



CIVIL SERVICE CLUB

CLUB BYE-LAWS

(August 2026 Edition)

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PART I : GENERAL

MANAGEMENT

1. In these Bye-Laws, the reference to Management shall mean Chief Executive of the Civil Service Club, Deputy Chief Executive, Directors and Managers or their nominee(s) and any other authorised staff of the Club.
2. The Management reserves the right to suspend any member who abuses the bye-laws governing the use of the Club's facilities, in accordance with the Club Constitution.
3. At the discretion of the Management, the Club's facilities may be closed for repairs or routine maintenance, competitions, private functions etc. Sufficient notice shall be given to members.
4. It shall be the duty of the Management to enforce the Bye-Laws at all times.

LOCATION

5. The Civil Service Club's three (3) Clubhouses are located at:
 - a) 60 Tessensohn Road, Singapore 217664
 - b) 91 Bukit Batok West Avenue 2, Singapore 659206
 - c) 2 Netheravon Road, Singapore 508503
30 Netheravon Road, Singapore 508522
159W Jalan Loyang Besar Singapore 507020

OPENING HOURS

6. The Clubhouses shall be open and the recreational facilities will be available for use by members during such hours and subject to such conditions as the Management may from time to time decide.

ADMISSION OF PARENTS, PARENTS-IN-LAW, SPOUSES AND CHILDREN OF MEMBERS

7. Parents, Parents-in-law, Spouse and Children below 21 of the principal member may join the Club as supplementary members. Parents, Parents-in-law, Spouse

and Children (below 21) who are not supplementary members shall be regarded as Guests. Supplementary Membership for young persons and children shall cease upon reaching the age of 21.

8. Members shall be responsible for the proper conduct and behaviour of, all debts incurred and/or any damages caused by their Supplementary Members and Guests.

MEMBERSHIP CHECKS

9. Members must produce their membership cards (physical or virtual) when requested to do so by any Executive Committee Member or the Management.
10. Membership cards (physical or virtual) are not transferable.

GUESTS

11. Members, including supplementary members above 21 years old, shall be entitled to introduce up to 3 guests at any one time to the Club; Supplementary Members (above 21 years old) shall be permitted to introduce guests during off-peak periods. Guest fees shall be payable for the use of facilities at the prevailing rate or any such rates as prescribed by the Management from time to time.
12. Any member introducing a guest shall be responsible for the observance by his guest of the Rules and Bye-Laws of the Club. Disciplinary action may be taken against any member whose guests infringe the Bye-Laws or Rules of the Club.
13. Members introducing guests are required to remain with their guests at the Club and shall be responsible for the proper conduct and behaviour of, debts incurred and damages caused by their guests.
14. Guests shall not be permitted to use the facilities of the Club except in accordance with these Bye-Laws and at such times and conditions as may be approved by the Executive Committee.
15. The Executive Committee may declare any person as unsuitable to be introduced as a guest. The person shall thereafter not be permitted into the Clubhouses, nor shall he be introduced as a guest by any member of the Club.
16. The Executive Committee or the Management shall have the power to control, or restrict the introduction of guests into all or any part of the Club. Guests may be

asked to leave the Club by any Executive Committee Member or the Management if their behaviour and conduct cause annoyance to other members.

PROHIBITIONS

17. Members are prohibited from offering any gratuity or money to any employee of the Club.
18. No food and drinks other than those served by the Club may be brought into any part of the Club except with the special approval of the Management. During private and approved Club functions, wine and spirits may be brought to the Club. A corkage charge may be imposed.
19. Animals or pets shall not be allowed in the Clubhouse, with the exception of events organised by the Club and/or for which it is allowed expressively for animals or pets to be brought in.
20. No Clubhouse properties shall be taken out of the Clubhouses.

BOOKINGS AND RESERVATIONS

21. Members may book to use the facilities of the Clubhouses. The Management reserves the right to accord priority in the booking of facilities at its discretion. In such situations, a refund will be given to the affected Members where appropriate.
22. The member who booked the facility shall be responsible for all payments to the Clubhouse.
23. The member shall be responsible for the behaviour and conduct of his guests, and the loss of and damages to the Clubhouse properties, if any.

YOUNG PERSONS AND CHILDREN

24. Young Persons or children under the age of 21, may use any part of the Clubhouse premises (except the Gaming Machine and Mahjong Rooms) provided they are accompanied and under the supervision of an adult member.

25. Members bringing their children into parts of the Clubhouses where they are permitted shall ensure that the children behave with proper decorum whilst they are in the Clubhouses. If such children should be unruly or cause annoyance to other members or otherwise misbehave, they may be asked to leave the Clubhouses by any Executive Committee Member or the Management.

ATTIRE

26. Members shall be appropriately attired when visiting the Clubhouses. The accepted attire is smart casual. No swimsuit, soiled and wet clothes are permitted in the public areas of the Club.
27. Members and Guests shall be required to conform to the attire required for each facility in the Club as may be determined from time to time by the Management.

EMPLOYEES OF THE CLUB

28. No member or guest of a member, shall reprimand any Club employee or any staff of the tenants. Anyone found doing so may be asked to leave the Clubhouse premise and/or to be reported to the Management for disciplinary actions.

LIABILITY

29. The Club shall not be liable for any loss of or damage to any article or property brought into the Clubhouse premises and car parks.
30. The Club shall not be liable for any injury whatsoever or howsoever caused to any person whilst in the Clubhouse premises or car parks.

SUGGESTIONS AND COMPLAINTS

31. All suggestions and complaints on clubhouse matters shall be made in writing to Chief Executive or email to feedback@csc.sg.

CAR PARK

32. Car parking fees shall be determined by the Management from time to time. All members, their guests and visitors shall park their cars properly in designated areas or as directed.

33. Cars parked in reserved car lots and unauthorized areas such as grass turfing or parked in such a manner as to cause obstruction to traffic may be towed away at the owners' expense or wheel clamped. A fee will be imposed for the release of the clamped vehicle.
34. Each principal member is eligible to register one vehicle for concessionary car parking at all the Clubhouses. Prevailing charges may apply for additional vehicles, subject to Management's approval.

PENALTY AND DISCIPLINARY ACTION

35. Any member or his guest breaking or damaging the property of the Club shall pay to the Club the cost of making good the damage. The amount of such cost shall be assessed by the Management whose decision shall be final.
36. Any member or guest who contravenes any of these Bye-Laws shall be referred to the Management for disciplinary action.

PART II : MEMBERSHIP

CLASSES OF MEMBERSHIP

- 1a. The Club shall consist of members of the following classes:
 - Honorary Life Members
 - Ordinary Members
 - Supplementary Members
 - Ordinary Members (Retired)
 - Associate Members
 - Social Members
- 1b. The Executive Committee shall have power to restrict the number of members of any or all classes and determine the entrance and membership fees payable in respect of each class.

HONORARY LIFE MEMBERS

2. The Executive Committee may invite distinguished persons to become Honorary Life Members of the Club. Honorary Life Members shall not be required to pay any entrance or subscription.

ORDINARY MEMBERS

3. All Public Officers are eligible to be enrolled as Ordinary Term Members. For the purposes of these Byelaws, a Public Officer means any person holding any office or appointment in the service of the Government, a Statutory Board or Organ of State, and any other person or class of persons that the Executive Committee in its sole discretion considers to be holding any office or appointment in service of the public. The Executive Committee shall from time to time decide on the monthly subscription payable by each substantive grade of Ordinary Member. Any member who leaves the Public Service other than on retirement shall cease to be a member.
4. The current Ordinary Members (Life) shall be allowed to retain their membership even upon their leaving the Public Service. Life Members shall not be required to pay any subscription.

SUPPLEMENTARY MEMBERS

5. Supplementary Members refer to the parents, parents-in-law, spouse and unmarried children below the age of 21, of the Principal Member. They shall cease to be Supplementary Members if their Principal Members cease to be members of the Civil Service Club.

ORDINARY MEMBERS (RETIRED)

6. Members who opted for the former retiree membership scheme @ \$18 per annum shall remain as members. All other retirees from the public service will join as Ordinary Members (Retired). They shall pay a yearly subscription at a rate to be decided from time to time by the Executive Committee.

ASSOCIATE MEMBERS

7. Any Singapore Citizen or Permanent Resident may be enrolled as an Associate Member. The annual subscription payable shall be determined by the Executive Committee from time to time. Associate Members shall have no voice in the affairs and Management of the Club.

SOCIAL MEMBERS

8. Any person who is not an Ordinary or Associate Member and who is over 21 years of age and resides in Singapore shall be eligible for admission as a Social Member.

SUBSCRIPTION

9. Membership fees must be paid in advance based on the term signed for. There shall be no refund of fees should members decide to terminate their membership before the term is completed. For members under payroll deduction (old scheme), it will be deducted via their salary monthly.

FAILURE TO MAKE PAYMENT

- a) Management may in its discretion levy a fine on any member who fails to make payment as requested.
- b) In addition to the fine imposed under (a), the Management may suspend the member from all membership privileges. If the outstanding amount remains

unpaid after the grace period prescribed by the Management, the Management may, at its sole discretion, declare the member a defaulter, whereupon the member shall cease to be a member of the Club.

RESIGNATION

10. Any member may resign his membership by giving to the Membership Department notice in writing to that effect at least 2 months in advance. Such member shall pay all debts due by him to the Club including the subscription due for the months in which such notice is given. Any such member who has discharged all liabilities to the Club and wishes to re-join may submit a fresh application for membership.

MEMBERS' ADDRESSES

11. All members of the Club shall inform the Membership Department of any change of address and/or email address and/or contact number in writing or update via Members' Portal.

CLUB NOT TO BE USED FOR BUSINESS, ETC

12. No member shall give the address of the Club or Clubhouse in any advertisement or use the Club or Clubhouse address for business purposes. No paper, notice of placard, written or printed, shall be exhibited, put in the Clubhouse, or in any way brought to the notice of other members without the sanction of the Management.

EXPULSION OF CLUB MEMBERS

- 13a. The Executive Committee shall have power to expel any Associate, Ordinary, Supplementary or Retiree Member who offends against the Club's Constitution, Bye-Laws, Rules or Orders or whose conduct in the opinion of the Executive Committee renders him unfit for membership.

SUSPENSION OF MEMBERS

- 13b. The Executive Committee at their sole discretion may suspend any member.

WITHDRAWAL OF PRIVILEGES

- 13c. The Executive Committee at their sole discretion may withdraw the privileges of the Club's facilities from any member or guest for wilful breach of the Bye-Laws of the Club or for conduct unbecoming of a member, and such member upon being notified in writing by the Chief Executive, shall automatically cease to be a member of the Club.

WITHDRAWAL OF FACILITIES OF THE CLUB FROM ANY GUEST

- 13d. The Management may at any time withdraw any or all facilities of the Club from any guest without stating their reason.

CESSATION OF MEMBERSHIP

14. Any member:
- a) who has resigned from the Public Service or died: or
 - b) who has been adjudicated bankrupt as from the date of such adjudication; or
 - c) who becomes an enemy alien; or
 - d) who has been expelled; or
 - e) who has been convicted of a serious criminal offence; or
 - f) who leaves the country to escape criminal proceedings; or
 - g) who has made false declaration in his application form when applying to be a member.

MEMBERSHIP START DATE

15. Membership begins from the first day of the following month.

MEMBERSHIP CARD

16. A one-time payment of physical card fee per member is chargeable for any issuance and the sum shall be determined by the Management from time to time. Members who lose or damage their membership cards will have to pay a card replacement fee to be determined by the Management.

PART III : GAMES

GENERAL

1. These Bye-Laws are subject to amendments.
2. The facilities available at Tessensohn, Bukit Batok and Changi Clubhouses include Swimming Pools, Mahjong Rooms, Function Rooms, Gaming Machine Room, Bowling, Badminton, Pickleball and Tennis Courts, and any other such facility as may be introduced by the Management from time to time. The opening hours for each facility will be determined by the Management from time to time.
3. These facilities shall be available to members and Supplementary Members and/or such non-members as are permitted the use of the Club's facilities as stipulated under the Bye-Laws governing each game or facility.
4. Members shall have priority over non-members in the booking of facilities.
5. Bookings for the facilities of each Clubhouse shall be made at the respective Clubhouses or through internet bookings or any other means specified by the Management from time to time or unless otherwise stated.
6. Bookings shall be made personally or through an authorized proxy. The membership card must be produced at the time of booking.
- 7a. All bookings shall be on a 'first-come-first-served' basis and may be done up to 8 days in advance or otherwise determined by management. Please refer to website www.csc.sg for details on the timings for booking.
- 7b. If the courts or sports facilities are not booked as in para 7(a) above 96 hours before the commencement of play, the courts or sports facilities may be released for bookings by other members.
8. No cancellation and postponement of bookings shall be entertained.
9. The Management may at any time, by notification on its websites or the Clubhouse Notice Boards, reserve all or any of the courts on any day for purpose of holding tournaments, Inter-Club matches or Club functions.
10. The Management may, from time to time, vary booking procedures and other

arrangements as they deem necessary for the members' benefit or enjoyment of the game.

11. Members or players shall not be charged for any session if they are unable to play for more than 15 minutes due to the unsuitable condition of the courts. The Management or staff on duty shall determine if the courts are fit for play at any time.
12. Children under the age of 12 may not use the courts unless accompanied by an adult member. The adult member need not play but should stay in the court area and remain in-charge of the children who are playing.
13. Guests shall pay a guest fee where applicable, failing which members shall be charged 3 times the amount due as guests' fees.
14. The member booking the courts shall be present for play, failing which, he shall be liable for disciplinary action.
15. Players shall vacate the court when their sessions of play end, irrespective of whether there is another party waiting to play. Players who use the courts without booking shall be liable to pay 3 times the booking charges.
16. Food and beverages, animals or pets of any kind, audio and video equipment and other electrical/mechanical equipment are not allowed in the courts, Fitness Centres and the Swimming Pool area unless otherwise authorised by the Management.
17. Members shall not deploy any form of automated system, entry devices, programmes and/or bot scripts to access CSC systems/apps and assist in facility bookings to gain an unfair advantage over other members.
18. A maximum of 8 persons (including members and guests) is allowed per court.
19. Members are not allowed to assign or re-sell their bookings of courts.
20. Members booking the courts **must be present** at all times. The Club may impose a per hour per court penalty fee for any non-compliance to continue with the booking (Please refer to Penalty Fee Table at respective Clubhouses).

21. Any repeated non-compliance will render the booking void (no refund), barred from booking any facilities and/or non-refundable termination of membership.
22. Smoking is strictly not permitted except at designated areas. Offenders shall be charged a penalty fee and reported to the relevant authority.
23. Any member or his guest(s) who contravenes any of these Bye-Laws may be asked to leave the Clubhouse premises and/or reported to the Executive Committee for disciplinary action.
24. Except with the expressed permission of the Management, no organized training or teaching or coaching in the Club's sports and leisure facilities shall be conducted. The Club may impose a penalty fee for any non-compliance (Please refer to Penalty Fee Table at respective Clubhouses).

SWIMMING

1. In these Bye-Laws, unless the context otherwise provides, the Swimming Pool shall mean the swimming pools and the children's pools at Tessensohn, Bukit Batok and Changi (including Loyang) Clubhouses.
2. The Swimming Pool is open to members and their guests (fees apply). The pools at Changi Clubhouse and Loyang shall be open to chalet users and their guests.
3. Subject to alterations or extensions as may be notified by notices posted on the Club's websites and/or Swimming Pool Notice Boards, the Swimming Pool at Tessensohn, Bukit Batok and Changi Clubhouse will be open daily as per the operating hours stated on the website at www.csc.sg or at such times as may be applicable to each Clubhouse.
4. Bathers must take a shower and use the footbath before entering the pool.
5. No person suffering from any infectious or contagious disease shall use the Swimming Pool.
6. To prevent contamination of the Swimming Pool water, nothing whatsoever is to be taken or thrown into the water except such articles as may be permitted or approved by the Management. Inflatable rings and other flotation devices, suitable pool toys, bath, face masks and flippers may be used in the Swimming

Pool where such items have been approved by the Management. During training classes, kick-boards may be used in the area reserved for such training under the supervision of the coach, parents or a person authorized by the Management. Notwithstanding the foregoing:

- a) Goggles with plastic lens may be used for general swimming.
7. Flotation devices may be used in the children's pool at Tessensohn and Bukit Batok Clubhouses and in the children's pool and swimming pool at Changi Clubhouse provided such devices have been specifically approved by the Management. Members are not permitted to:
- a) smoke in the Swimming Pool areas;
 - b) bring food or drinks other than those supplied by the Clubhouses or the Clubhouse caterers but these items shall not be consumed in or near the edge of the Swimming Pool.
8. Notwithstanding any other rules, the Board of Governors and the Civil Service Club will not be responsible for:
- a) any accident whether fatal or otherwise to members, members' parents, spouses, children, guests;
 - b) any personal belongings or other effects left in the Clubhouses. Whilst lockers are provided and may be rented by members and their guests, money and valuables and other properties put into the lockers shall be at the sole risk of the hirers.
9. Bathers in swimming costumes are restricted to the Swimming Pool, Changing Rooms area only and shall not enter or make use of the main Clubhouse.
10. No persons shall enter the filtration plant room of the Swimming Pool.
11. Members are advised, in their own interest to leave the Pool during thunderstorms and shall do so if requested by any Executive Committee Member or the Management. In the event of lightning, thunder or other hazardous condition, all persons are required to leave the swimming pool, immediately. Swimming is only allowed to resume after the all-clear signal is given by lifeguard.

12. The Swimming Pool shall be open to members and members' children up to the age of 5, free of charge. Family members who are not supplementary members can be signed in as guests by the principal member. Guest fees apply.
13. Guest(s) of members may be introduced and allowed to use the Swimming Pool at fees which may be determined by the Executive Committee from time to time.
14. All children under 12 years of age, unless specifically allowed by the Management, must be accompanied by a member who shall maintain strict supervision and control over the children. A member shall be fully responsible for the conduct and behaviour of his child and other children visiting the Clubhouse in his charge and will be liable to the Club in respect of any damage or injury caused by the child and will keep the Club fully indemnified in respect of any action claim or demand arising by reason of the child's act or default.
15. No child (under the age of 12) is allowed in the Swimming Pool area except in the company of an adult. Any adult taking such a child into the Swimming Pool area accepts full responsibility for the child's safety.
16. Every person who enters the swimming pool shall wear a proper swimming costume. The swimming costume shall not be transparent and shall be made of a material which is colour-fast.
17. The Management may prohibit a person therein from using a swimming costume which is, in the opinion of the Management, improper or may cause embarrassment to any other person.
18. Diving, running, horseplay, wrestling, dunking, snorkelling and pushing are strictly not permitted in the Swimming pool and its surrounding area.
19. Any person under the influence of drugs and alcohol is not allowed in the swimming complex.
20. In the event of overcrowding, the Club may suspend further admission to the swimming complex.
21. All belongings in the lockers must be removed by the closing time of the swimming complex. Items left overnight will be removed by the Club without compensation.

TABLE-TENNIS

1. Table-Tennis tables are available for use by members and their guests at specific Clubhouses.
- 2a. The tables may be booked by members not more than 8 days before the day of play and not more than 2 sessions in a day by any one member up to a maximum of 6 sessions in any 7 days. Please refer to website at www.csc.sg for details on the timings for booking.
- 2b. If a member has utilized the maximum number of sessions of bookings permitted per week, but 24 hours before commencement of play, a particular table has not been booked and is available, he/she may book the table.
3. The Management may at any time, by notification on the Clubhouse Notice Boards, reserve all the tables for the purpose of holding tournaments, Inter-Club matches or for Club functions.
4. Players shall bring their own bats and balls.
5. Only non-marking rubber-soled shoes shall be worn during play.
6. Players who use a table without prior booking shall be liable to pay 3 times the booking charges.

TENNIS

1. The tennis courts are open to members and their guests.
- 2a. The courts may be booked by members not more than 8 days before the day of play and not more than 2 sessions in a day by any one member up to a maximum of 6 sessions in any 7 days. Please refer to website at www.csc.sg for details on the timings for booking.
- 2b. If a member has utilized the maximum number of sessions of bookings permitted per week, but 24 hours before commencement of play, a particular court has not been booked and is available, he/she may book the court.
3. Bookings shall be made personally, or through the internet or through an

authorised proxy. The membership card must be produced at the time of booking.

4. Double session bookings shall not be allowed as per timing stated on the website at www.csc.sg.
5. The Management may at any time, by notification on the Clubhouse Notice Boards, reserve all or any of the courts, on any day for the purpose of holding tournaments or Inter-Club matches.
6. The Management shall have the discretion to approve changes in the sessions, charges and fees from time to time.
7. Children under the age of 12 may not use the courts unless accompanied by an adult member. The adult member need not play but should stay in the tennis court area and remain in-charge of the children who are playing.
8. Guests shall pay a guest fee where applicable, failing which members shall be charged 3 times the amount due as guests' fees.
9. A member may introduce up to 3 guests per session. The Executive Committee shall have the discretion to approve changes in the guest's fee from time to time.
10. The member booking the court shall be present for play, failing which, the booking may be cancelled without refund.
11. No cancellation or postponement of bookings shall be entertained.
12. Players who used the courts without booking shall be liable to pay 3 times the booking charges.
13. When a court is not playable due to rain, there will be no automatic transfer of the bookings. The affected party will have to inform the booking office (within 7 days from the date of play) and will be allocated a fresh booking in place of his original receipt to cover the revised booking. If no such fresh booking is made within 7 days, the fees will be forfeited.
14. The Management shall decide if the courts are fit for play at any time.
15. Players shall only wear appropriate attire when playing in the courts. The

Management shall have the power, from time to time, to stipulate the proper forms of attire for tennis.

16. Only non-marking rubber-soled shoes appropriate for tennis may be worn by players on the courts. Any other forms of footwear are strictly forbidden within the court areas.
17. Players will be liable for any damage caused by them or their guests to the tennis courts, and to the property of the Club.

PICKLEBALL

1. The pickleball courts are open to members and their guests.
- 2a. The courts may be booked by members not more than 8 days before the day of play and not more than 2 sessions in a day by any one member up to a maximum of 6 sessions in any 7 days. Please refer to website at www.csc.sg for details on the timings for booking.
- 2b. If a member has utilised the maximum number of sessions of bookings permitted per week, but 24 hours before commencement of play, a particular court has not been booked and is available, he/she may book the court.
3. Bookings shall be made personally, or through the internet or through an authorized proxy. The membership card must be produced at the time of booking. Double session bookings shall not be allowed as per timing stated on the website at www.csc.sg.
4. The Management may at any time, by notification on the websites or Clubhouse Notice Boards, reserve all or any of the courts, on any day for the purpose of holding tournaments or Inter-Club matches.
5. The Management shall have the discretion to approve changes in the sessions, charges and fees from time to time.
6. Children under the age of 12 may not use the courts unless accompanied by an adult member. The adult member need not play but should stay in the tennis court area and remain in-charge of the children who are playing.
7. Guests shall pay a guest fee where applicable, failing which members shall be

charged 3 times the amount due as guests' fees.

8. A member may introduce up to 3 guests per session. The Executive Committee shall have the discretion to approve changes in the guest's fee from time to time.
9. The member booking the court shall be present for play, failing which, the booking may be cancelled with no refund.
10. No cancellation or postponement of bookings shall be entertained.
11. Players who used the courts without booking shall be liable to pay 3 times the booking charges. Players who use the courts without booking shall be liable to pay 3 times the booking charges.
12. When a court is not playable due to rain, there will be no automatic transfer of the bookings. The affected party will have to inform the booking office (within 7 days from the date of play) and will be allocated a fresh booking in place of his original receipt to cover the revised booking. If no such fresh booking is made within 7 days, the fees will be forfeited.
13. The Management shall decide if the courts are fit for play at any time.
14. Players shall only wear appropriate attire when playing in the courts. The Management shall have the power, from time to time, to stipulate the proper forms of attire for pickleball.
15. Only non-marking rubber-soled shoes appropriate for pickleball may be worn by players on the courts. Any other forms of footwear are strictly forbidden within the court areas.
16. Players will be liable for any damage caused by them or their guests to the courts, and to the property of the Club.

BADMINTON

1. Badminton courts are open to members and their guests.
- 2a. Badminton courts may be booked by members not more than 8 days before the day of play and not more than 2 sessions (each session is one hour) in a day by any one member. Each member is allowed to book up to a maximum of 6 sessions in any 7 days. Please refer to website at www.csc.sg for details on the timings for booking.
- 2b. If a member has utilised the maximum number of sessions of bookings permitted per week, but 24 hours before commencement of play, a particular court has not been booked and is available, he/she may book the court.
3. Bookings shall be made on-line or personally at the front office. Booking by proxy is strictly prohibited. The membership card must be produced at the time of booking.
4. No cancellation or postponement of bookings shall be entertained.
5. The Management may at any time by notification on the Clubhouse Notice Boards, reserve all or any of the courts on any day for the purpose of holding tournaments or Inter-Club matches.
6. Children under the age of 12 may not use the courts unless accompanied by an adult member. The adult member need not play but should stay in the badminton court area and remain in-charge of the children who are playing.
7. The Management shall have the discretion to approve changes in the sessions, charges and fees from time to time.
8. At the time of play, the member shall deposit the booking receipt into the display booking receipt box located outside the court.
9. The member booking the court shall be present for play, failing which the booking may be cancelled without refund. Players who use the courts without booking shall be liable to pay 3 times the booking charges.
10. Players shall only wear appropriate attire when playing in the courts. The Management shall have the power, from time to time, to stipulate the proper form of attire for badminton.

11. Only non-marking rubber-soled shoes appropriate for badminton may be worn by players on the courts. Any other forms of footwear are strictly forbidden within the court areas.
12. Members will be liable for any damage caused by them or their guests to the badminton courts, and to the property of the Club.
13. Players play on the Clubhouse courts at their own risk. The Club shall not be responsible or liable for any injury, damage or loss howsoever suffered or caused in the Clubhouse premises.
14. The Management may, from time to time, vary the booking procedures and other arrangements as they deem necessary, for the members' benefit or enjoyment of the game.

PART IV : FACILITIES

CHANGI CLUBHOUSE CHALETS

BOOKING OF ROOMS

1. Members can book 120 days in advance.
2. Chalet Rooms unless otherwise indicated, will be allocated based on first-come-first-served and confirmed only upon payment.
3. Each member is only allowed to book one unit at member's rate at one time. Supplementary members under the age of 21 are not allowed to book the chalets.
4. The Management may cancel, adjust, and review the bookings at any time, in case of any unforeseen circumstances, without prior notice.
5. No refund for cancellations of confirmed bookings unless for compassionate/medical reason and member must provide supporting documents. It will be subject to management's approval.
6. Bookings beyond 120 days will be subject to Management's Approval. This includes members' own solemnisation ceremony and wedding. Supporting documents are required.

CHECKING IN / OUT

1. Members/public officers who made the booking must be present during the check-in/out. In the event when member/public officer is unable to be present, an authorised letter may be used. Members are responsible for their guests' behaviour and any damage or lost items during their stay.
2. A valid Membership Card / Public Service ID / Staff Pass must be produced upon check-in to enjoy privileged rates, otherwise rates will be converted to public rates.
3. Please refer to website at www.csc.sg or Chalet Terms & Conditions for details on checking in/out. Charges will be imposed for late checkouts. In the event of unforeseen circumstances, if the rooms allocated are not available at the time of

check-in; a longer waiting time may be expected. The Club reserves the right to change the room type should the room not be available.

4. A security deposit, as determined by the Management, is payable before check in.
5. Occupants will have to make good for items which are damaged or lost. Payment will be made according to replacement or repair cost. The amount will be deducted from their deposit. Should the cost of the item(s) exceed the deposit, occupants shall top up the difference.
6. All reservations made are strictly not for resale, or for profit. Booking will be cancelled without refund and an additional penalty as determined by the Management per chalet will be imposed (Please refer to Penalty Fee Table at respective Clubhouses).
7. Member/Public Officers/Non-Members must be strictly 21 years old and above to do the following:
 - a) Room Reservation
 - b) Check-in
 - c) Proxy (check-in on behalf)
 - d) Check-out

OCCUPANCY

1. To comply with the maximum occupancy rule, guests staying overnight are required to be registered during check-in. To maintain the serenity and exclusivity of the premises, the maximum number of guests in the room will vary as indicated in the Chalet Terms & Conditions.
2. The Management reserves the right to evict guests who are not registered in the occupants list, or found violating the Club's rules.
3. Occupants must maintain the peace and serenity within and around the chalet and villas after the timing indicated in the Chalet Terms & Conditions.
4. Occupants are not allowed to install any unauthorised electrical wiring or any electrical appliance/equipment in the chalet without prior approval from the Management. A generator (with the appropriate certifications) can be brought in if required by the customer for a specific event, with approval from the Management.

5. Smoking is strictly not permitted in all areas of the Clubhouse, except in designated areas. Offenders shall be charged a penalty fee and violators' details will be submitted to NEA for follow-up action (Please refer to Penalty Fee Table at respective Clubhouses).
6. The Management will not be responsible for any loss or damage to property belonging to occupants nor liable for any injury or death suffered by the occupants or their pets during their stay at the chalet room/villa.
7. Occupants are required to keep the chalet room/villa and surrounding premises clean at all times. Guest shall be charged a penalty fee should the chalet be returned in an unreasonably dirty condition potentially affecting subsequent bookings (Please refer to Chalet Terms & Conditions for the penalty fee).
8. For loss or damage of room key card, a card replacement fee is chargeable.
9. Illegal/religious activities are strictly not permitted in the Club's premises and such activities will be reported to the Police.
10. Pets are not allowed within the chalet and clubhouse premises except for events organised by the Club and/in designated location in Changi 1, Changi 2 and Loyang. Penalty as determined by Management per pet shall be imposed if pets are brought in illegally to the chalets except for Dog Friendly Bungalows and Pet Friendly Chalets (Please refer to Chalet Terms & Conditions for more information).
11. Pungent food such as durians is not allowed to be consumed within the rooms and the Clubhouse premises.
12. Occupants must abide by all house rules when using the facilities.
13. Invited guests are required to leave the chalet booked by the member by 11pm.

BOWLING CENTRES

1. Bowling shoes must be worn at all times during play.
2. For hygiene reasons, socks must be worn with house shoes. House shoes should not be worn outside the bowling centre.

3. Bowlers shall exercise consideration when bowling including but not limited to the following:
 - a) A bowler shall complete his/her throw promptly so as not to hold up bowlers bowling in the same or adjacent lanes.
 - b) In general, a bowler shall give way to the bowler on his/her right when both bowlers are approaching the lanes.
 - c) A bowler shall not conduct himself/herself in such a way where it may distract another bowler.
 - d) A bowler must not cross the foul line. A bowler shall keep hands clear of the ball return area to avoid finger injuries
 - e) A bowler shall use the correct bowling ball weight and ensures that finger holes fit snugly for safe and controlled throws.
 - f) No food and drinks are allowed beyond the bowlers' area.
4. Smoking and gambling are strictly prohibited.
5. House balls must be returned to the ball racks after use.
6. While necessary care will be taken by the Club to ensure the good working order of the bowling equipment/lanes, the Club shall not be responsible for any damages to personal equipment.
7. In the event of equipment malfunction, members will be assigned to other lanes subject to availability. When no lanes are available, the affected members will be given priority in the waiting list for the next available lanes.
8. Children under the age of 12 must be accompanied by an adult member (21 years old and above).
9. The use of bumpers is for children under 7 years old. Any damage caused by mischief may be liable for compensation. Bowler shall be fully responsible for the cost of repairs or damages to the bowling equipment caused by them. The amount of such cost shall be determined by the Management whose decision shall be final.

10. The Management may by notification on the Club's websites and or notice board reserves the bowling centre for approved tournaments, training sessions, corporate events and activities.
11. Member may book in person, through the internet or at the Bowling Reception during opening hours. Booking by proxy is strictly prohibited.
12. On-the-spot booking is based on first-come- first-served basis.
13. Booking in advance shall be allowed subject to the Management's discretion.
14. Members must produce their membership cards for verification before commencing play.
15. Any extension is subject to availability of lanes at point of extension.
16. Notice of cancellation must be given at least 24 hours in advance from the time of booking, otherwise the prevailing cancellation charge shall apply.
17. A 15-minute grace period will be given to a booking member to take up his/her booking. Thereafter, the member is deemed to have cancelled his/her booking and the prevailing cancellation charge shall apply.
18. The operating of the bowling centres and the fees payable shall be determined by the Management.
19. Members and their guests shall be properly attired at all times whilst in the Bowling Centre. Wet attires and footwear, torn and untidy outfits are strictly prohibited.
20. Members shall be responsible for their guests' conduct and must accompany them at all times during play.

GAMING MACHINE ROOM

1. Only registered members who hold membership term of at least one (1) year from the time the membership is approved shall be permitted to enter and use the Gaming Machine Room.

2. Any registered member found abusing/vandalising the Gaming machines will be asked to leave and be referred to the Management for investigation. The repair of the Gaming machines resulting from such abuse/vandalism shall be fully borne by the member responsible. The amount shall be assessed by the Management whose decision shall be final.
3. Any person below the age of 21 years is strictly not permitted to enter the Gaming Machine Room. The Management shall have the right to require any person seeking entry into the Gaming Machine Room to produce satisfactory proof of his or her age.
4. 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 Gaming Machine Room.
5. The Management may suspend the operation of the Gaming Machine Room at any time without assigning any reason.
6. The authorised staff or security officer reserves the right to request any person found using unnecessary force on the machines to leave the Gaming Machine Room.
7. All winnings are paid according to the pay table displayed on the Gaming Machine. Any excess or freak payment resulting from the malfunction of the Gaming Machine shall belong to the Club. The player is entitled only to what is shown on the machine.
8. A member is allowed to play only one machine at a time.
9. No reservation of a machine is allowed. Breaks of up to a maximum of 10 minutes while playing a machine shall be allowed provided such breaks are for the purposes of:
 - a) Changing of notes within the Gaming Machine Room or
 - b) Visiting the Club's restrooms.
 - c) Machine left idling for more than 10 minutes are deemed to be abandoned and the Club reserves the right to remove the remaining credits therein.

10. Only Singapore currency shall be used.
11. The Club reserves the right to refuse admission, expel any person or discontinue the use of any machine at any time without assigning any reason.
12. Registered members must login their membership cards at the card reader in the Gaming machines at all times during play, failing which they will not be entitled to any progressive jackpots claim.
13. A winning claim shall be settled by cash, up to a maximum of \$10,000. The balance of the claim shall be settled by bank transfer within 7 days.
14. No Alcoholic drinks and food (except titbits and biscuits) are to be consumed in the Gaming Machine Room.
15. Complimentary titbits, biscuits and drinks provided in the Gaming Machine Room are meant for players' consumption within the Gaming Machine Room only.
16. No exchange of cheques for cash over the cashier counter is allowed.
17. Members are advised not to leave their valuables unattended. The Management will not be held responsible for any loss.
18. The operating hours of the Gaming Machine Room shall be as per displayed at the entrance of the Gaming Machine Room.
19. The membership card is also used as stored value card for play at the Gaming Machine Room.
20. All winnings from the Gaming machines will be transferred onto the card to cash-out in the Gaming Machine Room or on expiry of membership.
21. All gaming credits stored in the card are valid for 12 months upon expiry/termination of membership. Members are responsible for the full redemption (cash out) of the stored credits before the expiry of their membership. Any credits not redeemed will be forfeited.
22. A Personal Identification Number (PIN) will be given to registered members.

They shall not disclose the PIN to any other person and should change the PIN from time to time for security reasons. They will not earn any interest on any funds loaded in their card.

23. The Management shall determine and introduce relevant rules and regulations governing the Club's Gaming Machine Room if applicable, from time to time.
24. In compliance with GRA regulations, registered member must scan his/her Physical Photo ID issued by the Government at the NCPG kiosk for NCPG self-exclusion clearance. Excluded persons and underaged individuals are not allowed to enter the Gaming Machine Room and their winnings, if any, will be forfeited.
25. For entry to the Gaming Machine Room, prior to clearance from the NCPG kiosk, the registered member shall insert his/her membership card at the Turnstile Entry point.
26. For exit from the Gaming Machine Room, registered member is required to insert his/her membership card at the Turnstile Exit point.
27. The above processes stated from clause 25 to 27 must be repeated upon re-entry to the Gaming Machine Room.
28. Any member who is unable to produce either his or her Physical Photo ID issued by the Government and membership card or refuses to do so will not be permitted to enter the Gaming Machine Room.

MAHJONG ROOM

1. The Mahjong Room is strictly for social interaction and recreational purposes only.
2. Only Members are allowed to book the tables in the Mahjong Room.
3. All members entering the Mahjong Room must sign in/sign-out and pay the prevailing rates.
4. Smoking is strictly prohibited in the Mahjong Room.

5. Gambling is strictly prohibited in the Mahjong Room. For clarity, playing of games with money, money equivalent or any thing else of value is strictly prohibited. No outside food and beverage shall be consumed in the Mahjong Room.
6. Chips may be used for games. No cash or monetary value cash equivalent or any thing else of value shall be assigned to the chips or its equivalent.
7. There shall be no more than 16 people mahjong playing at any one time.
8. The Management is authorised to enforce these Bye-laws and are empowered to warn members of any infringement whenever deemed necessary and to request members to leave the Mahjong Room or the Club's premises.
9. The Disciplinary Panel reserves the right to suspend or expel any member who breaches these Bye-laws governing the use of the Mahjong Room in accordance with the Club's Constitution.
10. The Executive Committee reserves the right to amend or alter these Bye-laws as and when it deems necessary and such amendments will be deemed effective once posted on the Club's websites and/or Notice Board at the Mahjong Room.
11. The Management reserves the right to vary the fees and operation time for the use of the Mahjong table.
12. Table allocation will be on a first-come-first- served basis.

CHANGING ROOMS

1. Persons using the changing room shall not behave in a rowdy, noisy or anti-social manner
2. Shall not place your wet swimwear or damp belongings on the benches/furniture. Wet/damp personal effects are not allowed overnight in the lockers or in the changing rooms. Any personal effects found will be removed.
3. Shall not dirty or soil the changing rooms. Persons in soiled attires and footwear are not allowed to enter/use the changing rooms.
4. Hairdryers are not allowed to be used on any part of the body except the head. Hairdryers may not be used on any other personal items or belongings.

5. Dyeing of hair and washing of clothes or laundry are not allowed.
6. Children above the age of 5 must use the changing and shower rooms that are designated for their respective sexes. Children are not permitted to change outdoors.
7. Reservation of shower cubicles and/or other facilities is strictly prohibited.
8. Persons using the changing room shall keep the facility clean.
9. Shall not keep any valuables in the lockers or leave your belongings unattended to. The Club shall not be liable for any loss or damage caused to personal effects.
10. Lockers are available on a first-come-first -served basis at the Club's changing rooms and fees levied shall be at the prevailing rate.
11. The members shall be required to make good or pay for any damage to the lockers and for the loss/non-return of lockers key. Fees will be charged for the damage caused to the lockers which will be determined by the Club. A levy as determined by the Management shall be imposed for the loss of locker keys.
12. A fee will be charged for each issuance of towel upon request by member or member's guests. For loss/damage/non-return of towels, a fee per towel will be charged. The Management reserves the right to vary the fees (Please refer to Penalty Fee Table in respective Clubhouses).
13. The duty officer or staff-in-charge reserves the right to request any persons who have flouted any of the above Bye-laws and/or are generally causing nuisance in the changing room to leave the Club's premises. If so warranted, the member/guest shall be liable for disciplinary action.

JACUZZI (POOLSIDE)

1. Members may use the Jacuzzi(s) at no charge.
2. Use of the Jacuzzi(s) will be on a first-come-first-served basis.
3. Smoking is strictly prohibited in the Jacuzzi(s).

4. No food or drink is allowed in or around the Jacuzzi(s).
5. Children below 12 years of age are not permitted to use the Jacuzzi(s).
6. Persons suffering from any infectious/contagious disease or skin condition may not use the Jacuzzi(s).
7. Members must at all times conduct themselves with decorum and refrain from behaviour that will be a nuisance to other users.
8. Members, their spouses, children and guests using the Jacuzzi(s) are strongly advised in their own interests to seek medical clearance before using the Jacuzzi(s).
9. Members, their spouses, children and guests should take a shower and use the footbath before entering the Jacuzzi(s).

PART V : SOCIAL ACTIVITIES

GENERAL

1. Social activities are open to all Members, Members' guests, Public Officers and Public at respective designated fees.
2. Any Member may bring guests to join the social activities on payment of such fees as prescribed by the Management from time to time. Members are responsible for the conduct of the guests.
3. Any parent, spouse or child who is not a Supplementary Member may join the social activities as a guest and pay the prevailing fees.
4. Outside food and / or drinks are not permitted in the activities held within the Club.
5. Registration of activities is on first-come-first served basis.
6. Applications must be accompanied by payment in full. No pro-rated payment allowed.
7. The personal data collected may be used by Civil Service Club and its partners for the purpose of event registration, statistics compilation and analysis.
8. Photographs taken at events organised by Civil Service Club may be used on the Club's website, social media, marketing materials and publications.
9. All participants of the Club's events are to give consent to photographing, video recording and its/their release or reproduction by Civil Service Club and its affiliates.
10. Civil Service Club and its service providers will not be liable for any claims of damages, injuries or death howsoever arising from the participation of the activities.
11. The activities/events are subject to change without prior notice and the Club reserves the right to cancel classes due to unforeseen circumstances.
12. The Club will make every effort possible to keep instructors consistent, however, due to unforeseen circumstances, instructors may change without prior notice.

WITHDRAWAL OF ACTIVITIES

1. Absence from activities does not indicate withdrawal.
2. No withdrawals for registered activities will be permitted once the course commences.
3. No withdrawals before the course commences will be permitted without the Club's agreement.

REFUNDS

1. No refund will be entertained upon confirmation of registration either by mail or email, telephone or any other electronic means.
2. Participants will not be entitled to refunds for any personal engagements, including but not limited to vacations, social events, or other personal reasons that prevent them from attending classes.
3. Refund requests will be considered on a case-by-case basis. Approval for refunds will depend on individual circumstances. The organiser reserves the right to deny any refund requests at its sole discretion.

CANCELLATION

1. The Management reserves the right to cancel or withdraw or postpone a course/workshop or any social activity that has been scheduled. Prior notice of no less than 7 days shall be given to registered participants.