



**BY-LAWS
AND
REGULATIONS**

CHANGI AIRPORT RECREATION CLUB



**CHANGI AIRPORT RECREATION CLUB
BY-LAWS AND REGULATIONS**

CONTENTS

SECTION A

GENERAL

- 1 GENERAL
- 2 MEMBER AND GUEST(S)
- 3 LIABILITY
- 4 CODE OF CONDUCT
- 5 PRIVILEGES FOR MANAGEMENT COMMITTEE
MEMBERS – APPOINTED/ELECTED/CO-OPTED
- 6 CLUB REPRESENTATION

SECTION B

**RULES AND REGULATIONS GOVERNING THE BOOKING
AND USE OF CLUB FACILITIES**

- 7 ROOM FACILITIES - ALTITUDE LOUNGE, THE FLIGHT
DECK, THE CABIN, THE GALLEY, THE WING, WALTZ
K LOUNGE, JAZZ K LOUNGE, KALLANG ROOM,
SELETAR ROOM, PAYA LEBAR ROOM AND MUSIC
ROOM
- 8 SPORTS FACILITIES - BADMINTON COURTS,
FITNESS JUNCTION (GYMNASIUM), POOL TABLE,
TABLE TENNIS AND DARTS BOARD AREA
- 9 IN-HOUSE PROGRAMMES, ACTIVITIES AND ATTRACTION
PASSES
- 10 JACKPOT ROOM

SECTION C

**OPERATING HOURS, FACILITIES BOOKINGS AND
CHARGES**

- 11 CLUB OPERATING HOURS
- 12 FACILITIES BOOKING AND CHARGES



**CHANGI AIRPORT RECREATION CLUB
BY-LAWS AND REGULATIONS**

SECTION A GENERAL

1 GENERAL

- 1.1 All Members shall abide by the Changi Airport Recreation Club (“the Club”) By-Law, rules and regulations governing the use of the Club’s facilities.
- 1.2 The By-Laws are subjected to and are intended to be consistent with the Constitution and may only be amended by the Management Committee (“the Committee”) as it deems fit.
- 1.3 The Committee and the Club employees are authorised to enforce these By-laws, rules and regulations and are empowered to warn or instruct any member and/or their guest(s) who violates these By-Laws, rules and regulations to cease and desist or to leave the Club. For repeated violation, appropriate action will be taken by the Committee against the member and their guest(s) concerned.
- 1.4 The By-Laws, rules and regulations are binding to all members and their guest(s) using the Club’s facilities.
- 1.5 Any member or their guest(s) who contravene any of these By-Laws shall be referred to the Committee for disciplinary action.
- 1.6 The Committee shall have the power to grant exclusive use of the Club premises or any part thereof to any organisation and upon such terms and conditions as it deems fit. Such use of the Club premises shall be conveyed to members by a notice displayed at the Club premises.
- 1.7 At the discretion of the Committee, the Club’s facilities may be closed for repair or routine maintenance, competition, private function, etc. Prior notice will be given to members.
- 1.8 No animals are allowed into the Club premises, with the exception of guide dogs for the blind or hearing impaired, unless with prior consent from the Committee or Club Manager.
- 1.9 No person shall remove, damage, alter or interfere with notices that are put within the Club premises, unless with prior consent from the Committee or Club Manager.



CHANGI AIRPORT RECREATION CLUB BY-LAWS AND REGULATIONS

- 1.10 To safeguard the confidentiality of the Club and its employees and members information and documents, the Club's Admin Office shall only be accessed by the Club employees.
- 1.11 The Committee shall only have access to their own Committee files during their appointed term of office. All discussions, minutes and papers shall be treated as confidential.
- 1.12 All ad-hoc working committees shall only have access to their own Committee files during the appointed term of office. All discussions, minutes and papers shall be treated as confidential.
- 1.13 No person shall be permitted to access any Club files, documents, data and etc from the Club employees.
- 1.14 The Club and its employees shall not be permitted to disclose any files, documents, data and etc to any person.
- 1.15 Member and their guest(s) are not permitted to use any form of device such as camera, smart phone and etc to take or re-produce any photos, videos or any other images of the Club facilities and of other members and their guest(s) within the Club premises or distribute via any communication platforms such as FaceBook, Whatsapp and etc, unless prior consent from the Committee or Club Manager has been obtained..

2 MEMBER AND GUEST(S)

- 2.1 All members shall produce their Club membership cards for admission to the Club premises and for usage of the Club's facilities.
- 2.2 Membership cards are non-transferable and are the property of the Club. All membership cards shall be returned to the Club upon termination of memberships.
- 2.3 Any member who loses his membership card should report the loss to the Club Manager in writing. A fee of \$5.00 is payable for the first replacement of the membership card and \$10.00 for the subsequent membership card replacements.
- 2.4 Each Ordinary, Special and Associate Member may be allowed to bring in a maximum of ten (10) guests on each occasion into the Club premise unless prior consent has been obtained from the Club Manager.



CHANGI AIRPORT RECREATION CLUB BY-LAWS AND REGULATIONS

- 2.5 The Associate Social Member and Supplementary Member are not permitted to bring guest into the Club unless prior consent has been obtained from the Committee or the Club Manager.
- 2.6 The member is required to pay a fee of \$1.00 for each guest.
- 2.7 Any person who is not registered as a guest shall not enter or remain on the Club premises. The Committee and Club employee shall be empowered to require such person to leave the Club premises immediately without assigning any reason. The Committee or Club employee shall be empowered to disallow any person being introduced as a guest without assigning any reason as he deems fit.
- 2.8 Any person whose Club membership application has been declined or been expelled from the Club shall not be allowed to enter the Club or be sign-in as guest.
- 2.9 The member shall always be responsible for the conduct and behaviour of their guest(s) while on Club premises.
- 2.10 Any member or their guest(s) who breaks or damage any article or property of the Club shall be required to pay for the cost of such damages, repairs or its replacement. The amount of such cost shall be assessed by the Committee whose decision shall be final.

3 LIABILITY

- 3.1 The Club and its employees shall not be liable or responsible for any mishap, injury, accident or loss which may occur to any person while on the Club's premises.
- 3.2 The Club and its employees shall not be liable or responsible for any person's fall, slip or any other bodily injury, sustained or caused to any person during the participation of programmes/activities hosted by the Club or arising from the use of any sporting equipment or Club facility.
- 3.3 The Club and its employees shall not be liable or responsible for any person's loss or damage to any article or property brought into or left unattended at the Club premises. Any unattended article or property may be reported to the police.



CHANGI AIRPORT RECREATION CLUB BY-LAWS AND REGULATIONS

- 3.4 Any article or property turned-in to the Club's "Lost and Found" will be retained by the Club for three (3) months except for perishable items, as determined by the Committee or Club Manager and may be claimed by any person providing a reasonable description of the lost article or property. The Club will exercise discretion on when to dispose of the perishable items.
- 3.5 The Club shall not be responsible for the return of article or property to any particular person or in the event that a person other than the proper owner of the article or property had claimed and obtained it. All unclaimed article or property will be disposed of at the discretion of the Club Manager.

4 CODE OF CONDUCT

- 4.1 Member and their guest(s) shall exercise due care, considerations and social responsibility to maintain the cleanliness and shall not wilfully damage or remove any property from within the Club's premises.
- 4.2 Unless otherwise approved by the Committee or Club Manager, member and their guest(s) are required to adhere to the club's facility, programme/activity booking rules, terms and conditions.
- 4.3 Member and their guest(s) are required to dress in a manner appropriate to the event they attend or the facilities they use when at the Club's premises.
- 4.4 Members and their guest(s) shall adhere to any prevailing rules, regulations and safety measures that may be imposed by the Singapore Government and its relevant bodies and enforced by the Club, such as Safe Management Measures (SMM) and etc.
- 4.5 Only food and beverages purchased from the CARC Café may be consumed on the Club premises and at designated location. Prior consent must be obtained from the Management Committee or the Club Manager for the consumption of outside food and beverages.
- 4.6 Smoking is only permitted at designated areas.
- 4.7 Gambling is prohibited on the Club premises, except at designated location.
- 4.8 No member or their guest(s) shall reprimand any employee of the Club. In the event of any fault or complaint against the conduct of any employee, it is to be reported to the Honorary Secretary who shall take the necessary action.



**CHANGI AIRPORT RECREATION CLUB
BY-LAWS AND REGULATIONS**

4.9 All feedback and suggestions should be made in writing to the Club Manager and the Honorary Secretary for review.

**5 PRIVILEGES FOR MANAGEMENT COMMITTEE MEMBERS –
APPOINTED/ELECTED/CO-OPTED**

5.1 Each Management Committee member is allowed free-booking of Club's paid facilities, up to 16 hours per month.

5.2 Each Management Committee member is allowed free-signing-in of guests, up to 20 guests per month.

5.3 Each Management Committee member is allowed to participate in the Club's in-house programmes provided that the participation cost is not based on per head count.

5.4 Each Management Committee member is allowed one free booking of Corporate Pass per month.

5.5 Each Management Committee member is allowed free access to CARC Fitness Junction (Gymnasium).

6 CLUB REPRESENTATION

6.1 Member(s) may be selected to represent the Club at sporting events or games approved by the Committee.

6.2 The selection of member(s) shall be at the discretion of the Committee, in consultation with the Club Manager.

6.3 The selection criteria includes at least the following:-

- (a) competency in the sport or game;
- (b) regular attendance in training sessions;
- (c) good sportsmanship and conduct;
- (d) active involvement in the Club's activities; and
- (e) recommendation by Club Manager.



**CHANGI AIRPORT RECREATION CLUB
BY-LAWS AND REGULATIONS**

**SECTION B RULES AND REGULATIONS GOVERNING THE BOOKING
AND USE OF CLUB FACILITIES**

7 ROOM FACILITIES - ALTITUDE LOUNGE, THE FLIGHT DECK, THE CABIN, THE GALLEY, THE WING, WALTZ K LOUNGE, JAZZ K LOUNGE, KALLANG ROOM, SELETAR ROOM, PAYA LEBAR ROOM AND MUSIC ROOM

- 7.1 Member may book the facility via email, phone or online, subject to its availability and published booking rates. A security deposit may be imposed for certain facilities.
- 7.2 Member should refer to the latest Club's rules, terms and conditions stipulated for each facility when making the booking.
- 7.3 The Club reserves the right to reject or cancel a member's booking and refund the booking fee paid by the member at the Club's sole discretion.
- 7.4 The Club reserves the right to retain the security deposit to off-set any costs incurred by the Club to make good any property damages, hygienic and cleanliness of the facility. The Club will refund the remaining amount to the member after deducting the costs incurred by the Club to make good the facility, if required. In the event, that the cost incurred by the Club exceeded the security deposit amount, the Club reserves the right to demand from Member the remaining amount.

8 SPORTS FACILITIES - BADMINTON COURTS, FITNESS JUNCTION (GYMNASIUM), POOL TABLE, TABLE TENNIS AND DARTS BOARD AREA

- 8.1 Member may book the facility via email, phone or online, subject to its availability and published booking rates.
- 8.2 Member should refer to the latest Club's rules, terms and conditions stipulated for the facility when making the booking.
- 8.3 Member and their guest(s) are strongly advised in their own interest to undergo a regular medical health examination before commencing on any course of exercise at the Club.
- 8.4 Member and their guest(s) using Badminton facility should be in proper sports attire including, non- marking sole shoes.



CHANGI AIRPORT RECREATION CLUB BY-LAWS AND REGULATIONS

8.5 Members using the Fitness Junction (Gymnasium) should be in proper sports attire and for hygienic purposes use their own towels and drinking bottles when accessing the facility.

8.6 The Club reserves the right to reject or cancel a member's booking and refund the booking fee paid by the member at the Club's sole discretion.

9 IN-HOUSE PROGRAMMES, ACTIVITIES AND ATTRACTION PASSES

9.1 Member may book the programme/activity/pass via email, phone or online, subject to its availability and published booking rates.

9.2 Member should refer to the latest Club's rules, terms and conditions stipulated for the programme/activity/pass when making the booking. In addition, the member may be required to comply to the additional rules imposed by the external instructor/owner.

9.3 Member and their guest(s) are strongly advised in their own interest to undergo a regular medical health examination before commencing on any programme/activity at the Club.

9.4 Member and their guest(s) are required to dress in a manner appropriate to the programme/activity they attend.

9.5 The Club reserves the right to reject or cancel a member's booking and refund the booking fee paid by the member at the Club's sole discretion.

10 JACKPOT ROOM

10.1 Member must adhere to the prevailing gambling regulations imposed by the Singapore Government and its relevant bodies.

10.2 Member must sign at least one year's membership term and is at least 21 year old and above to be permitted to enter or remain in the Jackpot Room. In addition, Member must sign the Personal Data Protection Act (PDPA) consent form to permit the Club to use the Member's personal details from the NRIC to verify against the exclusion list at National Council For Problem Gambling (NCPG) website's e-Services and only Member who is not in the NCPG exclusion list is permitted to enter and remain in the Jackpot Room.

10.3 No member's guest(s) are permitted to enter the Jackpot Room.



**CHANGI AIRPORT RECREATION CLUB
BY-LAWS AND REGULATIONS**

- 10.4 All Jackpots are paid according to the pay table displayed in the Jackpot machine. Any excess or freak payment resulting from the malfunction of the machine shall belong to the Club. The player is entitled only to what is displayed on the machine.
- 10.5 Photography, cinematography or the use of any device to capture or record any still or moving images of any kind whatsoever is strictly prohibited in the Jackpot Room.



**CHANGI AIRPORT RECREATION CLUB
BY-LAWS AND REGULATIONS**

SECTION C OPERATING HOURS, FACILITIES BOOKINGS AND CHARGES

11 CLUB OPERATING HOURS

11.1 The Club’s operating hours are as follows, unless otherwise specified by the Committee:

- Monday to Friday: 7.30am - 11.30pm; and
- Saturday, Sunday and Public Holiday: 9.00am - 11.30pm

11.2 The Jackpot Room’s operating hours are as follows, unless otherwise specified by the Committee:

- Monday to Sunday and Public Holiday: 10.00am – 11.00pm

11.3 The Club’s operating hours during the following specific days are as follows:

PUBLIC HOLIDAYS	OPERATING HOURS
NEW YEAR’S DAY i) Eve of New Year ii) New Year’s Day	Close from 6.00pm onwards Close (Full Day)
CHINESE NEW YEAR i) Eve of Chinese New Year ii) 1 st and 2 nd Day of Chinese New Year	Close from 3.00pm onwards Close (Full Day)
CHRISTMAS DAY i) Eve of Christmas ii) Christmas Day	Close from 6.00pm onwards Close (Full Day)

12 FACILITIES BOOKING AND CHARGES

12.1 The following are the facilities booking hours, unless otherwise specified by the Committee:

Monday to Friday	Non-Peak: 7.30am - 5.30pm Peak: 5.30pm - 10.30pm
Saturday	Non-Peak: 9.30am - 1.30pm Peak: 1.30pm - 10.30pm
Sunday & Public Holiday	Full Day(Peak): 9.30am – 10.30pm

12.2 The following are the facilities charges, unless otherwise specified by the Committee:



**CHANGI AIRPORT RECREATION CLUB
BY-LAWS AND REGULATIONS**

Facilities	Ordinary/Special Member	Associate Social Member	Supplementary Member
	Associate Member		
	Non-Peak / Peak (Per Hr)	Non-Peak / Peak (Per Hr)	Non-Peak / Peak (Per Hr)
Altitude Lounge	\$35 \$150 (Refundable deposit)	Not Applicable	Not Applicable
The Flight Deck	\$20 \$100 (Refundable deposit)	\$20 / \$25 \$100 (Refundable deposit)	Not Applicable
Kallang Room	\$50 per 4hrs	\$15 per hr	\$18 per hr
Paya Lebar Room	\$50 per 4hrs	\$15 per hr	\$18 per hr
Seletar Room	\$50 per 4hrs	\$15 per hr	\$18 per hr
The Cabin	\$50 per 4hrs	\$15 per hr	\$18 per hr
The Galley	\$50 per 4hrs	\$15 per hr	\$18 per hr
The Wing	\$50 per 4hrs	\$15 per hr	\$18 per hr
Jazz K Lounge	\$6 / \$7	\$11 / \$16	\$11 / \$16
Waltz K Lounge	\$6 / \$7	\$11 / \$16	\$11 / \$16
Music Room	\$10 per 3hrs	\$8 per hr	\$10 per hr
Badminton Court	\$3 (OM/SP) / \$6 (A) \$10 (Peak)	\$6 / \$10	\$6 / \$10
Multi-purpose Hall	\$150 per 2hrs	Not Applicable	Not Applicable
Pool Table	\$4	\$5	\$6
Locker Rental	\$10 monthly \$10 (Refundable deposit)	\$20 monthly \$10 (Refundable deposit)	\$20 monthly \$10 (Refundable deposit)
Attraction Passes	Refer to published Rates	Refer to published rates	Refer to published rates



**CHANGI AIRPORT RECREATION CLUB
BY-LAWS AND REGULATIONS**

Facilities	Ordinary/Special Member	Associate Social Member	Supplementary Member
	Associate Member		
	Non-Peak / Peak (Per Hr)	Non-Peak / Peak (Per Hr)	Non-Peak / Peak (Per Hr)
Fitness Junction (Gymnasium)	Ordinary/Special Member \$3.50/entry \$40 quarterly Associate Member \$6.00/entry \$60 quarterly	\$10/entry \$120 quarterly Mon – Fri: 8.00am - 9.00pm NA: 12pm – 2pm NA: 6.00pm - 7.30pm Sat, Sun & PH: 10.00am - 9.00pm	\$12/entry Mon – Fri: 8.00am - 9.00pm NA: 12pm – 2pm NA: 6.00pm - 7.30pm Sat, Sun & PH: 10.00am - 9.00pm
In-house Programmes & Activities	Refer to published rates	Refer to published rates	Refer to published rates
Guest sign-in	\$1 per guest	Not Applicable	Not Applicable
The Simulator (Reading Room)	FREE	FREE	FREE
Table Tennis	FREE	FREE	FREE
Darts Board Area	FREE	FREE	FREE

12.3 The Committee and the Club reserves the right to revise the operation hours, booking privileges, rates, terms and conditions as deemed necessary.