

# VICTORIA RECREATION CLUB



## BY-LAWS

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Approved by the General Committee

Signed: \_\_\_\_\_

Chairman: Wu Kam Shing

Date: 25 May 2019

The Articles of Association and the By-Laws together form the Rules of the Club

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## BY-LAWS OF THE VICTORIA RECREATION CLUB

### 1 INTRODUCTION

- 1.01 The Victoria Recreation Club Ltd. (“the Club”) was incorporated in 1964.
- 1.02 The Articles of Association (published on the Club website) set out classes of membership.
- 1.03 The General Committee is empowered under the Articles of Association to issue By-Laws relating to the membership, regulating the activities of members and use of the Club Premises, and to amend the By-Laws as needed.
- 1.04 Appendices may be updated more frequently.

### 2 VISION STATEMENT

- 2.01 To be the premier ocean water sports club in Hong Kong.

### 3 MISSION STATEMENT

- 3.01 To raise the profile of ocean water sports in in Hong Kong and offer opportunities for participation at all levels.
- 3.02 To provide an environment where people of all cultures and backgrounds, young and old, can develop a passion for water sports.
- 3.03 To promote an appreciation of the ocean and a culture of ocean awareness.
- 3.04 To provide members with an environment and activities to assist in creating a balanced and healthy lifestyle.

### 4 CORE VALUES

- 4.01 As Hong Kong’s oldest private recreational club, and a founding member of the Hong Kong Sports Federation & Olympic Committee, the Club is committed to advancing the enjoyment of water sports, healthy physical activity, and community participation throughout Hong Kong.
- 4.02 The Club encourages and aspires to elite performance in water sports, including open-water swimming, water polo, and a full array of paddle and oar-based sports, including dragon boating, outrigger canoeing, surf ski, stand-up paddle boarding, kayaking, ocean rowing and other paddle sports or water sports such as may be taken up by members.

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- 4.03 In all of its sporting activities, the Club is committed to sharing its expertise and passion for sports with the Hong Kong community, in particular with those who are financially disadvantaged or physically or mentally handicapped, who otherwise might have limited opportunities to enjoy water sports.
- 4.04 The Club is committed to working with community organizations and schools to develop water sports activities for the development of healthy lifestyles and appreciation of the ocean environment.
- 4.05 The Club is committed to principles of sustainability, beginning with protecting and nurturing the ocean environment, ensuring that its resources are not degraded, and preserving it as an asset for future generations. As a principle, the Club supports wise use of the economic resources of the ocean, which provides a livelihood through fisheries, tourism, and other industries for Hong Kong and the world. The Club aims to communicate the principle of sustainability to the public and build a community of mutual support to protect and defend ocean resources from degradation and abuse. We take particular aim at over-consumption and a throw-away culture that leads to contamination of the marine environment with plastic and other toxic or non-biodegradable elements.
- 4.06 The Club aims to serve as a platform for the development of elite athletes from within the Hong Kong community, especially those from underprivileged backgrounds who might not otherwise have the opportunity to explore their full potential.
- 4.07 The Club encourages civility, courtesy and good sportsmanship in all forms of interaction among Club members and between the Club and the community.
- 4.08 The Club does not permit discrimination or exploitation in any form on the basis of race, gender, nationality, ethnic background, religion, age, language, sexual orientation, gender identification, or disability.

## 5 CODE OF CONDUCT

- 5.01 The sense of community of the Club, as well as its power to set an example to the public, depends on good will, common sense, and courtesy. It is the responsibility of all members to behave at all times with consideration towards each other, employees and management of the club, and the general public.
- 5.02 The General Committee is empowered to caution, suspend, expel, or request the resignation of members for inappropriate conduct.
- 5.03 “Inappropriate conduct” shall be defined as follows: verbal, written, or physical displays that are injurious to the character and interests of the Club, abusive to management and staff of the Club or to fellow members, including any form of discrimination, bullying, sexual harassment, abuse, or any violation of the Rules or By-Laws of the Club.
- 5.04 The General Committee has total discretion in determining whether actions by members meet the criteria of “inappropriate conduct”.
- 5.05 In addition to direct actions by member(s), acts of gross negligence leading to injury or loss of property will be considered under this clause. “Gross negligence” in this

- instance refers to actions taken by adult members of the Club in contravention of safety procedures, common sense, and instruction from management and staff.
- 5.06 Club employees and management are empowered to request intoxicated members to leave the Club premises should their behaviour be deemed offensive to other users of the Club, within the constraints of public safety and consideration for the physical condition of the member in question.
- 5.07 Any physical or verbal abuse of another member, Club staff, visitor, or passer-by on Club premises will result in immediate suspension and probable expulsion.
- 5.08 Within the Sporting Sections, due care should be taken to ensure the principles of good sportsmanship, which do not include loud verbal abuse or public humiliation of fellow members of the section or members of the Club, or any form of bullying, sexual harassment or abuse. While coaching often entails aggressive language, members who are not part of the coaching staff should be discouraged from violating common sense principles of good manners and mutually supportive team behaviour.
- 5.09 If a member does not resign within one week after being requested to do so on grounds of inappropriate conduct, the General Committee may forthwith expel the member(s) and strike their name off the Register.
- 5.10 If the General Committee decides that the offence of a member is sufficient to warrant immediate expulsion it is empowered to expel them forthwith.
- 5.11 Any person ceasing to be a member of the Club in accordance with this Rule shall forfeit their entrance fee and subscription payments and shall not be introduced as a guest.
- 5.12 The Code of Conduct shall apply to all communications written in an official capacity on behalf of the Club in the form of social media postings, on the Club website, by email, post, or any other form of material or electronic distribution such as texting, WhatsApp, WeChat, or any other public communications.
- 5.13 Non-payment of entrance and subscription fees is cause for termination of membership. According to the Articles of Association, and Part B, Article 5 (XIV), "Any Member whose quarterly subscription is unpaid on the 30<sup>th</sup> day of the month immediately following the end of any quarter shall cease ipso facto to be a Member, and shall forfeit all rights in and claims upon the Club and its property, but may be reinstated, at the discretion of the Committee, on payment of all arrears." In addition, under Part B, Article 5,(XV), "If a Member's account remains unpaid after 30 days from the date of the invoice, a rate of interest as prescribed from time to time by the Club in General Meeting will be charged to that Member for late payment."
- 5.14 Disciplinary matters involving members shall be referred to an ad hoc disciplinary sub-committee of the General Committee, following efforts to mediate with the members in dispute undertaken in good faith by sporting sections or the management of the Club.
- 5.15 Recommendations by the ad hoc disciplinary committee will be referred to the General Committee for a decision. Based on the Articles of Association, a two-thirds vote by the General Committee is required for termination of a membership.

## 6 SPORTING CODE OF CONDUCT

- 6.02 As a founding member of the Hong Kong Sports Federation and Olympic Committee (HKSF&OC), the Club believes that every Club member and affiliate should abide by the Olympian spirit of sportsmanship, as expressed by Baron Pierre de Coubertin, founder of the modern Olympics: *“The important thing in life is not the triumph but the struggle. The essential thing is not to have conquered but to have fought well.”*
- 6.03 In adopting a Sporting Code of Conduct, the Club enjoins its members and affiliates to set positive examples by embracing the highest ideals of sportsmanship. These include self-discipline, compassion, service, aspiration, and fairness.
- 6.04 The Sporting Code of Conduct will apply to every Sporting Section, all of its participants including non-VRC members affiliated with the Sections as temporary members or guests, and every member of the Club who is involved in Club-run activities and competitions.
- 6.05 The Sporting Code of Conduct applies to Sporting Section officers, players, coaches, captains, team managers, club committees and office holders, parents, spectators, and users of social media.
- 6.06 The Chairman and General Committee will rely in good faith upon individual Sporting Sections and the Sporting Committee and Sporting Convener to resolve any issues concerning breaches or complaints relating to the Sporting Code of Conduct. Except in the most extreme circumstances, involving the Club’s reputation or liability, the Chairman and the General Committee will not mediate any dispute or alleged breach of the Sporting Code of Conduct.
- 6.07 In addition to the Sporting Code of Conduct, the VRC supports a Coaching Code of Conduct (Appendix H) but it is up to the individual Sporting Section whether or not to adopt a specific coaching code of conduct. In instances of specific grievance, members may refer to the Coaching Code of Conduct supported by the Club while recognizing that the Chairman and General Committee will not mediate or pass judgement except in the most extreme of circumstances where the Club’s reputation is at stake or liability is involved.
- 6.08 All members must respect the rights, dignity, and worth of all participants regardless of gender, ability, race, cultural or ethnic background, language, religious beliefs, age, sexual orientation, or sexual identity.
- 6.09 All members and affiliates should respect the invaluable contributions made by coaches, captains, and officials, and publicly accept their decisions.
- 6.10 All members and affiliates should strive to be positive role models and treat other players and officials with the same level of respect they would expect to be shown to them.
- 6.11 All members and affiliates should encourage everyone to enjoy their sport and understand that people have different motivations for taking part.

- 6.12 Categories of inappropriate or unacceptable behaviour relating to Club sporting activities include physically abusive coaches or anyone else engaged in training with the Club, verbally abusive feedback from team members to the coaches, captains, and volunteer officials of the Sporting Section, instances of public humiliation by any participant, sexual harassment, abusive spectator behaviour, and in the case of children's sporting events, angry parents who inflict verbal or physical abuse on sports participants, coaches, captains, volunteer officials, other members' children, as well as the children of other competitors and their parents.
- 6.13 The Club recognizes that coaches require some latitude in verbal expression, but this should not be taken as an excuse by members who are not part of the coaching staff to abuse team members on any level, whether verbal, physical, or emotional.
- 6.14 Team selection is the sole prerogative of the coach, captains, and coaching staff and lies outside the complaint mechanisms established by Sporting Sections.
- 6.15 What constitutes verbal, physical, sexual and emotional abuse may be subject to cultural and individual interpretation. While the Club recognizes that different standards exist, it relies on Club members, guests and affiliates to exercise good judgement and to strive to embody the Olympian ideal that it is more important to play well, than to win badly.
- 6.16 Each Sporting Section must maintain a fair and transparent means of ensuring that all complaints, formal and informal, are properly documented recording how the complaint was resolved and the outcome of the complaint. As a general rule, mediation should be the first step in resolving complaints.
- 6.17 Each Sporting Section must maintain a list of appropriate persons within the organization to deal with complaints or breaches of the Sporting Code of Conduct.
- 6.18 Each Sporting Section must maintain a fair and transparent system of internal governance, including electing officers of the section and managing budgets and expenses with full accountability.
- 6.19 No class of Sporting Section members should be discriminated against as long as their Sporting Section dues, if any, are current. This implies that new members of a Sporting Section and temporary members should be given an equal opportunity to compete for seats or places in competitions on the same basis as long-established members.
- 6.20 All Sporting Sections should adhere to the principle that team members who train together over the course of a season should compete together. While alumni of the Club and other individuals may from time to time be invited to join competitions, members who are in active training should be given preference in forming teams, if the sport in question is a team sport.
- 6.21 Reasonable exceptions include overseas competitions where numbers are insufficient to form a team, illness on the part of a team member, or a decision by coaches to invite non-resident alumni of the Sporting Section to join a team on a one-off basis (unless the alumni are in Hong Kong for sufficient time to join training,



in which case they are regarded as team members on the same basis as current Sporting Section members and should be subjected to the same criteria in team selection).

## 7 CLASSES OF MEMBERSHIP

- 7.02 *Classes of membership:* The Articles of Association set out the following classes of membership of the Club:
- 7.03 *Categories:* Honorary Life President, Honorary Members, Life Members, Ordinary Members, Associate Members, Corporate Members, Spouse Subscribers, Junior Members and Sporting Members.
- 7.04 *Honorary Life President:* According to the Articles of Association, the General Committee may think fit to invite by unanimous vote to become an Honorary Life President of the Club, without payment of entrance or subscription fees but no voice in management.
- 7.05 *Honorary members:* According to the Articles of Association, the General Committee may think fit to invite by unanimous vote any prominent or distinguished person to become an honorary member. Honorary members do not pay entrance or subscription fees and are entitled to all the privileges and benefits of the Club but without a voice in management.
- 7.06 *Life members:* The General Committee may nominate no more than one Life member annually.
- 7.07 *Ordinary members:* Within an overall quota of 800, the General Committee may elect no more than 80 Ordinary Members annually, who have full voting rights as well as all the other privileges and benefits of membership. To become eligible for Ordinary membership, a member must have been an Associate member for three years.
- 7.08 *Associate members:* Individuals may apply for Associate membership at any time and will be allowed to join the Club upon payment of entrance and initial subscription fees at any time. Associate members do not have voting rights but otherwise enjoy all the privileges and benefits of the club, including storage space for their boats and other water craft depending on availability, on a paid basis.
- 7.09 *Corporate members:* The committee can appoint an organization as a Corporate member on terms and conditions it thinks fit. A corporate member may nominate one person it employs to have all the rights and obligations of an associate member, but such a nominee is subject to the Club's normal system of approval for associate membership.
- 7.10 *Junior members:* Upon reaching the age of 18, and up to the age of 25, individuals may apply to become junior members, within an overall quota of 1,000. Junior members do not have voting rights but otherwise enjoy all the privileges and the benefits of membership, except boat storage. Junior members will be eligible to apply for the use of Club boats. Payment of the entrance fee may be made by instalments over 12-24 months. Children of members may apply for Junior Membership at any age.

- 7.11 *Sporting members:* Upon recommendation of their Sporting Section and approval by the Sporting Committee, individuals can apply to become a Sporting member, subject to approval by the General Committee, within an overall quota of 1,000, and a lower age limit of 16. Sporting members do not have permission to bring guests, or the right of boat storage. Individual members may apply for Sporting Membership directly to the Sporting Committee if it is a sport recognized by HKSF&OC even if there is no organized Sporting Section for their sport (e.g., swimming, water polo). Sporting memberships have a three-year term and may be renewed for an additional three years.
- 7.12 *Non-resident members:* Non-residents of HKSAR may apply to the Honorary Secretary of the Club to be a Visiting Member for a period of up to 60 days per calendar year. The Honorary Secretary will consider the application in consultation with the General Committee, which may with absolute discretion admit Visiting Members on such terms and conditions it thinks appropriate.
- 7.13 *Temporary or guest membership:* The General Committee may accord temporary membership upon such terms and conditions as the General Committee determines, for use as part of an approved group or organization. The Honorary Secretary is responsible for approval of such groups or organizations, while the General Manager is responsible for monitoring and administration.
- 7.14 *Temporary membership of sporting sections:* Each Sporting Section is allowed to grant temporary membership to non-VRC members for a maximum period of one year, which is non-extendable. Temporary members must be registered with the VRC and will be issued temporary cards with the expiry date shown plainly. Temporary sporting section members will pay dues to their Sporting Sections and will have full access to the Club during weekdays, with limited access on weekends during training sessions (not including access to Club showers or restaurants, and without the privilege of being able to bring guests or apply for rack space for marine craft). Terms and conditions of temporary membership are subject to change based on decisions of the General Committee and will be published in the By-Laws of the Club.
- 7.15 *Absentee Membership:* A member of any class of membership may submit a written application with proof of absence to be placed on the Absent Members' List. The Member can apply for Absentee Member status for a period of not less than 12 months and shall pay the equivalent of one quarter's subscription annually to remain on the Absent Members list. Upon returning to Hong Kong, the Absent Member will have three months to update their information with the Club and resume their active membership.

## 8 EQUALITY OF MEMBERSHIP

- 8.01 All members regardless of class of membership or duration of membership, and their spouses and partners, shall be treated equally regardless of race, gender, sexual orientation, marital status, pregnancy, disability, age or family status, with respect to their rights and privileges enjoyed as members of the Club.

## 9 DATA PRIVACY

- 9.01 The Club's policies and practices in relation to personal data as follows:
- 9.02 Personal data shall be collected for purposes directly related to functions and activities of the Club.
- 9.03 Personal data collection will be based on clear legal guidelines and a principle of sufficiency, such that data collection will be limited to purposes essential for Club operations, events and activities.
- 9.04 Subjects of data collection shall be informed of the purpose for which the data is collected and to be used – for example, for distribution of the Club newsletter.
- 9.05 All practicable steps shall be taken to ensure the accuracy of personal data.
- 9.06 Data shall be deleted upon fulfilment of the purpose for which the data is used.
- 9.07 Unless the individual has given prior consent, personal data shall be used only for the purpose for which the data was originally collected or a directly related purpose.
- 9.08 All practicable steps shall be taken to ensure that personal data is protected against unauthorized or accidental access, processing or erasure.
- 9.09 Under no circumstances will data be transferred to third parties for any commercial purpose without consent of the individual(s) concerned.
- 9.10 Individuals have rights of access to and correction of their personal data. The Club should comply with data access or data correction requests within a time limit of 10 days, unless there are reasons for rejection as prescribed in the Personal Data (Privacy) Ordinance.

## 10 FEES, SUBSCRIPTIONS AND OTHER CHARGES

- 10.01 Fees, subscriptions and other charges are reviewed from time to time by the General Committee, upon the advice of the Finance Sub-Committee of the Club, at its entire discretion. The new rates of entrance fees and subscriptions will be proposed and approved at a General Meeting of Members, either the Annual General Meeting or an Extraordinary General Meeting.
- 10.02 The current entrance fees and subscriptions are presented in Appendix A.
- 10.03 The applicable clauses from the Articles of Association state (Part B, Article 5, XIV and XV): Each Member shall on the due date therefore pay to the Club such entrance fees and subscriptions in respect of the category of membership to which such Member belongs. Any Member whose quarterly subscription is unpaid without good reason on the 30th day of the month immediately following the end of any quarter shall cease ipso facto to be a Member and shall forfeit all rights in and claims upon the Club and its property, but may be reinstated, at the discretion of the Committee, on payment of all arrears. If a Member's account remains unpaid after 30 days from the date of the invoice, a rate of interest as prescribed from time to time by the Club in General Meeting will be charged to that Member for late payment.

## 11 MEMBERS' OBLIGATIONS TOWARDS THE CLUB IN THE USE OF CLUB PREMISES, FACILITIES, AND EQUIPMENT

- 11.01 *Member's sign-in:* When a Member visits the Club premises he or she must bring his or her Club membership card or temporary membership card and sign the Members' Book.
- 11.02 *Children, guests, and caregivers:* Any children or guests, and/or primary or secondary caregivers who are not members must be signed in by the member responsible for them, as the staff of the Club needs to know who is on the premises at all times.
- 11.03 *Barbecue and facilities registrations:* Members must book Club barbecues with the Club staff and use the barbecue during the scheduled time. The same applies to the booking and use of other facilities at the Club premises.
- 11.04 *Corkage:* Members shall declare to the Club's staff any bottle of wine or other alcoholic beverage including beer brought onto the premises and shall pay the appropriate corkage charge. Members are encouraged to buy wine, beer, soft drinks, and other beverages that are provided by the Club. A wine list is available on request.
- 11.05 *Bottled water:* Although the Club stocks bottled water for sale, it encourages the low-carbon practice of members using their own water bottles and maintains a tap with filtered water on the rear hardstanding at the Deep Water Bay clubhouse.
- 11.06 *Pets:* Dogs (except service dogs) and other pets are not allowed on Club premises (clubhouse, grounds and beach).
- 11.07 *Personal property:* Users of the Club are responsible for their own property while on Club premises. The Club will not accept responsibility for losses or damage of personal property.
- 11.08 *Non-smoking policy:* All areas of the Club are classified as non-smoking areas unless declared otherwise by the General Committee.
- 11.09 *Use of mobile telephones:* Mobile phones must be switched to "silent mode" at all times while on the Club premises. However, as long as electronic devices remain in silent mode, members may use them at will. Electronic devices under this definition include mobile phones, tablets, personal computers, and other devices that have audio functions that may cause disturbance to other members.
- 11.10 *Staff gratuities:* The payment or giving of gifts or gratuities to individual members of the Club's staff and the purchase of drinks or other items for staff is prohibited.
- 11.11 *Service areas:* No member or guest shall enter service areas within the Club without the prior permission of Club management. Service areas are indicated by "Staff Only" signage and include all food preparation areas, bar service areas, and storage rooms.
- 11.12 *Daily accounts:* All members, including visiting members and junior members, shall settle their accounts on a daily basis prior to departure from Club premises. Settlement is by means of Octopus Cards or EPS. Payment by cash is prohibited.
- 11.13 *Storage of personal items:* Members shall not store personal items except paddles and personal flotation devices (PFDs), which may be stored only in the barrels or designated storage areas within the boat storage facilities, including on member's registered and paid storage racks, usually on top of stored boats and/or stand-up paddle boards.
- 11.14 *Unsolicited donations of equipment, products, plants or other materials:* Unsolicited donations of equipment, products or plants to the Club are welcome if useful to the Club, but the prior approval by the General Manager is required.

- 11.15 *Uninvited alterations of Club premises of Club and member's property:* Members shall not alter or interfere with the Club or members' property or remove or dispose of Club property or amenities without prior written approval of the General Committee or the General Manager. This rule covers trees, shrubs, rocks, and all natural and man-made physical assets of the Club in both clubhouses and grounds.

## 12 GUESTS, CHILDREN AND CAREGIVERS

- 12.01 Upon entering Club premises, members must sign in all guests, including caregivers. Domestic helpers are also treated as guests, if their assistance is needed by their employers for reason of infirmity, barbecue support, or in extreme cases for management of children. The assumption is that the VRC is intended for members, their families, and friends, with guests and others allowed within limits as stated in Section 12 of the By-Laws. This is for the proper administration of the Club and in case of accidents on the Club premises. Guest fees are paid upon departure on a daily basis, or as charges are incurred.
- 12.02 Members are responsible for, and must accompany at all times, their guests, their children, and caregivers. Ordinarily, members may bring to the Club premises a maximum of two guests per occasion, together with their children. Regular caregivers may be registered with the General Manager and issued with a visiting member's card.
- 12.03 Guests, their children, and associated caregivers exercise respect and consideration to Club members, staff, other visitors, and passers-by, when using Club facilities. Club staff and management will not tolerate physical or verbal abuse, or bad behaviour due to drunkenness or any other cause. Staff and management are empowered to request the departure of any guests with their children and caregivers whose behaviour is deemed inappropriate, as defined in the By-Law on Good Conduct.
- 12.04 Members are required to report any instance of inappropriate behaviour to staff or management. Members will be subject to consideration for suspension if they attempt to manage difficult situations without recourse to staff and management, even if the latter are absent from Club premises, for example after hours.
- 12.05 Children are defined as members' dependants under 18.
- 12.06 Children may not consume alcoholic beverages at any time.

## 13 CLUB OPENING AND CLOSING TIMES

- 13.01 Ordinarily, the Club premises shall be open as stated on the Club website (7 am to 8 pm daily for Deep Water Bay; 9 am to 7 pm weekdays for Emerald Bay, 9 am to 8 pm weekends and public holidays).

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- 13.01 If members wish to use the Club premises at times other than official opening hours, they must inform the Club management with sufficient notice, usually at least one working day, so that arrangements can be made if the members wish to have service or use of the Club facilities.
- 13.03 Members who wish to have access to boats and equipment stored inside the boathouse at Deep Water Bay during off-hours must apply to staff and management for temporary access to the key, usually the day before.

## 14 SENIOR STAFF AND CLUBHOUSE STAFF

- 14.01 The Club employs a General Manager, an Operations Manager, an Administrative Officer, an Accounts Officer, and an Events Manager at its office.
- 14.02 The Club employs both part-time and full-time service staff at each of the two clubhouses, in order to ensure smooth operations.
- 14.03 A senior member of the management staff is expected to be present at both clubhouses during working hours.
- 14.04 The General Manager is responsible for both clubhouses, as well as for designating senior staff at each clubhouse to serve as his or her proxy when he/she or the Operations Manager are absent.
- 14.05 The Operations Manager is responsible for the safety and smooth operations of all facilities and staff at the two clubhouses, reporting to the General Manager.
- 14.06 Each clubhouse will identify the senior staff in charge of the clubhouse for the day, through public notice in a form that is visible to all entering the clubhouses.
- 14.06 The senior staff member present at the clubhouse, the Operations Manager, the General Manager are collectively responsible for managing any personnel, member, or weather risk issues on behalf of the Club and the General Committee.

## 15 RELATIONS BETWEEN MEMBERS AND STAFF

- 15.01 No member, other than officers of the Club (the Chairman, the Deputy Chairman, Treasurer, and Honorary Secretary) and the General Manager shall give orders or instructions to the Club's staff. Requests should be addressed in the first instance to the General Manager. If the General Manager is unavailable, the member should approach the senior staff member in charge of the clubhouse, or the Assistant Manager, with requests.
- 15.02 "Orders" refer to commands for services beyond the regular duties of staff, such as service of food and beverages or boathouse and grounds maintenance.

- 15.03 Should members have any complaint with staff service, these should be addressed to the General Manager in the first instance or in writing to the Honorary Secretary. No club member or user of the Club is entitled or empowered to address their complaints directly to staff in the form of a reprimand or direct criticism. Members and other users should treat staff with respect and make sincere efforts to resolve any differences in a respectful, culturally sensitive, and non-confrontational manner.
- 15.04 Members are reminded that the Club's staff are not obliged to leave the bar area in order to serve members on the hardstanding (Deep Water Bay) or in the beach areas (Emerald Bay). Members are responsible to collect any food and drink items which they have ordered from the bar.

## 16 ACCIDENTS

- 16.01 If there is an accident on Club premises, members should contact the senior staff member in charge and ask for first aid, and in an emergency, call Emergency Services, 999, for support. At Deep Water Bay, the nearest public hospitals are Queen Mary Hospital and Ruttonjee Hospital and the closest private hospital is Gleneagles. At Emerald Bay, Tseung Kwan O Hospital and Prince of Wales Hospital in Shatin are the nearest public health facilities with emergency rooms.
- 16.02 The Operations Manager is required to ensure that Club staff are trained in basic first aid, and the Club has first aid equipment on site.
- 16.03 The Club has a number of members who are licensed medical doctors in Hong Kong. If these are present at the scene of an accident, they should be involved as the first line of response. Medical doctors are encouraged to identify themselves to staff and other members in the event of an accident.

## 17 MEMBERS' PERSONAL AND LIABILITY INSURANCE

- 17.01 The Club maintains insurance for public liability and club property and equipment. Members need their own insurance to pay for damage to personal boats, craft and other equipment or their persons. Members should consider insurance for their boats and equipment. Members' own third-party insurance is highly recommended as the Club will take no responsibility for liability to third parties.
- 17.02 Members are strongly advised not to engage in water sports when the weather standby or storm signals are in affect.
- 17.03 Members who engage in water sports despite weather warnings and signals do so at their own risk. Any insurance may be invalid, and the officers, staff and representatives of the Club take no responsibility whatsoever.



## 18 BOAT STORAGE AND HANDLING

- 18.01 The General Manager or Acting General Manager is responsible for racking assignments of members' boats and other craft, such as stand-up paddle boards, on Club premises.
- 18.02 Boats normally stored inside the boathouse or on the outside boat racks may be moved at any time if the General Manager or Acting General Manager deems this to be necessary.
- 18.03 When there is an approaching storm or typhoon, the General Manager or Acting General Manager will determine the manner and positioning of boat storage and protection, calling on support from the Sporting Sections and individual members whose property is at risk, on the basis of best efforts. The Club does not accept responsibility for weather risk or damage, and members store boats and other property and equipment at their own risk. If members wish to be contacted in the event of an approaching storm, they must keep their contact details up to date and attend personally to the action they deem necessary. The Club cannot guarantee it can contact members even if contact details are available. All members should endeavour to monitor weather conditions and adjust their plans as needed.
- 18.04 Members anchoring craft off the pontoon at Deep Water Bay are reminded of the Hong Kong Marine Department ruling forbidding anchoring within cable areas. Two Hong Kong Telecommunications Ltd submarine cables pass across the Club's frontage at Deepwater Bay within a distance of 50 metres parallel to the pontoons.
- 18.05 No craft whatsoever shall be anchored within a radius of 15 metres from the pontoons at Deep Water Bay or Emerald Bay.
- 18.06 Boat owners loading or dropping off passengers must do so with dispatch while alongside the slipway and/or the pontoon. Loitering is not allowed on the pontoon.
- 18.07 Staff have no responsibility for cleaning personally owned boats and other craft.
- 18.08 In view of multiple users of the slipways, staff are expected to help members launch and retrieve boats and other craft on the slipways as required, especially (1) children, (2) the elderly, or (3) members with injuries or disabilities.
- 18.09 Both Deep Water Bay and Emerald Bay clubhouses maintain registries for hiring boats owned by the Club, including plastic uncovered kayaks, single and double outrigger canoes, surf skis, and Stand-up Paddle Boards (SUPs). Members should record their names and VRC account numbers clearly in the registries. Registries are for members who have passed a certification and safety test for a particular class of vessel.
- 18.10 Boat storage fees are revised from time to time. The current fees are shown in Appendix B. Boat storage fees are charged to members on their quarterly bills. Members are responsible for increasing their direct debit autopay limits to cover boat storage charges.



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- 18.11 Each boat stored at VRC shall have a sticker indicating membership number and rack position on the rack adjacent to the rack. Stickers will also be issued to members, which should be fixed to the craft for maximum visibility. The Club has the right to remove any craft that does not have a sticker on it, without notice to members.
- 18.12 Boat storage application forms are available for members applying for a new storage space. Waiting lists for both indoor and outdoor storage spaces are maintained so that applications can be processed efficiently. Waiting lists are posted in the clubhouses at Deep Water Bay and Emerald Bay.
- 18.13 In case of damage or a change of boat, Members should apply to the General Manager for a new sticker. New stickers are subject to charges.
- 18.14 Only kayaks, surf skis, outrigger canoes, and Stand-up Paddle boards (SUPs) are accepted for storage, including two-persons kayaks, OCs, and surf skis. A maximum of three craft can be stored per Associate/Ordinary member at the Club's discretion.
- 18.15 Up-to-date information on boat storage, handling and related matters can be obtained by reference to notice boards maintained in the clubhouses and the Club website.

## 19 CAR PARKING AT EMERALD BAY

- 19.01 Guests and visitors must reserve parking in advance with the General Manager at the Emerald Bay car park on Saturdays, Sundays and Public Holidays.
- 19.02 Members may park only one car at a time at the Emerald Bay Club. Members should be using the Club facilities if they park at the Club. There are no parking facilities for the Deep Water Bay clubhouse other than metred public parking spaces and a commercial parking lot at the eastern end of the Deep Water Bay beach.
- 19.03 Members should park within the lines of parking spaces at Emerald Bay.
- 19.04 Until further notice, members shall record his or her car number when he or she signs in and display his or her membership number and mobile number on the inside of the windscreen for staff to check in case they need to contact the owner.

## 20 BOOKINGS FOR LARGE PARTIES

- 20.01 Members wishing to hold parties for more than 10 persons (including children) must make a booking, sign and date an agreed contract and pay a non-refundable deposit at least 1 week in advance with the Club's Events Manager, ([events@victoriarecreationclub.com.hk](mailto:events@victoriarecreationclub.com.hk)). See Appendix C for current charges.
- 20.02 Permission for large parties to be held at either clubhouse will generally be limited to weekdays. Only in exceptional circumstances, or in the case of activities specially organized for the approved organizations, charity events, elite sports events, and

## By-Laws of The Victoria Recreation Club

other events organized in connection with the Club's community responsibilities, will permission be given for parties of more than 100 persons.

- 20.03 The following conditions will apply to large parties:
- 20.04 Unless otherwise previously agreed by the General Manager, parties shall not start before 6:00 pm and shall end no later than 11:00 pm.
- 20.05 Working hours end after 7.00 pm at Emerald Bay during the week and after 8.00 pm on weekends and bank holidays, unless members are otherwise notified..
- 20.06 Working hours end after 8:00 pm at Deep Water Bay, unless members are otherwise notified.
- 20.07 When a member holds a function at either Club house which extends past the normal closing hours of the Club, the function will be subject to an hourly overtime charge at the current rate at the time of booking. This charge will also cover the overtime payment for the staff involved.
- 20.08 Members are reminded that noise levels must be kept down in order that no complaints are received from other Members using the Club or from neighbouring premises.
- 20.09 Other members retain the right to the normal use of the Club's facilities at all times.

## 21 CAMPING AT EMERALD BAY

- 21.01 Members are permitted, with no more than two weeks' advance booking, to camp overnight on the grounds of Emerald Bay. Camping is limited to a stay of no more than 2 nights per visit, unless permission has been granted by the General Manager beforehand.
- 21.02 Camping parties must not exceed 10 persons and no more than 2 parties will be permitted for overnight camping at the same time, unless permission is granted by the General Manager beforehand.
- 21.03 Bookings must be made with the General Manager and the fee (see Appendix A) paid in advance.
- 21.04 Members camping in the grounds at Emerald Bay do so at their own risk.
- 21.05 Under no circumstances will campers be permitted to sleep inside the Clubhouse save in emergencies or typhoons and no camper is permitted to enter the kitchen at any time.
- 21.06 Children under 18 must not camp without adult supervision.

## 22 MISCELLANEOUS

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- 22.01 No members shall use any portable audio or video devices or musical instruments on Club premises without prior consent of the General Manager unless using personal headphones.
- 22.02 Any person wilfully breaking or damaging any article or property of the Club shall pay double the replacement cost.
- 22.03 In order to facilitate communications between the Club and its members, members are requested to provide and keep up to date their postal addresses, email addresses and contact telephone numbers with the Club administrative officer, by notice to [admin@victoriarecreationclub.com.hk](mailto:admin@victoriarecreationclub.com.hk). This information will only be used for communications such as the issue of newsletters and important Club announcements. It will be protected according to the Club's policy on Data Privacy.
- 22.04 Members may also take advantage of a data update form on-line, available at the following URL: <http://victoriarecreationclub.com.hk/about-us/downloads/>

## 23 SPECIAL LEVIES

- 23.01 The General Committee may, for the purposes of meeting financial commitments or for making special improvements to amenities, call on all Members to pay an additional fee not exceeding two quarterly subscription fees not more than once in any calendar year.

## 24 FOOD AND BEVERAGE CHARGES

- 24.01 The General Committee shall delegate to the General Manager any changes to the Food and Beverage prices set out in Appendix B, Food and Beverage Charges, upon recommendation of the General Manager.
- 24.02 The Food and Beverage price list including barbecue and corkage charges shall be posted in both clubhouses and on the website.

## Appendix A

### ENTRANCE AND SUBSCRIPTION FEES (from Jan. 1, 2018)

The revised Fees and subscriptions are as follows:

- (a) Entrance Fees:
  - Associate Member \$30,000.00
  - Junior Member \$1,100.00
  - Sporting Member \$18,000.00
  - Junior Sporting Member \$500
  - Corporate Members At the discretion of the General Committee
  
- (b) Subscriptions due quarterly:
  - Ordinary Member \$1,430.00
  - Associate Member \$1,430.00
  - Spouse Subscriber \$495.00
  - Junior Member \$1,100.00
  - Sporting Member \$1,430.00
  - Junior Sporting Member \$150
  - Visiting/Reciprocal Member \$476 monthly
  - Corporate Members At the discretion of the General Committee
  -
  
- (c) Absent Member's Administration fee \$1,430.00

## Appendix B

### BOAT STORAGE CHARGES

a) Boat and Boat Rack Storage Charges due quarterly:

- Class A (OC1/OC2)/surf ski/double surf ski \$600.00
- Class B (plastic/inflatable kayak) \$600.00
- Class C (Stand Up Paddleboard – SUP) \$600.00

## Appendix C

### FOOD AND BEVERAGE, BARBECUE AND CORKAGE CHARGES

a) All food and beverage charges, including barbecue and corkage charges, are subject to change at the discretion of the General Manager. Guest fees are reviewed periodically and set at the discretion of the General Committee with the advice of the General Manager...

b) Guest fees:

Age	Guest Fees (10 people and under)	Guest Fees (over 10 people) (Half day event)	Guest Fees (over 10 people) (Full day event)
Adult and Teenager (12 or above)	\$30/ person	\$60/ person	\$120/ person
Child (6-11 years old)	\$30/ person	\$30/ person	\$30/ person
Infant (5 and under)	Exemption	Exemption	Exemption

c) Barbecue charges

BBQ + Coal – 4 hours	\$120
Ice	\$35
Rental plates, cutlery, glasses, set of 10	\$50
Rental plates, cutlery, glasses, set of 20	\$100

c) Corkage charges:

Corkage charge – per 75 cc bottle of wine	\$50
Corkage charge – per 1 liter bottle of wine	\$50
Corkage charge – per magnum bottle	\$60
Corkage charge – per bottle of spirits	\$50
Corkage charge – per bottle of beer/ can of soft drinks (for corporate event)	\$10

## Appendix D

### MEMBERSHIP AND ADMISSION OF NEW ASSOCIATE AND ORDINARY MEMBERS

#### D.1 Introduction:

The 2013 revision to the Articles of Association was intended (among other things) to equalize membership opportunities for both men and women, to enable recognized partners of members to use the premises with the member, and to enable the enrolment of more Junior Members.

#### D.2 **Steps to Becoming an Associate Member**

##### D.2.01 Step 1

- (i) The first step to becoming an Associate Member is to fill in the current application form with the candidate's personal details along with the details of his or her spouse or partner and children.
- (ii) All applications must be proposed and seconded by two Ordinary Members, and the completed application form should be sent to the administrative officer in the Club office in Quarry Bay together with photographs, with an electronic copy to the Honorary Secretary of the Club and;
- (iii) Upon being informed by the Club administrative officer that he or she is suitable for the class of membership requested, the Entrance Fee and three months' subscription fees will become due and payable in advance.

##### D.2.02 Step 2

- (i) As membership of the Club is a privilege, the candidate will be required to meet with a General Committee member who is a member of the Membership Sub-Committee so they can be sure he or she is a suitable person for membership.
- (ii) Upon the candidate being informed of the date of the meeting with the representative of Membership Sub-Committee, he or she should present himself with his or her sponsors and meet with the member or members of the Membership Sub-Committee.
- (iii) The spouse or partner of a candidate shall be exempt from payment of the Entrance Fee and from passing the ballot, unless the General Committee in its discretion shall decide otherwise.

##### D.2.03 Step 3

- (i) Upon being informed by the Honorary Secretary that he or she has been accepted for membership, the candidate must supply a signed autopay form addressed to his or her bank to the administrative officer of the Club.
- (ii) Thereafter, the Membership Sub-Committee shall meet and recommend which Candidates should be recommended to the General Committee on the grounds that they are fit and proper persons to be admitted as Associate Members of the Club.
- (iv) The General Committee shall then consider the recommendations and shall by a majority vote confirm the Candidate's request for membership.

#### D.3 Supplementary

- (i) If, at any time after the candidate has been admitted to any class of membership, it appears to the General Committee that such candidate has committed any form of material misrepresentation, leading to their nomination and election, then, after due inquiry has been made and prior written notice has been given to the candidate, the General Committee shall proceed to remove his or her name from the List of Members.

#### **D.4 Steps to becoming an Ordinary Member**

##### **D.4.01 Step 1**

- (i) An Associate Member who would like to become an Ordinary or Voting Member of the Club must first have been an Associate Member for at least three years, according to the Articles of Association.
- (ii) Once he or she has been an Associate Member for three years, they must meet one or more of the following requirements:
- (iii) Frequent user of either the Emerald Bay or Deep Water Bay Club sites, and occasional user of both sites.
- (iv) An Associate Member who has a specific asset, skill set, or experience, that he or she thinks will be beneficial to the Club and will be willing to contribute to the Club on a voluntary basis.
- (v) The General Committee makes a specific case to invite an Associate Member to become an Ordinary Member.

##### **D.4.02 Step Two**

- (i) The Associate Member who desires to become an Ordinary Member writes the Honorary Secretary to indicate fulfilment of the above requirements with the endorsement of at least two Ordinary Members.
- (ii) Approval of Ordinary Members is to be included in the agenda of the General Committee meeting at the discretion of the Chairman.

##### **D.4.03 Step Three**

- (i) All applications are to be automatically brought up and nominated by the Honorary Secretary individually. Approval of each Ordinary Member is by two thirds or more of the quorum.
- (ii) Applicants who are to be approved are to be informed by the Honorary Secretary.
- (iii) If any two members of the General Committee disapprove of the nomination, the nomination is unsuccessful
- (iv) Applicants who are not approved can be nominated again by the Honorary Secretary at the next time when Ordinary Member approval is on the General Committee meeting agenda.

#### **D.5 Steps to becoming a Corporate Member**

- (i) The first step to becoming a Corporate Member is for the organization to contact the Honorary Secretary with a proposal on the employee it wishes to nominate to use the facilities as if he or she were an associate member.
- (ii) The General Committee will reserve the right to determine the cost of the entrance fee and other terms and conditions, which may be higher than that required of individual applicants.
- (iii) All other steps remain the same for each individual member.



## Appendix E

### MEMBERSHIP OF THE GENERAL COMMITTEE AND THE ESTABLISHMENT OF CONVENORS, SUB-GROUPS AND SUB-COMMITTEES

- E.1 The General Committee shall consist of the Chairman, a Deputy Chairman, the Treasurer, the Honorary Secretary and up to 9 Ordinary Members elected at a General Meeting. Vacancies may be filled as the Chairman and the General Committee in their entire discretion require. The Sporting Committee is a permanent body reporting directly to the General Committee with oversight of Sporting Sections. The Chairman in consultation with the Convener of the Sporting Committee may appoint new Sporting Section Conveners or Coordinators based on mutual consent as well as the consent of the parties involved.
- E.2 The Chairman and the General Committee may establish Sub-Committees or Conveners to deal with:
- (a) Membership and Discipline;
  - (b) Finance;
  - (c) Discipline;
  - (d) Food & Beverages;
  - (e) Estates and Maintenance;
  - (f) Club Development
  - (g) Convenors' Groups at each location for the purposes of consultation with members who use those locations, and to aid in the transparency of the running of the Club.
  - (h) A Sporting Committee Convener whose mandate is to drive development of new Sporting Sections and Sporting Guidelines, provide oversight to existing Sporting Sections, and oversee nomination of new Sporting Members by the Sporting Committee.
  - (i) Critical issues – e.g., Lease extension
  - (j) Community obligations – e.g., Charity
  - (k) Any other subject matter which the Chairman and the General Committee may think fit and proper.
- E.3 The Proceedings of the General Committee and Sub-Committees shall be recorded and passed to the Honorary Secretary.
- E.4 Ordinarily the General Committee shall meet monthly, and the General Manager will be in attendance with such other members as may be required. The Conveners' Groups shall meet quarterly or as required. Conveners may be invited to join General Committee meetings as required.
- E.5 The resolutions of the General Committee shall be voted upon and passed by a simple majority of those present. The votes of those whose written representations have been received in advance by the Chairman or the Honorary Secretary but are not present shall be counted.

## Appendix F

### SPORTING CONVENER AND THE SPORTING COMMITTEE

- F.1 The Club Chairman and General Committee shall appoint a Sporting Convener for a term of one year, together with no fewer than two members of the General Committee who agree to commit voluntary service to the Sporting Committee, and invited chairs of Sporting Sections. The Sporting Convener may request voluntary participation by other members of a Sporting Section, as required. The Sporting Convener may be a member of any class of membership and will work with the Sporting Committee and General Committee to resolve problems and issues relating to Sporting Memberships, events planning, and resource allocation.
- F.2 The Sporting Committee and its Convener are responsible for overseeing the Sporting Sections and encouraging and supporting the development of new Sporting Sections for the Club. Part of the responsibility of the Sporting Committee is to ensure that Sporting Sections comply with relevant codes of conduct.
- F.3 The Sporting Committee will work with existing Sporting Sections to ensure that their policies and practices are in accord with overall Club policy.
- F.4 The Sporting Committee will review all applications for Sporting membership submitted by Sporting Sections of the Club, as well as individual applications in sports approved by the HKSF&OC (e.g., swimming, water/ocean polo).
- F.5 The Sporting Committee will be responsible for monitoring Sporting members to ensure that they comply with the terms of their acceptance as Sporting members and take appropriate action at the end of their terms. VRC staff will provide administrative support to monitor the expiration dates of Sporting memberships.
- F.6 The Sporting Committee may from time to time submit proposed changes in practice and policy to the General Committee for review and approval, including the establishment of new Sporting Sections.
- F.7 The Chairman may appoint Conveners or Coordinators for new Sporting Sections upon approval by the General Committee and in consultation with the Sporting Convener and the Sporting Committee. The role of Conveners will be to organize activities and members of the new Sections, until they have sufficient numbers to establish Executive Committees and officers by election, or whatever other modus operandi they choose, with the approval of the Sporting Committee and General Committee.
- F.8 New Sporting Sections may establish fees in order to cover organizational costs on the part of the Club, both for temporary members and VRC members. Once a Sporting Section temporary member applies for and attains Sporting member or Associate member status, in principle Sporting Section fees should be reduced since the member will then be paying quarterly dues to the Club. All fees paid to Sporting Sections are paid to the VRC main account. A share of such fees will be allocated to the Sporting Section "war chest" for purchase of equipment and other needs as given priority by the Sporting Section executive committee.
- F.9 Sporting Sections are encouraged to conduct fund raising activities such as corporate workshops and regattas. Income from such activities will be paid to the VRC main account. A share of such fees will be allocated to the Sporting Section's "war chest" for purchase of equipment and other uses determined by the Sporting Section's executive committee.

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- F.10 New Sporting Sections may use governance and membership models appropriate to their sports, unconstrained by the models of organization and management used by the Club's other Sporting Sections. Any reasonable fee structure that covers the Club's operational costs will be considered.
- F.11 In principle, all Sporting Sections should encourage participants to consider membership in the Club.
- F.12 The Sporting Committee should work with the following Sporting Sections on recommendations for new Sporting Members, events, and resource allocation:
- Open water Swimming (Coordinator)
  - Outrigger Canoe (Coordinator)
  - Dragon boat (Coordinator)
  - Stand-Up Paddle Board (Coordinator)
  - Surf ski (Coordinator)
  - Water polo (Coordinator)
  - Triathlon (Coordinator)

## Appendix G

### SPORTING MEMBERS

- G.1 Sporting Members shall be such persons as shall be successfully appointed as such by the General Committee.
- G.2 Candidates for sporting membership shall be considered and, if thought fit by a majority of the members of the Sporting Committee, shall be proposed by the Sporting Committee to the General Committee for approval as Sporting Members.
- G.3 According to the Articles of Association, the number of Sporting Members shall be limited to 1,000 at any given time.
- G.4 Members who are engaged in all sports associated with the Club or recognized by the HKSF&OC are eligible to apply for Sporting Memberships. Sporting Sections are responsible for submitting recommendations for new Sporting Members to the Sporting Committee. If there is no Sporting Section to represent the sport, or if a Sporting Section is in the process of being established, a candidate may apply directly to the Sporting Committee for consideration as a Sporting Member in a HKSF&OC-approved sport in which he or she has demonstrated a high level of performance.
- G.5 Ordinarily, in order to be considered as a Sporting Member, the following criteria are taken into consideration: (1) Demonstrated excellence in one of the Club's core sports; (2) Some combination of financial need and/or short-term presence in Hong Kong, such as a temporary work assignment, that makes associate membership impractical; (3) Willingness and ability to make voluntary contributions to the Club in terms of managing club sporting activities or assisting with charity sporting and fund-raising events; or (4) Willingness and ability to provide support to the Club to develop elite performance through coaching, mentoring, and participating in the activities of the Sporting Sections.
- G.6 If successfully balloted, a Sporting Member shall pay 60 percent of the entrance fee payable by Associate Members in three equal instalments over a period of 3 years from the date of his or her admission as a Sporting Member. In addition, a Sporting Member shall be required to pay the same quarterly subscriptions as Associate Members.
- G.7 On the third anniversary of admission to the Club as a Sporting Member, or such longer period as the General Committee may, in its discretion decide, Sporting Members must either resign from the Club or convert their Sporting Memberships to Associate Memberships by paying the balance of the entrance fee which would have been payable had he or she applied to become an Associate Member at the time when they applied to become a Sporting Member of the Club.
- G.8 In extending a Sporting Membership beyond the initial three years, the General Committee will consider an initial period of extension of twelve (12) months, after which the Sporting Member may apply for another extension of 12 months at the discretion of the General Committee. The maximum extension of any Sporting Membership is three years, for a total of six years, after which the Sporting Member must apply for Associate Membership.
- G.9 Sporting Members must be eligible and available to represent the Club in competitions in the sport in which the candidate has been admitted as a Sporting Member of the Club.

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- G.10 Should the Sporting Committee determine that a Sporting Member no longer fulfils the criteria pursuant to which he or she was admitted to the Club as a Sporting Member, then such Member shall be advised in writing by the Sporting Committee. The withdrawal of Sporting Member status will be subject to review by the General Committee, on request of the Sporting Member. If so advised by the General Committee, the Member shall have three months to decide on further action, based on the date of notification that he or she no longer fulfils the criteria for Sporting Membership. The member must then either resign or apply to the General Committee for his or her Sporting Membership to be converted to Associate Membership. If approved, he or she must pay the balance of the entrance fee which would have been payable had he or she applied to join the Club as an Associate Member at the time of application to join the Club as a Sporting Member.
- G.10 The Sporting Committee will conduct an annual review of Sporting Members at the end of each calendar year to identify (1) Sporting Members who are at or near the three-year expiration date, and (2) Sporting Members who no longer qualify due to prolonged training absences, misconduct, or other reasons deemed pertinent by the Sporting Committee. The results of the review will be submitted to the General Committee at the start of the year.
- G.11 A Sporting Member shall not be entitled to invite guests onto the Club's premises at any time nor to bring his or her spouse or family members on to the Club premises as guests.
- G.12 Sporting Members are not entitled to rack space for boats or other craft. Coaches should give preference in allocation of Club boats to Sporting Members for training purposes.
- G.13 The General Committee shall be entitled in its absolute discretion from time to time and at such times as it may stipulate, to restrict the use by Sporting Members of any part of the Club's premises and/or its facilities.

## Appendix H

### VRC COACHING CODE OF CONDUCT

The Victoria Recreation Club (“VRC”) is committed to the highest ideals of sport and expects all its coaches to honour that spirit, regardless of the particular sport they practice or Sporting Section to which they belong. All VRC coaches agree to observe the following code of conduct:

#### 1 **Respect for Others**

- 1.01 I will respect the rights, dignity and worth of athletes, coaches, other volunteers, friends, parents, and spectators.
- 1.02 I will treat everyone equally regardless of sex, ethnic origin, nationality, religion, gender orientation, age, or level of ability.
- 1.03 I will be a positive role model for the athletes and other coaches.

#### 2 **Ensure a Positive Experience**

- 2.01 I will ensure that for each athlete I coach, the time spent with the VRC is positive.
- 2.02 I will respect the talent, developmental stage, and goals of each athlete.
- 2.03 I will ensure that each athlete competes in events that challenge that athlete’s potential and are appropriate to that athlete’s ability.
- 2.04 I will be fair, considerate and honest with athletes and communicate with athletes using simple, clear language.
- 2.05 I will encourage each athlete to perform to the best of the athlete’s ability at all events.

#### 3 **Act Professionally and Take Responsibility for My Actions**

- 3.01 My language, manner, punctuality, preparation and presentation will demonstrate high standards.
- 3.02 I will display control, respect, dignity and professionalism to all involved in the sport (athletes, coaches, opponents, officials, administrators, spectators, parents, media, etc.).
- 3.03 I will encourage athletes to demonstrate the same qualities.
- 3.04 I will not drink alcohol, smoke, or take illegal drugs while representing the VRC at training sessions or during competitions.
- 3.05 I will refrain from any form of personal abuse towards athletes and others, including verbal, physical, and emotional abuse.
- 3.06 I will be alert to any form of abuse from other sources directed towards athletes in my care.

#### 4 **Quality Service to the Athletes**

- 4.01 I will encourage my team(s) to represent and compete for the VRC at the highest level of sportsmanship.
- 4.02 I will seek continual improvement through performance evaluation and ongoing coach education.
- 4.03 I will be knowledgeable about the Sports Rules and skills of a sporting coach.
- 4.04 I will follow a planned training program.
- 4.05 I will follow the National and International Body rules for my sport.

**5 Health and Safety of the Athletes**

- 5.01 I will place the health and safety of my charges at the top of my priorities.
- 5.02 I will encourage athletes to seek medical advice when required.
- 5.03 I will maintain the same interest and support towards sick and injured athletes.
- 5.04 I will allow further participation in training and competition for sick and injured athletes only when appropriate.
- 5.05 I will adhere to and enforce all VRC Safety Rules.

To: The Victoria Recreation Club

I, \_\_\_\_\_, of \_\_\_\_\_

*Full Name*

*Address*

Agree to the following terms:

1. I agree to abide by the VRC Coaching Code of Conduct.
2. I acknowledge that the VRC may take disciplinary action against me, if I breach the Code of Conduct (I understand that the VRC is required to implement a complaints-handling procedure in accordance with the principles of natural justice in the event of an allegation against me).
3. I understand that if I violate this Code of Conduct, I will be subject to a range of consequences, up to and including being prohibited from coaching at the VRC.

*Signed:* \_\_\_\_\_

*Date:* \_\_\_\_\_

## Appendix I

### COACHES CODE OF CONDUCT (HONG KONG COACHING COMMITTEE)

- 1.01 Treat each athlete as an individual and help him/her to reach full potential.
- 1.02 Promote fair play and show respect for other teams. Accept both the guidelines and the spirit of the rules that define and govern his/her sport.
- 1.03 Keep up with the latest coaching techniques and seek continual improvement.
- 1.04 Ensure training and competition are suitable for the age and fitness level of the athletes.
- 1.05 Let athletes know the benefit of sport and encourage them to participate in sport throughout their lives.
- 1.06 Do not over train athletes. Maintain athletes' interest and promote their enthusiasm towards sports.
- 1.07 Always lead by example and do not speak foul language.
- 1.08 Avoid any form of harassment towards your athletes. This includes harassment on sex, race and disability.



## Appendix J

### CLUB MANAGEMENT

J.1 As of the date of these By-Laws the Officers of the Club are as follows:

- Chairman: Mr Wu Kam Shing
- Deputy Chairman: Mr Christopher Yee
- Honorary Treasurer: Mr Vernon Moore
- Honorary Secretary: Ms Edith Terry

J.2 The other members of the General Committee are:

- Mr Mark Fucci
- Mr Alex Leung
- Mr Gordon Loch
- Mr Steve Palmier
- Mr Frank Pfeiffer
- Mr George Tullis
- Mr Tony Wong
- Mr CP Yu
- Ms Jennifer Yung

J.3 The General Manager of the Club is:

- Mr Sandy Macalister

J.4 The Events Manager is:

- Ms Tobbie Mei Ching Lam

J.5 The Newsletter Consultant is:

- Ms. Suki Lai

J.6 The Accounting Consultant is:

- Ms Eliza Lo

J.6 The Administration Officer is:

- Ms Sharren Lo

J.7 The Operations Manager of the Club is:

- Mr. Peter Hau

J.8 The Auditor Firm of the Club is:

- Baker Tilly Hong Kong Limited

J.9 The Sporting Convener is:

- Mr Alex Leung

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J.11 Members of the Sporting Committee are:

- Mr Christopher Yee (GC),
- Mr CP Yu (GC)
- Mr Mark Fucci (GC)
- Ms Lee Wong,
- Mr Bruce Seymour, and
- Ms Jennie Chao (ex officio, VRC paddle section chairman)

J.14 The Legal Conveners are:

- Ms Jennifer Yung (GC)
- Mr. Tommy Chan
- Mr. Bernard Wu