were started prior to the arrival of waiting players, the set in progress may be concluded on the understanding that it shall not consist of more than 11 games. In all other instances when courts are occupied and players are waiting to play, the courts shall be vacated at the conclusion of the set, which shall not consist of more than 12 games. Players waiting shall be ready to play once the set in progress has finished.

12.5 Proper tennis attire and tennis shoes shall be worn on the courts. Black soled tennis shoes are not permitted. Members of the Tennis Sub-Committee or the General Manager or his delegate have the authority to stop anyone from playing who is not properly dressed. Spectators are not allowed to enter court Nos. 1, 2 and 3. Any player or official who has to enter must be wearing flat, rubber soled shoes without heels.

12.6 There are no special rules with regard to the making up of foursomes, either men's doubles, ladies' doubles or mixed doubles. It is left to the players to make suitable and satisfactory arrangements.

12.7 Children are allowed to use the Courts subject to the following provisos:-

(a) Proper tennis dress and tennis shoes must be worn.
(b) Children under the age of 10 years are to be accompanied by, and under the supervision of, an adult.
(c) On Saturday afternoons, Sundays and Public Holidays, children are not allowed to use a court when a Member or Subscriber is waiting to play and must vacate the court when it is required by Members or Subscribers.

12.8 A charge to be determined by the General Committee, per guest per day, will be levied against the account of the Member or Subscriber introducing the guest. However, no guests are allowed to play tennis on Saturdays, Sundays and Public Holidays.

12.9 No smoking or food is permitted on the courts.

12.10 Only court No. 3 may be used for coaching.

12.11 Members and Subscribers who wish to have coaching are required to make the booking themselves.

12.12 The tennis courts can be booked on the following conditions:-

(a) A court may be reserved for a 60 minute period with periods starting on the hour and not more than one period between 7-11pm shall be reserved by any one person.
(b) Reservations cannot be made more than seven days in advance and only two reservations by any one person will be permitted in any seven day period.
(c) A person may play on the court more than twice in a seven-day period, if the

court has not been reserved by another Member or Subscriber or Junior Subscriber, but a reservation will not be permitted if it contravenes (b) above.

(d) Reservations can be made by telephone or in person at the Club.

(e) A reservation may be cancelled without charge if at least 24 hours notice of the cancellation is given. Otherwise, a cancellation fee will be charged.

(f) Unless a reservation is so cancelled the court fee shall remain chargeable

(g) to the account of the person making the reservation and an additional penalty to be determined by the General Committee shall be charged.

(h) The name of each player shall be recorded at the time of reservation.

(i) The court shall be deemed to be vacant if play has not commenced within 10 minutes of the time reserved and, notwithstanding (g) above, the court may be used forthwith for the remainder of the period by any person present within the rules of court reservations.

(j) Apart from official Club and league matches, floodlit bookings and on occasions to be decided upon by the Tennis Sub-Committee, no reservation of courts is allowed.

12.13 Membership Criteria

The Secretary of the Tennis Section shall maintain a register of section members which must be updated annually prior to any annual meeting of the section in accordance with Byelaw 9. Requirements for membership of the Tennis Section are:-

(a) players who are registered with the HKTA as eligible to represent the Club in league matches (players representing clubs other than the KCC at the time of the meeting are not qualified to be a member); or

(b) persons who regularly participate, or have regularly participated in the past, in tennis sporting section activities either in league matches or on a social basis as approved by the Tennis Section Sub-committee.

13. Squash

13.1 Guests are permitted to use the courts at any time of any day up to and including the booking period commencing at 4:45pm providing they are playing with a Member or Subscriber.

13.2 Dress will consist of white, off-white or other suitable sports clothing and flat, rubber soled, non-marking sports shoes.

13.3 Courts may only be reserved subject to the following conditions:-

(a) Members or Subscribers may reserve the court for 45 minute periods for not more than one period per day.

(b) Reservations can be made by telephone or in person at the Club.

(c) The name of each player shall be recorded at the time of making each reservation.

(d) Court reservations cannot be made more than seven days in advance.

(e) No person can make more than two reservations in any seven day period for the hours of noon - 2pm and 4:45pm - 7:45pm.

(f) A reservation may be cancelled without charge if at least 24 hours notice of the cancellation is given. Otherwise, a cancellation fee will be charged.

(g) Unless a reservation is so cancelled the court fee shall remain chargeable to the account of the person making the reservation and an additional penalty, as determined by the General Committee shall be charged.

(h) The court shall be deemed to be vacant if play has not commenced within 10 minutes of the time reserved and the court may be booked forthwith for the remainder of the period by any other person present who is entitled to do so.

13.4 Membership Criteria

The Secretary of the Squash Section shall maintain a register of section members which must be updated annually prior to any annual meeting of the section in accordance with Byelaw 9. Requirements for membership of the Squash Section are:-

(a) players who are registered with the HK Squash Association as eligible to represent the Club in league matches (players representing clubs other than the KCC at the time of the meeting are not qualified to be a member); or

(b) persons who regularly participate, or have regularly participated in the past, in squash sporting section activities on a social basis as approved by the Squash Section Sub-committee.

14. Lawn Bowls

14.1 The Lawn Bowls Sub-committee shall comprise the Lawn Bowls Representative (Chairman), a Secretary, a Treasurer and a minimum of 3 other members who will normally be the captains of the league teams.

14.2 The greens and any part thereof may be reserved for any particular lawn bowls game or games, or for league practice at the discretion of the Lawn Bowls Sub-committee. Special matches other than Club or National tournaments shall be subject to the prior approval of the General Committee.

14.3 Club players participating in league matches and National competitions shall be dressed in the manner stipulated in the Bye-Laws of the Hong Kong Lawn Bowls Association. Players participating in Club competitions and friendly games may wear any modest and comfortable attire but must wear lawn bowls shoes unless given prior exemption by the Lawn Bowls Sub-committee.

14.4 Mobile phones may be used on silent mode in the surrounding areas of the greens but not on the green surface while a game or practice is in progress.

14.5 Any member of the Lawn Bowls Sub-committee may bar any person from further participation whether in practice or in a match should he or she be found to be causing damage to the greens in any way or be in breach of these Bye-Laws.

14.6 Membership Criteria

The Secretary of the Lawn Bowls Section shall maintain a register of section members which must be updated annually prior to any annual meeting of the

section in accordance with Byelaw 9. Requirements for membership of the Lawn Bowls Section are:-

(a) Players who are registered with the HKLBA as eligible to represent the Club in league matches (players representing clubs other than the KCC at the time of the general meeting may attend and speak but may not vote at the meeting); or

(b) players who regularly participate, or have regularly participated in the past, in lawn bowls sporting section activities on a social basis and approved by the Lawn Bowls Section Sub-committee; and

(c) all Section members, except honorary members, must pay any fees or charges approved at the Section Annual General Meeting.

14.7 Applications for Sports Tralist, Junior or Sporting Subscribership from lawn bowlers must be considered by the Lawn Bowls Section Sub-committee prior to submission to the Club Membership Committee.

14.8 Only Section members may represent the Club in National Competitions.

14.9 LB Section Members shall be entitled to vote for the Captains of those teams that they are eligible to play for.

15. Football

15.1 The Football Sub-committee shall comprise the Football Section Representative (Chairman), a Secretary and a minimum of three other members who will normally be the Captains of the league teams.

15.2 Membership Criteria

The Secretary of the Football Section shall maintain a register of section members which must be updated annually prior to any annual meeting of the section in accordance with Byelaw 9. Requirements for membership of the Football Section are:-

(a) KCC Members or Subscribers who are currently (or have previously been) registered and eligible to represent KCC as players / coaches within the Yau Yee Football League; the Hong Kong Legal League; the HKFA Henderson League or the Hong Kong Junior Football League; or

(b) KCC Members or Subscribers who regularly participate, or have regularly participated in the past, in football sporting section activities on a social basis and who are approved by the Football Section Sub-committee.

16. Ten Pin Bowling

16.1 After 10:30pm the Club Attendant shall decide if time permits to book further games.

16.2 Charges for games will be as indicated on the charge sheet on the notice board and may be varied from time to time by the General Committee.

16.3 Each person will be allowed to book no more than three games and must personally make the booking. If the person who has booked the lane is not present when the lane becomes available the booking will be cancelled and the lane will be allocated to the next name on the booking list. Bookings will only be accepted by the Club Attendant.

16.4 Children under 12 years must be accompanied by a Member or Subscriber.

16.5 No eating or drinking on the approaches to the lanes is allowed.

16.6 Bowling shoes must be worn by all persons before stepping on the approaches to the lanes. Shoes will be supplied free of charge.

16.7 The Club Attendant may bar from playing any person who in his opinion is damaging the playing surface of the alley.

16.8 Requirements for membership of the Ten Pin Bowling Society are:

(a) any Club Member, Subscriber, Junior Member and/or the spouse or designated partner of a Member may join the Ten Pin Bowling Society;

(b) an application to join the society may be made verbally or in writing to any sub-committee member. The only criteria being that the person is keen on playing ten pin bowling;

(c) membership will be noted by the Society secretary and the person will remain a Member indefinitely or until the person withdraws his membership.

17. Snooker

17.1 The snooker room will be open during the Main Bar operating hours.

17.2 Any Member or Subscriber waiting to play shall place their initials on the board provided for that purpose. No Member or Subscriber may book more than one table at a time and when their turn to play comes their initials shall be removed from the board.

17.3 Any Member or Subscriber having booked a table and is absent from the Room when the table becomes vacant and cannot be found immediately, shall have their initials removed from the board.

17.4 No game of billiards shall exceed 101 points or 45 minutes whichever is the least.

17.5 Practice is permissible at any time when a table is vacant and is not required for an ordinary game.

17.6 The officially published and posted General Rules of Billiards and Snooker shall apply.

17.7 Children of Members or Subscribers and Junior Subscribers under the age of 18 are not permitted in the Snooker Room.

17.8 Guests are not permitted to start playing in any game between 5pm and 8 pm weekdays or 2 pm and 8 pm on Saturdays, Sundays and Public Holidays.

17.9 Junior Subscribers and Children of Members or Subscribers over the age of 18 are:-

(a) not allowed to play between 5 pm and 7 pm on weekdays or 2 pm and 7 pm on Saturdays, Sundays or Public Holidays; and

(b) are not permitted to play at any time if Members or Subscribers are waiting to play but will be allowed to complete any games in progress.

17.10 No food is allowed in the Snooker Room other than as may be arranged on special occasions.

17.11 Requirements for membership of the Snooker Society are any member, subscriber, or dependant child (over 18) who plays or has played snooker in a recognised league for the Club or who has entered a club competition in the 12 months' preceding the date of the annual meeting.

18. Badminton

18.1 The use of the Sports Hall for Badminton is at the discretion of the General Manager or his delegate.

18.2 Members and Subscribers with their guests may only book the hall for one hour per session and on no account may the same players use the Hall for more than two hours consecutively.

18.3 Members more than 10 minutes late are deemed to have forfeited their reservation. They may be allowed to play only if there is no other Member or Subscriber waiting to play.

18.4 Players must provide their own equipment including Shuttlecocks of a reasonable condition, and must not cause any damage to Club Property.

18.5 Requirements for membership of the Badminton Society are:

(a) any Member, Subscriber, and dependant children (over 18) of a member may apply to join the Badminton Society; and must pay the annual subscription to be determined by the Society.

19. Bridge Society

19.1 Requirements for membership of the Bridge Society are any Member, Subscriber or dependant children (over 18) interested in the game may apply to join the Society.

20. Golf Society

20.1 Requirements for membership of the Golf Society are any Member, Subscriber or dependant children (over 18) interested in the game may apply to join the Society but upon payment of the annual subscription as determined by the Society.

21. Table Tennis

21.1 The Table Tennis Society Sub-Committee (the "Sub-Committee") shall consist of the Chairman/Convenor, Secretary and Treasurer plus two other members of the Society.

(a) Further to the requirements of Bye-law 9, all Society members whether KCC Member, Spouse of a Member or Sports Subscriber may be nominated for any vacancy in the Sub-committee. However, a Spouse of a Member and a Subscriber cannot be nominated for the position of chairman of the Society.

(b) The Sub-committee Members shall hold office for a term of two years, being elected annually at the Table Tennis Society AGM.

(c) All Sub-committee Members shall retire bi-annually but shall be eligible for re-appointment for a maximum of one additional term of two years.

21.2 Meetings

(a) The Society Annual General Meeting (AGM) shall be held once each calendar year between August and November (but prior to the Club AGM).

(b) All members of the Society are welcome to attend and speak at all Society meetings, but only KCC Members may vote.

(c) Members shall be notified of the date of the AGM via email and a notice placed on the notice board.

(d) A quorum for any Society meeting shall be a minimum of 10 members or 10% of the Society membership (whichever is higher).

(e) All motions or resolutions shall be decided by a simple majority of those in the meeting eligible to vote.

(f) At the AGM, the Convenor shall provide his report for the past year and the Treasurer shall present the accounts for the last year and the proposed budget for the next year. This shall include the proposed membership fee for the following year plus any other proposed fees.

(g) Any resolution to amend these Bye-laws shall require at least 75% of the eligible vote at an AGM or EGM.

(h) All other resolutions may be passed by a simple majority of eligible votes, but in the event of a tie, the Chairman shall have an additional casting vote.

21.3 League Teams

(a) The Sub-Committee shall decide the number of teams to be entered in HKTTA Leagues and the policy to be adopted in respect of these teams prior to the commencement of each HKTTA season and shall discuss any other business relating to the Society generally.

21.4 Coaching

(a) Coaching shall be provided by the Club for Society members who choose to make themselves available for HKTTA League games and who are registered with the HKTTA. The Sub-Committee shall have the right to appoint and replace coaches as and when required.

(b) Private coaching shall be made available to all other Society Members during normal table tennis sessions at cost. The cost of this coaching shall be agreed at the Society's AGM.

21.5 Membership Criteria

Requirements for membership of the Table Tennis Society are any KCC Member, Spouse of a Member, Sports Subscriber or dependent children interested in the game may apply to join the Society but upon payment of the annual subscription as determined by the Society.

22. Whisky Society

22.1 The Kowloon Cricket Club Whisky Society is an educational and social group for the lovers of fine Whisky. The purpose of the Whisky Society shall be carried out on a self-funded, not-for-profit basis, without intention of financial gain for its members and any revenues of the Society shall be used only for the education and enjoyment of the members.

22.2 Requirements for membership are any Club member, and/or the spouse or dependent of a Club member, over the age of 18 years with an interest in Whisky upon payment of the joining fee and monthly membership fee as determined by the Whisky Society.

22.3 The Whisky Society is governed by the Bye-Laws of the Kowloon Cricket Club, Section 9, as amended from time to time.

23. Wine Society

23.1 The name of the Society shall be The Kowloon Cricket Club Wine Society (hereinafter referred to as the "KCC Wine Society", or the "Society").

23.2 The KCC Wine Society is an educational and social group for the lovers of fine wine founded in 1998 by a group of Kowloon Cricket Club members.

23.3 The objective of the KCC Wine Society is to conduct itself on a self-funded, not-for-profit basis, without intention of financial gain for its members and any assets or revenues of the Society shall be used only for the education and enjoyment of the members of the Society (hereinafter referred to as the "Society Members" or "Members").

23.4 KCC Club members, and/or the spouse, partner or dependents of a KCC Club member over the age of 21 years with an interest in wine are eligible to become members of the Society upon completion of the Application Form and their agreement to payment of

the joining fee and the monthly fee as determined by the Society's Committee from time to time.

23.5 The number of members of the Society is determined by the Society's Committee in accordance with the capacity of facilities to accommodate events, the level of active participation by Members, and other considerations from time to time as determined by the Society's Committee.

23.6 The Wine Society is governed by Section 9 of the Bye-Laws of the Kowloon Cricket Club as amended from time to time.

24. Pétanque

24.1 The Pétanque Society Sub-committee shall consist of a Convenor, Secretary, Treasurer, Team Captain, Committee Member and an Advisor.

24.2 Members and Subscribers may book the piste for a maximum of two hours per session and on no account use the piste for more than three consecutive hours.

24.3 Members more than 10 minutes late are deemed to have forfeited their reservation and may only play if there is no other Member or Subscriber waiting to play.

24.4 Requirements for membership of the Pétanque Society are any Member, Subscriber and may dependant children (over 18) interested in the game upon payment of the annual subscription fee as determined by the Society.

25. Food and Beverage

25.1 This Bye-law concerns the Food and Beverage (F & B) outlets, namely the Grill Room, The Boundary Café, the Main Bar, The Pavilion and the Swimming Pool. It also covers private parties and catering services on Club premises.

25.2 The opening hours of the F & B outlets are published in the club's magazine but may be changed at the discretion of the General Manager or his delegate. On occasions, one or more F & B outlets (not including the Main Bar) may be closed for approved private functions.

25.3 Members are required to leave the F & B outlets within half an hour after their closing times or upon the request of a member of staff.

25.4 Reservations are not accepted for The Boundary Café, Pavilion and Main Bar unless there is a special event and reservations are specifically called for. Reservations are accepted in the Grill Room for lunch and dinner and the Chinese

section of The Boundary Café for dinner. The maximum number of seats a member can reserve in these venues is 16. Parties with larger numbers are required to use a private function room for which a minimum spend will be required.

25.5 The following age restrictions apply –
Children under the age of 12 must be accompanied by an adult in The Boundary Café and Pavilion.
Children under the age of 12 are not permitted in The Pavilion after 6 pm.
Children under the age of 12 are not permitted in the Grill Room and between the ages of 12-17 must be accompanied by an adult.
Children under the age of 18 are not permitted in the Main Bar except on special occasions determined by the General Committee.

Dress Code (Standard)

25.6 After playing sport or using the Fitness Centre, members are required to shower and change before using any indoor food and beverage facility.

25.7 Towels are not permitted in any indoor food and beverage facility.

25.8 Gentlemen are not permitted to wear sleeveless shirts or vests in any indoor food and beverage outlets.

25.9 The wearing of swimming costumes is not permitted in any food and beverage outlet, except at the Swimming Pool.

25.10 Hats and caps for gentlemen are not permitted in any indoor F&B outlet except The Boundary Café and Pavilion unless prior approval has been obtained from the General Manager or his delegate.

25.11 Footwear must be worn in all indoor food and beverage outlets. The wearing of cricket and hockey spikes as well as football boots are not permitted.

25.12 The use of any type of electronic communication device including computers, I-pads, and similar devices is not permitted in the Grill Room. In other food and beverage outlets, their use is permitted provided the device is in silent mode.

Dress Code (Smart Casual)

25.13 This is defined as – Dress appropriate to fine dining.
The following is not considered smart casual for male or female –
Sportswear, all sports shoes, collarless T-shirts, tracksuits, sandals and flip flops.

Smart casual is required in The Pavilion after 7 pm and during all opening hours in the Grill Room.

Smart casual attire for gentlemen maybe worn until 3pm on weekends and public holidays, includes collarless shirts, T-shirts but not tank tops. Gentlemen are required to wear full closed shoes or sandals with socks at all times. Denim

trousers, tailored shorts and trendy sport shoes are permitted.

Miscellaneous

25.14 Club users are not permitted to consume any food or drink on Club premises including the Grounds which they have brought in from outside the Club. Members may, however, bring their own wine into the Club upon payment of the appropriate corkage fee.

25.15 Sleeping is not permitted in the Main Bar.

26. Car Park

26.1 Members and Subscribers, but not Junior Subscribers, may park their own vehicles in the car park provided they have permits for the vehicles. Such permits are either:-

(a) Parking Labels which allow Members and Subscribers to park their motor vehicle in the car park provided the Member or Subscriber is within the Club premises when the vehicle is parked. Parking Labels are issued for a calendar year. A Parking Label may cover more than one vehicle but only one of the vehicles may be parked at any one time.

(b) Secondary Parking Labels which allow Members and Subscribers to park a second vehicle in the car park from Monday to Friday provided the Member or Subscriber is within the Club premises.

(c) Diamond Labels which allow Members and Subscribers to park their vehicle in the car park throughout the day and overnight from Monday to 12 noon on Saturday without being in the Club premises. Diamond labels are issued for a calendar month and may cover more than one vehicle but only one vehicle can be parked at any one time. The General Committee shall determine the number of Diamond labels issued.

26.2 The fees for Parking Labels and Diamond Labels (hereinafter collectively referred to as Permits) and any other charges shall be determined by the General Committee.

26.3 In order to obtain a Permit the Member or Subscriber must produce:-

(a) A valid Club Membership Card; and

(b) Owners vehicle registration book(s) or a company vehicle registration book(s) (or a photocopy if driving a company vehicle) together with a letter from the Company authorizing the Member or Subscriber to drive the car.

26.4 Permits may be replaced with the approval of the General Manager or his delegate at a cost to be determined by the General Committee.

26.5 Each Permit will indicate the vehicle registration number(s) for which it was issued. No amendment/alteration on a Permit is permitted under any circumstances.

26.6 Permits must be prominently displayed on the windscreen at all times whilst the vehicle is in the car park.

26.7 Vehicles will only be permitted to enter the car park after the car park attendant is satisfied that the vehicle registration number and number on the Permit tally.

26.8 The Club must be notified of any change in vehicle or registration numbers, with the immediate return of the superseded Permit. No charge shall be made for a replacement Permit in such a case.

26.9 Members and Subscribers resigning from the Club must return their permits and may receive a pro-rata rebate.

26.10 (a) If a Member's vehicle is in the Car Park at 5am of any day they will be assessed the prevailing overnight parking charge. Members whose vehicles are in the car park later than midnight but leave the car park before 5 am due to attending a function in the Club, will not be charged the overnight fee.

(b) If a Member's guest vehicle is in the Car Park at 5 am of any day the account of that Member who applied for the guest parking permit will be assessed the prevailing overnight parking charge. A Member's guest(s) whose vehicle(s) are in the car park later than midnight but leave the car park before 5 am due to attending a function in the Club, will not be charged the overnight parking fee.

26.11 Vehicles may only be parked within designated parking spaces or as directed by the Carpark Attendant.

26.12 Vehicles will not be permitted to enter the car park when the "Car Park Full" sign is displayed.

26.13 Chauffeur driven cars with valid permits will be permitted entry to the car park if the Member is in the car or the Club. Chauffeurs must leave the club premises after parking the vehicle.

26.14 Visiting teams playing against the Club on the Club premises may occupy two parking spaces per team provided the captain of the visiting side makes prior arrangements with the General Manager or his delegate.

26.15 Members and Subscribers may arrange for their guests to park vehicles in the car park during weekdays at any time and on Saturday and Sunday evenings after 7pm by application in advance to the General Manager or his delegate provided that the Members or Subscribers and their guests are using the Club facilities and that the quota of Guest Parking Labels has not been taken up. A Guest Parking Label will be issued when the guest's vehicle enters the car park and must be returned when the vehicle leaves the car park. The number of guest labels

available and the guest parking fee shall be determined by the General Committee.

26.16 After parking all vehicle engines must be switched off.

26.17 The Club does not accept any responsibility/ liability for any loss or damage to vehicles parked on Club premises.

26.18 Members or Subscribers failing to comply with any of these regulations and who are unable to provide a satisfactory explanation to the General Committee may have their account debited with a charge, may have their Permit withdrawn for a period or may face disciplinary action, as decided by the General Committee.

26.19 The number of Parking Labels allocated to Term Subscribers shall be determined by the General Committee. The General Committee shall have full discretion to determine the mechanism and procedure for such allocation.

27. Changing Rooms

Belongings and Valuables

27.1 Unattended belongings and valuables in the Club's changing rooms are left at Users' own risk.

27.2 **General** – The changing room facilities are subject to the following usage rules:-

(a) Boys aged 5 or above are not allowed in the Ladies' changing room.
(b) Girls aged 5 or above are not allowed in the Men's changing room.
(c) Electronic communication devices must be turned to silent or vibrate mode and must not be answered inside the changing rooms.
(d) Spitting and discharge of nasal fluids in the showers are strictly prohibited.
(e) Glass containers or glassware must not be brought into or used in the changing rooms
(f) Items of food must not be consumed in the changing rooms
(g) The changing room facilities are for showering and changing only. Hair, body, facial, and skin treatments are not permitted in any of the changing rooms
(h) Hair dryers are only for hair drying. Drying of clothing or other parts of the body using the dryers is prohibited.
(i) Clothes must not be washed in the hand basins.

Use of Towels in the Changing Rooms

27.3 (a) Users are only allowed to take one bath towel at a time.
(b) Bath towels should not be placed on the floor for hygiene purposes and must be placed in the appropriate towel bins after use. Foot towels are available for this purpose.

Use of Daily Lockers

27.4 (a) Users of the Club using the daily lockers must empty the locker after use. The Club reserves the right to empty any locker that is not surrendered at the end of the day.

Use of Jacuzzi and Sauna

27.5 (a) Children under 12 are not permitted to use these.
(b) Users are required to shower before entering.
(c) Sportswear is not permitted to be worn; only swimwear is permitted.
(d) The drying of clothes, tennis balls or other items is not permitted in the Sauna.
(e) Use of the Jacuzzi is for relaxation and not for beauty treatment, skin treatment or any other purpose.

28. Swimming Pool Complex

28.1 The Swimming Pool complex ("the complex") comprises the adult's pool, the children's pool, the toddler's pool ("the pools") and the changing room building and other structures within the surrounding fenced area.

Entry to the Complex

28.2 A valid membership card must be produced upon arrival at the complex reception, if requested by reception staff, failing which entry to the complex may be denied.

28.3 Children aged under 12 may not enter the complex unless a Member or Subscriber specifically responsible for their welfare and conduct remains in attendance within the complex at all times. Children aged under 14 are not allowed on the roof of the changing room building.

28.4 No person with a contagious skin ailment or disease may enter the complex.

28.5 Guests, including children, may enter the complex if introduced by a (Member or Subscriber over the age of 18 or their dependant child), strictly subject to –
(a) the guest rules set out in paragraph 7 of these Bye-Laws;
(b) the payment of a Guest Fee for each guest, as determined from time to time by the General Committee, which will be charged to the account of the introducing Member or Subscriber, whether or not the guest uses the pools;
(c) the guest being subject to these Bye-Laws; and
(d) the introducing Member or Subscriber remaining within the complex at all times with his or her guests and being responsible at all times for their conduct.

28.6 Upon entry, bathers must change in the changing rooms at the complex and must shower immediately before using the pools. Boys over the age of 5 are not permitted in the Ladies' changing room. Girls over 5 are not permitted in the Men's changing room. Swimwear may only be worn in the complex.

28.7 Upon entry, one towel per person will be provided by reception staff. All towels shall be signed for by the Member or Subscriber concerned, who shall be responsible for returning such towels when finally leaving the complex.

Main Pool

28.8 The main pool is reserved for adults, children over the age of 12, younger children who have passed the compulsory swimming test; younger children who are permitted to practice for the test, provided that they are under the direct supervision of a Member or Subscriber who is in the pool at the same time and who is responsible for their safety and permitted guests.

28.9 The compulsory swimming test requirements are as follows –

(a) the test must be taken by all children, including guests, under 12 years;
(b) the test consists of swimming two lengths of the pool unaided;
(c) adjudication is by one of the duty Lifeguards, whose decision is final; and
(d) those passing the test will be awarded an armband, which must be worn, until the age of 12, whenever the pool is used. Children under 12 who are guests must surrender the armband when leaving the complex.
(e) The names of those passing the test shall be entered by the Lifeguard in a register kept at reception, one register being kept for children who are guests and one register for those who are not.
(f) Children who have passed the test but who arrive at the complex without their armband must take the test again, unless they are listed in the register of those who have passed, when they will be issued with a temporary armband.

28.10 Floatation aids and kickboards may be used for the purpose of learning to swim or for improving swimming technique.

28.11 Diving or jumping into the pool must be at the deep end only. Those using the diving board must not dive or jump to the side of the board. Children under 12 using the board must always be under the direct supervision of a parent, who must also be in the pool at the same time.

Children's Pool and Toddler's Pool

28.12 The children's pool is strictly reserved for younger children who are either unable or who are learning to swim. The toddler's pool is strictly reserved for toddlers and babies. Adults are only permitted to enter these pools when teaching non- swimmers or when looking after toddlers and babies.

28.13 Floatation aids are permitted in both of these pools, but kickboards are not allowed, for safety reasons.

General Restrictions

28.14 The following are not allowed at any time anywhere within the pool complex-

(a) Drinking or eating whilst in or sitting on the edge of the pools; and

(b) The playing of boisterous games or playing with balls or other objects.

Lifeguards

28.15 The instructions of the duty lifeguards must be followed at all times by those using the pools. Failure to do so may result in expulsion from the complex and/ or disciplinary action being taken.

28.16 The lifeguards may signal attention by blowing a whistle. If the whistle is blown three times, all persons must leave the pools immediately and await further instructions from the lifeguards.

29. Fitness Centre

29.1 General – Management and Use

(a) This Bye-law relates to the proper management of the Club's fitness centre (the Fitness Centre), safety, hygiene, and courtesy of users towards each other.

(b) Use of the Fitness Centre is limited to Members, Subscribers, and Children of Members and Subscribers, subject to a minimum age limitation. Guests are not permitted under any circumstances to use the facility.

(c) All users of the Fitness Centre (Users) must have completed the gym orientation programme before they are allowed to use the facility.

(d) Users of the Fitness Centre should always be aware of the dangers posed by the incorrect use of equipment and should learn to use the same in a manner appropriate to their physical ability and medical condition.

29.2 The Fitness Centre is subject to the following usage rules:-

(a) All Users must sign the Attendance Record on every occasion they enter the Fitness Centre.

(b) Users are not permitted in the Fitness Centre office without permission.

(c) Users aged 16 and above are permitted to use the Fitness Centre. However, children aged 15 years may use the Fitness Centre (except between 6 pm. and 8 pm Monday to Friday) provided they have completed a full orientation of the equipment and have produced a signed letter of permission from a parent.

(d) All Users must at all times follow the reasonable directions of the Staff in relation to their use of the Fitness Centre, including but not limited to:
- return of free weights to correct racks after use,
- use of security clips on any weights,
- use of free weights when using aerobic machines,
- placing of personal belongings,
- stretching/resting at or by machines between sets, etc.

(e) All Users of the Fitness Centre must be appropriately attired in sportswear and sports shoes.

(f) No User is permitted to use any aerobic machine (treadmills, steppers, cross trainers, bikes, rowers, etc.) for more than 30 minutes, exclusive of cool down time, if others are waiting to use the machine.

(g) Equipment (such as mats, rollers, fitballs, medicine balls, equalizers and rubber / thera-bands) may only be removed from the Fitness Centre by a member with the express permission of staff. Members must seek the advice of a member of staff if not sure whether a piece of equipment can be removed. In deciding whether to give permission, staff should satisfy themselves that the member is sufficiently experienced to use the equipment correctly and has been reminded to return the equipment to the Fitness Centre immediately after using it.

(h) Users of machines and equipment must wipe them down with a towel after use.

(i) Towels and headset covers supplied in the Fitness Centre are to be used only in the Fitness Centre and must not be removed from the Centre. They are to be placed in the bin provided after use.

(j) Glassware and food consumption are not permitted in the Fitness Centre.

(k) Photography and videography is not permitted within the confines of the Fitness Centre. Mobile phones must be kept on silent mode and not answered inside the Fitness Centre.

29.3 Liability for use of the Fitness Centre

Members are reminded that use of the Fitness Centre is at their own risk and that the Club will not be responsible for any accident or injury whatsoever, however caused. All new users must undertake an orientation session before using the Fitness Centre equipment. If despite having had an orientation session, Users are subsequently not sure about how to use particular items of Fitness Centre equipment, they should ask the Staff for advice and assistance before using those items of equipment.

30. Sports Hall

30.1 Unless for a Club organized function, no food of any description is allowed to be taken into or consumed in the Sports Hall

30.2 Unless for a Club organized function, water is the only drink allowed to be taken into or consumed in the Sports Hall

30.3 Unless for a Club organized function, glassware is not permitted inside the Sports Hall

30.4 Unless attending a Club organized function, sportswear is required to be worn at all times

30.5 Sports shoes with non-marking soles must be worn at all times

30.6 Only "soft-type" footballs are to be used in the Sports Hall. These are available from the Recreation Dept.

30.7 The Sports Hall can be booked by Members and Subscribers for Basketball, Football, Table-tennis and Badminton, through Reception or through the Recreation Dept. Other sports or activities are required to be booked either through (and to be played in the presence of) the respective Coach or Service-Provider

31. Games' Room

31.1 Children under the age of 12 using the Games' Room must be accompanied by parents or a responsible adult while the children are in the room.

31.2 Food must not be consumed inside the Games' Room at any time

31.3 Any person causing damage to the furniture, equipment or facilities in the Games' Room may be required to pay any repair or replacement costs that may be incurred.

31.4 Equipment signed out from the Fitness Centre Reception Staff for use inside the Games' Room must be returned to the Fitness Centre after use.

32. Children's Playroom

32.1 The Playroom is for children aged under 9 accompanied by an adult. Parents must stay with and are responsible for, their children and guests at all times.

32.2 The Users of the Playroom are required to remove their shoes and place shoes in the shoe rack before entering the Playroom

32.3 Food and Beverage may not be taken into the Playroom

32.4 Sleeping is not allowed in the Playroom

32.5 Any unaccompanied child will be asked to sit outside the Playroom.

32.6 Members and Subscribers must sign in their child's name(s) when using the Playroom.

32.7 Guests are not permitted on Saturdays, Sundays and Public Holiday without prior permission from the General Manager or his delegate. A guest fee determined by the General Committee will be levied.

32.8 Members and Subscribers are permitted to bring their grandchildren to use the Playroom.

ANNEX A

General Committee Members' Code of Conduct

Purpose and Scope

This Code of Conduct ("the Code") seeks to provide practical guidance on the way in which General Committee ("GC") members of the Kowloon Cricket Club ("KCC" or "the Club") perform their functions and exercise their powers in managing the affairs of the club, having regard in particular to the law relating to company directors. It also sets out expected standards of personal behaviour on the part of GC members.

Application

The Code applies to each GC member, not only when he or she is conducting the affairs of the club (whether as a GC member, Officer or Sporting Representative), but also in everyday situations, within and outside the club, where the conduct of the GC member might have an adverse impact on the interests of the club, its members, its staff or other stakeholders.

Provisions of the Code

1. A GC member must act honestly and in good faith for the benefit of the club as a whole.
2. A GC member must perform his or her functions and exercise his or her powers for a proper purpose, in the best interests of the club as a whole and not for purposes which are different from the purposes for which those functions and powers were conferred.
3. A GC member has a duty to use reasonable care, skill and diligence in the performance of functions and the exercise of powers as a GC member and should seek appropriate advice where he or she lacks sufficient knowledge or expertise in any matter.
4. A GC member must avoid conflicts between personal interests and the interests of the club. Any actual or potential conflict of interest must be declared to the GC at the earliest opportunity and the GC member in question must absent himself or herself from the GC meeting whilst that matter is being considered, unless the GC decides otherwise.
5. A GC member must not make improper use of information obtained as a GC member.
6. A GC member must not use his or her position as such member to gain, whether directly or indirectly, a personal or pecuniary advantage for himself or herself or for a third party or otherwise use his or her position to cause detriment to the Club.
7. A GC member must not accept any benefit, pecuniary or otherwise, from a third party, which is given either because of the powers he or she has as a GC member or by way of reward for the exercise of such powers, whether in the past or in the future, unless such benefit has first been specifically authorised. The offer of any such benefit must be reported by the GC member to the GC at the earliest opportunity.
8. A GC member must act in accordance with the general law, company law and the club's memorandum and articles of association and bye-laws and must comply with resolutions that are made in accordance with the club's constitution.

9. Every decision made by the GC is a collegiate decision and a GC member must therefore accept collective responsibility for each GC decision and must not seek to undermine that decision.
10. Whilst a GC member is expected to maintain the ethos of transparency fostered by the GC, he or she must nevertheless keep confidential discussions and decisions of the GC which relate to certain sensitive matters, which include, for example, disciplinary matters and personal information relating to individual club members.
11. A GC member must maintain a high standard of propriety at all times and must avoid bringing the club into disrepute.

ANNEX B

Complaint and Disciplinary Procedures

(A) Complaint Procedures

Introduction

1. These procedures govern the handling of complaints which are received from any source about the conduct of Members and Subscribers and that of their Children, Guests, Visitors and Employees on club premises, where such conduct may constitute a breach of the Articles of Association or the Bye Laws.

1A. In the absence of a specified complainant, any misconduct or breach(es) of the Articles of Association or the Bye Laws coming to the attention of the General Committee from any source may, at the discretion of the General Committee, nevertheless be investigated and dealt with as a 'complaint' for and on behalf of the Club (i.e. 'KCC'), in which case the latter shall be 'the complainant'.

2. These procedures do not relate to complaints about the conduct of club staff, whether towards club users or other club staff, nor do they relate to conduct which takes place other than on club premises (save where the outside conduct might prove injurious to the character, interest, or reputation of the Club). Such complaints are the subject of separate procedures.
3. Where a complaint concerns the conduct of a Member or Subscriber's Child, Guest, Visitor or Employee, the subject of any disciplinary proceedings arising out of that complaint shall be the Member or Subscriber concerned.

Making a Complaint

4. A complaint should be made as soon as possible after the occurrence of the conduct complained of. Complainants should be aware that any delay in making a complaint may jeopardize its investigation and resolution.
5. A complaint may be made verbally, in the first instance, to a member of staff or to the General Manager or in his absence, to a senior member of the management staff. In most cases the complainant should be asked to put the complaint in writing to the General Manager or to the Secretary, particularly where the complaint is serious in nature.
6. A complainant should seek to identify the person whose conduct forms the basis of the complaint, either by asking that person to identify themselves or by seeking the

assistance of club staff or management. Where that person is not a Member or Subscriber, the complainant should also, where possible, seek to establish the identity of the Member or Subscriber responsible for the conduct of that person. In all cases,
the complainant should give sufficient details of the conduct complained of to enable it to be further considered.

Receiving a Complaint

7. The recipient of a complaint should request and note down the identity (and where appropriate, the membership number) of the complainant and all other persons involved in the complaint, including any witnesses, together with brief details of the nature of the complaint.
8. Where the recipient of a complaint is a member of staff, he or she should report the matter forthwith to the General Manager, who should immediately record the time and date of receipt of the complaint and brief details of it in a logbook kept for that purpose.

Handling a Complaint

9. All complaints should be investigated expeditiously and impartially by the General Manager or in his absence by a designated senior member of the management staff, who may at any stage call for assistance and advice from the club lawyer, if required.
10. The investigation of a complaint shall be kept confidential as far as possible.
11. Where possible, the General Manager should make an effort to resolve a complaint verbally.
12. Where it is not possible to resolve a complaint verbally, the General Manager should request the complainant to put the complaint in writing (if this has not already been done) and if possible, supply corroboration of the complaint in the form of a written statement by any persons who witnessed the conduct complained of.
13. The General Manager should obtain a written statement from any member of staff or other person who is known to have witnessed the conduct complained of. Where a witness is a under the age of 18, he or she should neither be interviewed nor invited to make an immediate statement unless a parent or legally-appointed guardian is present at the time.
14. The General Manager should examine any document, record or CCTV recording maintained by the club, which may relate to the complaint and wherever possible make a copy thereof.
15. At this juncture, the General Manager should consider whether or not the evidence relating to the complaint discloses, on the face of it, a possible breach of the Articles of Association or the Bye Laws.
    (a) Where that does not appear to be the case, the General Manger will first submit a short written report to the Office Bearers stating his reason(s) for arriving at such conclusion. In the absence of any contrary conclusion from the Officers, the complainant should be informed by General Manager in writing accordingly.
    (b) Where a possible breach does appear to have occurred, the General Manager should inform the Member or Subscriber apparently responsible accordingly and in so doing should identify the particular provisions which appear to have been breached.
    (c) At the same time, the General Manager should also supply the Member or

Subscriber concerned with written particulars of the complaint and copies of all written statements relating to it which have been received from the complainant, the complainant's witnesses and from any member of staff, together with copies of any club record or document (save for any CCTV recording) relating to the complaint (where permissible, having regard to personal data and privacy requirements).

(d) As for CCTV recording(s), it is after - and only after - each party to the complaint (as well as his/her witnesses, if any) has submitted their respective written statement(s) to the General Manager, that the General Manager should afford the Member or Subscriber under complaint (and if necessary the Complainant) a reasonable opportunity of viewing any CCTV recording in the Club's possession which, in the case of a person under the age of 18, must be in the presence of a parent or legally-appointed guardian.

16. When supplying the Member or Subscriber with the above-mentioned particulars of the complaint, the General Manager should request the Member or Subscriber to respond in writing to the complaint within 21 days or within such longer period as the General Manager shall consent to as being reasonable in the circumstances.

17. The Member or Subscriber should also be invited, in his or her written response, to say whether or not he or she accepts the allegations made in the complaint and if not, to explain his or her version of the matter and to make any submissions felt necessary in relation to the complaint and the evidence put forward to support it. Any such written submissions may be made by a lawyer on behalf of the Member or Subscriber. At the same time the Member or Subscriber should be invited to supply a written statement from any witness to the conduct which is complained of and also a written statement from the Child (where possible), Guest, Visitor or Employee of the Member or Subscriber, if the complaint relates to any of those persons.

18. If the Member or Subscriber fails to respond to the complaint within 21 days (or any longer period allowed by the General Manager) and/or fails to supply witness statements or statements from the person to whom the complaint relates (if not the Member or Subscriber), then the General Manager may proceed as if the Member or Subscriber had served notification that he or she would not be providing any such document or material.

19. When the General Manager has received a response to the complaint from the Member or Subscriber, he shall submit, without undue delay, a covering report outlining the nature of the complaint to the Officers who, depending upon the nature of the complaint, may refer the matter to the Discipline Sub-Committee or that some other form of action be taken. No Officer who is a member of the Discipline Sub-Committee shall consider such report.

20. (a) Where the Officers choose to refer the matter to the Discipline Sub-Committee, the General Manager shall promptly forward the covering report and all the documentary evidence to the Chairman of that Sub-Committee.

(b) Where the Officers decide that the complaint merits some other form of action, for example the issue of a warning letter, they shall instruct the General Manager accordingly.

(B) Disciplinary Procedures Without an Oral Hearing Convening a Panel

21. Upon receiving the General Manager's covering report and accompanying evidence about a complaint, the Chairman of the Discipline Sub-Committee shall convene a panel to consider the complaint. The panel shall consist of three members of the Discipline Sub-Committee, one of whom shall, if possible, be a lawyer. The Chairman of the Sub-Committee or in his absence a member of the Sub-Committee appointed by him for that purpose, shall chair the panel and shall direct its proceedings.

21A. Alternatively, instead of convening a 3-member panel, the Discipline Subcommittee Chairman may consider that the circumstances of the matter at hand merits the direct attention and determination of the General Committee, in which case he shall convene a 'Disciplinary Panel' comprising of the General Committee, with the 'Panel Chairman' to be selected by the General Committee itself sitting in quorate meeting.

22. The panel chairman shall fix the date, time and place for the consideration of the complaint by the panel.

23. Should any panel member have witnessed the conduct which is the subject of the complaint or feel for any reason that he or she would be unable to consider the complaint in an unbiased or unprejudiced manner, he or she shall immediately inform the chairman of the panel, who will then substitute that member with another member of the Discipline Sub-Committee.

24. The panel chairman shall notify the complainant and the Member or Subscriber concerned that a disciplinary panel has been convened to consider the complaint and shall inform all parties of the identity of the chairman and members of the panel. Within 7 days of being so notified, the complainant and the Member or Subscriber may, upon good cause being shown, lodge with the chairman a written objection to any panel member, whereupon the chairman shall have the right, in his absolute discretion, to make a final decision on the composition of the panel, having considered any applicable conflict of interest guidelines or code of conduct then subsisting.

25. The Member or Subscriber may request an oral hearing of the complaint by the panel, which must be supported by written reasons. The panel chairman shall then consider, having regard to such reasons whether, on the grounds of fairness, the request should be granted. The panel chairman may at any time, of his own volition, decide that an oral hearing would be more appropriate, having regard to the source or nature of the evidence. In either case, the panel chairman shall inform all parties of his decision. Where the panel chairman decides that an oral hearing shall take place, the procedures at section (C) hereof shall apply.

Consideration of the Complaint

26. In considering the complaint, the panel shall give due consideration to all of the evidence placed before it, whether written, documentary or otherwise, including any witness statements and written submissions.

27. The panel may, at its full discretion, admit or reject any evidence adduced and the Evidence Ordinance (Cap 8) and laws relating to the admissibility of evidence shall not

apply to the panel proceedings.

28. The standard of proof shall be the civil standard of proof namely, on the balance of probabilities.

29. No other person shall take part in the deliberations and decisions of the panel save the members of the panel.

The Panel's Decision

30. Following the conclusion of its deliberations, the panel shall decide (unanimously or by majority) whether the complaint against the Member or Subscriber is or is not proved, having taken into account all relevant matters. The panel shall not be obliged to give reasons for its decision, but may do so in its absolute discretion.

31. Where the panel decides that the complaint is not proved, the panel chairman shall forthwith inform the General Committee accordingly and the General Committee, upon approving that decision, shall instruct the General Manager to advise the parties in writing of that decision and of the fact that the matter is now closed.

32. Where the panel decides that the complaint is proved, the chairman of the panel shall inform the parties of the decision, the range of possible sanctions and the proposed sanction The chairman will also inform the parties that the decision and the proposed sanction are subject to approval by the General Committee and shall invite the Member or Subscriber to make written submissions on the proposed sanction within 14 days, for consideration by the General Committee.

33. Written submissions regarding the proposed sanction may be made and submitted to the General Committee by a lawyer on behalf of the Member or Subscriber.

34. The General Committee will then consider the panel's decision, the proposed sanction and any written representations as to sanction made by or an behalf of the Member or Subscriber before making a final decision on the matter and the appropriate sanction, (which should take into account any previous sanctions for similar misconduct). The General Manager will then advise the Member or Subscriber in writing of the General Committee's decision and of the right, within two weeks of that decision being communicated to him, to appeal that decision to an Extraordinary General Meeting of Members.

(C) Disciplinary Procedures at an Oral

Hearing Convening a Panel

35. Where, following receipt of the General Manager's covering report and the accompanying evidence about a complaint, the Chairman of the Discipline Sub-Committee has decided, either of his own volition or following a request from the Member or Subscriber concerned, that an oral hearing shall be held, he shall convene a panel to consider the complaint.

36. The panel shall consist of three members of the Discipline Sub-Committee, one of whom shall, if possible, be a lawyer. The Chairman of the Sub-Committee or in his absence a member of the Sub-Committee appointed by him for that purpose, shall chair the panel

and shall direct the proceedings before the panel.

36A. Alternatively, instead of convening a 3-member panel, the Discipline Subcommittee Chairman may consider that the circumstances of the matter at hand merits the direct attention and determination of the General Committee, in which case he shall convene a 'Disciplinary Panel' comprising of the General Committee, with the 'Panel Chairman' to be selected by the General Committee itself sitting in quorate meeting.

37. Should any panel member have witnessed the conduct complained of or feel for any reason that he or she would be unable to consider the complaint in an unbiased or unprejudiced manner, he or she shall immediately inform the chairman of the panel in writing, who will then substitute that member with another member of the Discipline Sub-Committee.

38. The chairman of the panel, through the General Manager, shall inform the complainant and the Member or Subscriber concerned in writing of the names of the chairman and members of the panel.

39. Within 7 days of being so notified, the complainant and the Member or Subscriber may, upon good cause being shown, lodge with the chairman a written objection to any panel member, whereupon the chairman shall have the right, in his absolutediscretion, to make a final decision on the composition of the panel, having considered any applicable conflict of interest guidelines or code of conduct then subsisting.

Fixing a Hearing Date

40. The panel chairman shall, in consultation with all parties due to attend the hearing, fix the date, time and place for the hearing and consideration of the complaint by the panel.

41. The panel chairman may consider, in his sole discretion, timely requests for an adjournment of the hearing, if supported by reasons from the party concerned and may require evidence in support of such reasons. Adjournments may only be granted in exceptional cases and a party has no right to require an adjournment merely to suit the convenience of a witness.

Failure to Attend

42. If a party fails to attend the hearing, the panel may hear and decide the complaint in the absence of that party, if it is satisfied that the party was duly notified of the hearing and has given no good reason for being absent and that it would be fair and just to proceed without that party being present.

43. Before deciding to proceed in the absence of any party, the panel must consider the written representations, if any, submitted by that party.

Consideration of the Complaint

44. Proceedings before the panel are informal and shall be conducted in English. Where any party, including a witness, requires an interpretation service, written notification of that requirement shall be given to the chairman of the panel at least 7 days before the date of the hearing.

45. Where a party, including a witness, is under the age of 18, he or she must be

accompanied at all times by a parent or legally appointed guardian, with whom the minor may confer, save when giving evidence but who may not address the hearing on behalf of the minor.

46. Legal representation will not be permitted at proceedings before the panel. At the discretion of the panel, an adult party who is not a witness may exceptionally be accompanied by another person, provided that the panel's consent has been sought in writing at least 3 days before the date of the hearing. The accompanying person should normally be a club member, but not a lawyer and may confer with the party but may not address the hearing on behalf of the party.

47. In considering the complaint, the panel shall give due consideration to all of the evidence placed before it, whether in written, documentary, oral or any other form.

48. The panel may, at its full discretion, admit or reject any evidence adduced and the Evidence Ordinance and laws relating to the admissibility of evidence shall not apply to the panel proceedings.

49. The standard of proof shall be the civil standard of proof namely, on the balance of probabilities.

50. No other person shall take part in the deliberations and decisions of the panel save the members of the panel.

51. The chairman of the panel will have the conduct of the proceedings which, unless otherwise directed by the chairman, will be conducted in the following manner.
    (a) At the beginning of the hearing the chairman will make a short opening statement in which he will outline the nature of the complaint to be considered and the manner and order of proceedings.
    (b) After his opening statement, the chairman will ask the complainant to make a brief opening submission about the complaint, which may take the form of the complainant reading out a prepared statement.
    (c) The chairman will then ask the Member or Subscriber to make a brief opening submission, which may again take the form of that person reading out a prepared statement.
    (d) The complainant will then be invited to present evidence to the panel in support of the complaint. In so doing, the complainant may give evidence and may in turn call witnesses to do so. The evidence given by the complainant and the witnesses may take the form of the complainant and the witnesses each reading out the witness statements that they have already respectively provided to the General Manager and which have in turn been provided to the Member or Subscriber. At the conclusion of the complainant's and each witness's testimony, the Member or Subscriber may question the complainant and the witness.
    (e) The Member or Subscriber will then be invited to present evidence to the panel in support of his or her case. This may take the form of the Member or Subscriber giving evidence and calling witnesses to do so. In each case the Member or Subscriber and the witnesses called may read out the witness statements that they have each already given to the General Manager and which have in turn been provided to the complainant. The complainant may question the Member or Subscriber and each witness I individually at the end of their respective testimony.

(f)) The panel members may also question the parties and their respective witnesses at the conclusion of their individual testimony.
(g) The panel chairman will then invite the complainant and the Member or Subscriber, in that order, to make closing statements or submissions if they wish to do so, which may address the evidence and the complaint generally.
(h) At the conclusion of the closing statements or submissions, if any, the parties will be asked to leave the hearing.

The Hearing

52. The chairman of the panel may request the attendance of witnesses at the hearing.

53. A recording of the hearing will normally be made. A transcript may also be made. Any party to the hearing will normally be provided with a soft copy of the transcript upon request, subject to confidentiality and data privacy considerations.

54. The panel will deliberate and reach its decision in the absence of the parties. At the conclusion of its deliberations, the panel will decide, either unanimously or by a majority, whether the complaint against the Member or Subscriber has been proved or not proved.

The panel decision

55. The panel shall be under no obligation to provide reasons for any of its decisions, but may do so in its absolute discretion.

56. Where the panel decides that the complaint is not proved, the panel chairman shall forthwith inform the General Committee accordingly and the General Committee, upon approving that decision, will instruct the General Manager to advise the parties in writing of that decision and of fact that the matter is now closed.

57. Where the panel decides that the complaint is proved, the chairman of the panel shall inform the parties of the decision, the range of possible sanctions which may be imposed and the proposed sanction. The panel chairman will also inform the parties that the decision and the proposed sanction are subject to approval by the General Committee and shall invite the Member or Subscriber to make written submissions on the proposed sanction within 14 days, for consideration by the General Committee.

58. Written representations regarding the proposed sanction may be made and submitted to the General Committee by a lawyer on behalf of the Member or Subscriber.

59. The General Committee will then consider the panel's decision, its proposed sanction and any written representations as to sanction made by or on behalf of the Member or Subscriber, before making a final decision on the matter and the appropriate sanction (which should take into account any previous sanctions for similar misconduct). The General Manager will then inform the Member or Subscriber in writing of the General Committee's decision and of the right, within two weeks of that decision being communicated to him, to appeal that decision to an Extraordinary General Meeting of Members.

ANNEX C

Cricket Section Code of Conduct

All players that represent the KCC Cricket Section must abide by the terms contained in this Code of Conduct.

Objectives
Our objective is to ensure that all players, Members and Non – Members, when representing Kowloon Cricket Club (the "Club"), play cricket in the true spirit and traditions of the game so that the game can be enjoyed by all, including spectators, opposing players and umpires.

1. Overall Responsibilities of Players
   (a) Cricket should be played not only within the Laws of Cricket as described by the Hong Kong Cricket Association, but also according to the Spirit of the Game.
   (b) Any action seen to abuse this Spirit of the Game causes injury to the game itself.
   (c) Umpires are the sole judges of fair and unfair play and team Captains must take appropriate action when required
   (d) The team Captains are responsible for ensuring that play is conducted within the Spirit of the Game as well as within the Laws of Cricket, at whatever level the game is played.
   (e) Every player representing the Club is also responsible for, and is expected to make his contribution to ensuring the Spirit of the Game is safeguarded.

2. The Spirit of the Game Involves Respect for:
   (a) Your opponents
   (b) Your Captain and team members
   (c) The role of the umpires
   (d) The traditional values of the game

3. It is against the Spirit of the Game to:
   (a) Dispute or show dissent to an Umpire's decision by word, action or gesture
   (b) Direct abusive language towards an opponent, umpire or team member
   (c) Indulge in cheating or any unnecessary gamesmanship, for example by:
      - Appealing knowing the batsman is not out
      - Advancing towards an umpire in an aggressive manner when appealing
      - Seeking to distract an opponent either verbally or by harassment with persistent clapping, excessive appealing or unnecessary noise under the guise of enthusiasm or motivation of one's own team.

4. Violence
   There is no place for any act of violence on or off the field of play.

5. In Summary
   The Spirit of the Game can be summarized as the practical application of respect, good manners and sportsmanship. Additional details can be found in the "Spirit of the Game

Appendix".

Club Policies and Procedures

In an endeavour to ensure the Club accepts its responsibility for its part in ensuring that the Spirit of the Game is safeguarded, a number of policies and procedures have been set down by the Cricket Sub-Committee. These policies and procedures are described in "Implementation of the Club Policies and Procedures" below in section 3.

1. Purpose of the Policies and Procedures:
   (a) To support the Laws of Cricket
   (b) To address any problems of player behaviour encountered which are seen as contrary to the Spirit of the Game
   (c) To pro-actively address a problem which arises with respect to the Spirit of the Game and player behaviour internally at the Club, irrespective of whether umpires report an incident or not.
   (d) To be known as a Club which plays competitively but responsibly within the Spirit of the Game.
   (e) To be known as a Club which accepts the Umpire's decision at all times and plays the game without dispute, dissent, recrimination or excuse.

2. Expectations of Captains and Players
   The practical application of these policies and procedures therefore, carry specific expectations, namely as follows:
   (a) Each team captain will accept that it is their responsibility to ensure play is conducted within the Spirit of the Game as well as within the Laws of Cricket
   (b) Each player, Club Coach and administrator of the Club is responsible for assisting the respective team Captains in contributing to the Spirit of the Game
   (c) Each player has an 'off-field' responsibility to their Club and to the Spirit of the Game. This responsibility includes the appropriate use of social media (see "Use of Social Media" below in section 4).

3. Implementation of the Club Policies and Procedures:
   (a) Captain's Meetings
      • Prior to the commencement of each season the Captain Of Cricket and Club Coach will meet with all Senior team captains to outline the Cricket Sub-Committee's policy regarding player behaviour. Captains will be required to accept the principles of this policy before they are invited to lead teams in the competitions.
   (b) Captain's Role
      • Captains will be responsible for the conduct of the Spirit of the Game within their teams. For any breach of the Cricket Sub-Committee's policy on player behaviour the following will take place:
         • The Captain will take appropriate action to uphold the Spirit of the Game. He will, at the first convenient opportunity during or after the days' play:
            • Counsel the player and either inform the Captain Of Cricket that he has followed

this course of action or,

- Refer the matter to the Captain Of Cricket who will organize for the issue to be dealt with by the Cricket Section's Disciplinary Committee, if necessary

(c) Disciplining of Members

- Players
  - The Captain of Cricket will form a Cricket Section Disciplinary Committee comprising of 3 Members of the Cricket Sub-Committee to hear the matter. They may:
    1. Issue a warning in the nature of a reprimand to the member;
    2. Suspend the member for a specified number of matches;
    3. If the breach is considered serious, a formal complaint may be made to the General Manager in accordance with the Club's complaint procedures.
    4. Otherwise deal with the matter
- Captains
- Inappropriate behaviour by a Captain will be referred directly to the Cricket Sub-Committee for immediate disciplinary action.
- Club Awards
- Any player who is suspended from a competition match, officially cautioned or reprimanded either by the Hong Kong Cricket Association or the Cricket Sub-Committee, or who acts against the traditions of the Club in an 'off field' situation, will be ineligible to win a Club Award for that season.

4. Use of Social Media

The Cricket Sub-Committee encourages the use of the internet by Captains and Players to participate in interactive discussions and share information on particular topics using a wide variety of social media, such as Facebook, Twitter, blogs and wikis. However, captains and players use of social media may pose risks to our confidential information and reputation. The Cricket Sub-Committee therefore prohibits all Captains and Players from using social media to:

(a) Breach the Club's obligations with respect to the rules of the Hong Kong Cricket Association

(b) Breach the standards of ethics and decent behaviour as outlined in this Code of Conduct and in the Spirit of the Game

(c) Defame or disparage the Club, its members, any other Captain and Player (including opposition Captains and Players) and other stakeholders

(d) Discriminate against other Club members and any other Captain and Player (including opposition Captains and Players)

5. The Kowloon Cricket Club Way

All Captains and Players will acknowledge and abide by "The Kowloon Cricket Club Way" as illustrated below.

"Spirit of the Game Appendix"

Umpiring Decisions:

The umpire's decision is final and should be accepted immediately, whether batting or

fielding. A bowler is entitled to ask the umpire why he turned the appeal down, but should accept this explanation, if one is given, and immediately play on. The use of offensive language-generally in the form of a disparaging and abusing remark to an umpire is not acceptable.

Walking:
When there are no neutral umpires, a batsman must walk if he is in no doubt that he has been dismissed fairly. Placing pressure on your team-mate, who is acting as umpire, can place doubt in his mind and lead to unnecessary friction between the two teams.

Upon being dismissed:
The actions of the dismissed batsmen – in failing to leave the crease promptly on being given out and then banging his bat on the ground or throwing the bat on returning to the pavilion, including audible foul language, is unacceptable.

Racial Vilification:
Under no circumstances will the club tolerate such behaviour. The Cricket Sub-Committee will deal with Club players if an official HKCA report is not made. Likewise, if a Club player is subjected to such abuse, the Club will take the matter to the HKCA and ensure the matter is dealt with in the appropriate manner.

The guidelines and policies described in this Code of Conduct may be subject to revision and are to be interpreted in a reasonable and objective manner by all Members and Non-Members.

The KOWLOON CRICKET CLUB
WAY T.E.A.M.
Together Each Achieves More
PASSION + HARD WORK + ENJOYMENT =
SUCCESS

1. Our Basic Philosophy
   - Team comes first
   - Honesty
   - Play with passion
   - Play to win
   - Play to a plan, positive, attacking, sensible cricket
   - Share knowledge of the opposition with your teammates
   - Support and encourage your teammates
   - Gets hard – WE LIFT
   - Discipline
   - Positive body language
   - Be the best that you can be
   - Always give 110% effort
   - Be part of the Club

2. On Field
   - Positive cricket, win from any position
   - Winners
   - Aggressive within rules
   - Disciplined
   - Communication
     – Positive body language
     – Constructive
     – Positive talk/action
   - Concentration / patience
     – Ball by ball
   - Partnerships
   - Take responsibility
   - Enthusiasm / confidence
   - Respect
     – The game,
     – The opposition
     – Ourselves
   - Know our own strengths/weaknesses
   - Know our opposition's strengths/ weaknesses
   - Play within the SPIRIT of the GAME

3. Training Standards
   - Attendance/punctuality
   - Be prepared
   - Set goals / work on weaknesses
   - Keep motivated – no negativity
   - Correct Dress
   - Quality not quantity
   - Use initiative
   - Use resources available
   - Enjoy it – stay till the end
   - Make it a competition
   - Get out what you put in
   - Respect your fellow players at training, batsmen return ball to bowlers on full
   - Train as you would play

4. How We Want to be Known
   - A club that plays with PASSION
   - Organized
   - Proud
   - Tough
   - Committed
   - Respectful of the opposition, ourselves and the game
   - Winners from any situation
   - The power team of the competition
   - Fun/Enjoyment
   - Social Club