

NOMADS SPORTS CLUB

HOUSE RULES

MISSION STATEMENT

To be the most cost-effective sports club in the Philippines for the benefit of its members and their families by providing well-maintained playing fields and recreational facilities and by training and motivating the club's employees. At the same time supporting the development of international sports in cooperation with local communities.

NOMADS SPORTS CLUB

HOUSE RULES

The HOUSE RULES are those adopted by the Board of Directors to protect the members and to ensure the smooth and efficient running of the club. It is condition of membership that these House Rules, and any amendments that may from time to time be introduced by the Board, are adhered to; failure to do so may result in disciplinary action even expulsion from the Club.

These House Rules do not form part of the Club BY-Laws, and if any conflict arises between the two then the By-Laws shall take precedence.

The House Rules may be amended by the Board of Directors at any of its legally constituted meeting, and any such amendments will be posted on the Club Notice Board. Any complaints or suggestions concerning these House Rules or any of the amendments should be placed in the Club Suggestion Box, which is available to all members at the Main Bar.

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GENERAL RULES

1. **Daily Opening and Closing Times**
The Main Gate opens daily at 06.00h and facilities will be closed at the times in Annex 1.
2. **Dress Code and Behavior**
All personal using the Club will behave and be attire in a manner that is, in the opinion of the Directors and/or the Club Manager, decent and appropriate. Persons not respecting this rule will be asked to leave.
3. **Coupon Booklets**
Please see definition under **Sales Club Bars**.
4. **Credit**
No credit facilities exist at the Nomad Sports Club (NSC).
And payment for all activities and facilities will be set out and defined by these House Rules:
5. **NSC Development Fund**
With each purchase of a NSC Booklet, a NSC Member contributes 10% of the value of coupons purchase to the NSC Development Fund. The fund was created for future development of the Club. The 10% contribution is already deducted from the value of coupons in a booklet.
6. **Sales**
 - 6.1. **Clubs Bars**
Sales at all Club bars function on a coupon system, and all purchases from the bars must paid for with NSC Coupons. NSC Coupons Booklet s can be purchased from the bar attendant by members who must signify receipt thereof by signing the NSC Coupon Booklet Sales Log Book. Coupon Booklet prices, food and beverage prices are established by the BoD. Unused coupons will **not** be refunded in any form.

For the convenience of members, NSC Coupon Booklets may also be purchased by personal Credit Card at the Main Bar. The Club currently accepts

Visa, Master Card, and American Express credit cards. The 6% handling fee charged by the bank is passed on to the member at time of purchase.

6.2. To Minors

Children below the age of 18 years shall not be sold any tobacco products, and/or any kind of alcoholic beverages at any time while on NSC Premises.

6.3. Restaurant

The restaurant serves a limited but tasty variety of food for breakfast, lunch, and dinner, as well as snacks throughout the day. Food may be ordered from our Food Attendants, or bar staff at the various bars.

6.4. Club Sports Shop

All purchases from the Shop must be paid for in cash – coupons will not be accepted.

7. Special Events

7.1. Special Events Sport Sections

Expenses resulting from all special events organized by NSC Sport Sections that require special facilities if catering must be settled within seven (7) days after the event. The responsibility for this rests with the Sport Section Captain and /or his/her Section Organizer(s) of the event. In the event of non-settlement within 7 days, the Club reserves the rights to debit the respective Sport Section Account without further notice.

7.2. Special Event Members

NSC members may request the Club manager for a booking to use club facilities. A booking will be allowed depending on a) availability of requested facilities, with priority always given to regular Club events, training and fixtures, and b) prior signing of an agreement between the Club Manager covering the facilities to be used, duration, fee and other matters to be mutually agreed. The fee will include a 10% Development Fund surcharge. Payment of the full agreed amount must be paid least 7 days in advance, with any additional costs settled immediately after the event. Payment may be made by cash, credit card, or check. A NSC Provisional receipt will be issued upon check payment, which may be exchanged for an NSC Official Receipt after check clearance. A copy of the standard agreement is included in Annex 2.

Cancellation. If, on the day of the event or the preceding day, the member notifies the Club Manager that the event is cancelled, the full fee will be forfeited. If notification is given earlier, but within 7 days prior to the event, the lesser of i) 50% of the fee or ii) the balance of cost actually incurred, will be refunded. If cancellation is notified earlier than 7 days prior to the event, the fee will be refunded less any cost actually incurred.

7.3. Special Events-Non Members

Non-members, including other organizations may request an NSC member to apply for a booking to use Club facilities. A booking will be allowed depending on a) availability of requested facilities, with priority always given to regular Club events, training and fixtures, and b) prior signing of an agreement between the Club Manager and the member, on behalf of the non-member or organization, covering the facilities to be used, duration, fee and other matters to be mutually agreed. The fee will include a 100% Development Fund surcharge. Organizations such as sports teams, may be granted repeat or regular use of the facilities under a single agreement. If no member will sponsor a no-member or organization, the BoD will decide if the Club will accept a proposed booking. Terms of payment and refunds are as for Special Events-Members.

8. Guests

Only Regular, Associate, and Honorary Members (including their spouses and dependants) in good standing are entitled to bring guests to the Club. The Member must accompany his/her guest(s), unless special prior arrangements have been made with the General Manager. The Club reserves the right to check the status of all persons entering the Club. The Member is responsible for payment of the applicable Guest Facility Fee(s) in cash, credit card or check. A guest shall be limited to a total of 4 visits to the Club in any 12-month period.

A list of applicable Guest Fees is included in Annex 3.

9. Damages

Upon joining the Club, the Member agrees that he/she will not hold the Club or its Board Members liable for any loss or damage, whether involving bodily injury or personal property, occurring at the Club's premises and to be responsible for any damage done to the Club's property, by his/her spouse, dependents, guests or by him/herself. Under no circumstances may any Club equipment and/or property be removed from NSC Premises without prior, and written permission of the club Manager.

10. Notice Boards

Club Notice Boards are maintained for communication to, and convenience of our members. All notices intended for the Notice Boards; must be submitted to the club Office for approval and placement by a NSC Staff Member. Depending on availability of space, notices will remain displayed for thirty (30) calendar days. Any unauthorized notices will be removed.

11. Suggestion Box

The NSC Suggestion Box is located at the Main Bar, for comments and suggestions by our members. Printed forms are conveniently available on top of the box. A completed form should indicate the name of the member concerned, for timely reply by the Club Management. Suggestions submitted without the name of the member will not be considered by the BoD.

12. First Aid Kit

A First Aid Kit is available behind the Main Bar, to provide anyone aid to minor injuries that may occur at the Club. Persons in need of first aid treatment should call s Security Guard on Duty to assist in treatment, and if necessary, to record the incident. The Club shall ensure that all times a First Aid Trained member of the staff is on the premises. To achieve this, the Club shall arrange for the necessary training of suitable staff and maintain a roster thereof. The on-duty staff name is posted on the signboard at the Club Entrance, which advises the presence of the Club Manager on the premises.

13. Pets

Sorry! No Pets will be allowed onto the NSC Premises.

14. Food & Beverages

Except in special cases, which have been granted prior approval by the Club Manager, on food and/or beverages shall be brought onto the Club Premises.

15. Music

Privately owned radios, cassette players, and/or CD players, etc. shall not be played within the Club premises except if used with personal headphones.

16. Members Parking Lots and Roadways

Members, guest, visitors, and sponsors are required to obey instructions of the Security Guards on duty in respect of use of the car parking areas and roadways.

16.1. Upper Parking Lot

The upper parking lot is for the exclusive use by members. Only vehicles displaying a NSC Car Sticker shall be allowed entry onto this parking lot. Club Management may reserve any part of this parking lot before and/or during club tournaments for sponsors such events. NSC Security Guards on duty will advise members under such circumstances.

16.2. Lower Parking Lot

The lower parking lot is designated for vehicles of members, guest, and visitors with or without a displayed NSC Car Sticker. Priority will be given to vehicles with NSC Car Stickers in the event that no parking slots are available in the upper parking lot.

16.3. NSC Access Roads

To allow unobstructed access in case of an emergency, **no parking is allowed** on either side of the access road, leading onto the NSC Premises, beginning at the corners of Madrid Street, and Dr. Neri Drive.

16.4. Motorcycle Parking

A convenient and safe concrete-apron parking area for motorcycles is located at the Guard House. All motorcycles are to be parked at this area for safety.

16.5. Bicycle Parking

A special parking stand for bicycles is located near the Club House Entrance. All bicycle are to be parked in this stand for safety purposes.

16.6. NSC Car Stickers

To avail of parking space at the Club, members are obliged to purchase a NSC Car Sticker to identify a Member's vehicle. Car stickers (decals) are available for cash at the NSC Office. The BoD determines the price of car stickers. NSC Car Stickers numbered, and need to be permanently attached to the inner front windshield of the member's vehicle.

16.7. Parking Lot Injuries & Damages

The Club is not responsible for any injury (ies) , damage(s), and/or loss(es) caused by and/or to member's, guest's, sponsor's and/or visitor's vehicles, or their contents, while parked on Club premises.

17. Valuables

Although the Club undertakes to exercise all possible care and attention for the safety and security of all members, guests, and visitors, it takes **no responsibility** for any personal items lost and/or mislaid within the Club premises. All NSC Employees are instructed **not** to accept any items for safekeeping.

18. Lockers

Private lockers are available in the Club Changing Rooms: keys for use of these lockers may be obtained at the Main Bar upon payment in cash of a security deposit. Members in good standing may also rent these lockers on a monthly basis. The Club does **not accept responsibility** for the security of any items left in the lockers.

19. Firearms, deadly Weapons, and Possession / Use Prohibited Substances

Carrying of firearms or other deadly weapons, possession, and/ or use of prohibited substances (Drugs) by members, dependents, guests, and visitors whilst on Club premises is strictly prohibited. Any member and/or dependent breaking this rule will face immediate dismissal from the Club. Guests and Visitors will be asked to leave the club premises immediately, and will be prohibited from entering the Club in future.

20. Reciprocal Clubs

The Club maintains reciprocal arrangements with similar membership clubs in different parts of the world. NSC Members may visit and use these clubs as long as they are members in good standing at the NSC. Letters of introduction, and/or Introduction Cards to these clubs may obtained at the NSC Club Office. NSC Members availing of this service must follow the prevailing rules and regulations of those clubs during a visit.

The NSC extends the same privileges to the members of those reciprocal clubs. A list of Reciprocal Clubs is attached as Annex 4.

21. Reciprocal Visitors

The NSC shall extend the same privileges to reciprocal visitors as to its own members, except voting rights, for a period of thirty (30) days only. Following that period, reciprocal visitor shall pay monthly dues as applicable for a period of on longer then three (3) months.

22. Sports Facility Fees

Some of the NSC Sports Facilities require members and/or guests, to pay a facility fee. Fees for sports facilities, trainers, sports lessons, playing partners, ball boy services etc. are determined by the BoD, and are listed in Annex 3. Members and Guests wishing to avail of these services shall purchase a trainer coupon(s) from the office during office hours, shall submit one to the trainer at the start of each training session.

CLUB FACILITIES

1. Club House

The NSC Club House features the Main Bar, Kitchen, F&B Storage Facilities, Sports Shop, Billiard Room, Changing Rooms, Showers, Toilets, and Offices.

2. Club House Annex

This area beyond the NSC Club House features an Open Restaurant, Squash Courts, Badminton Courts, and a small Sports Bar near the courts. A small bar at the lawn Bowls green is open for service during organized events.

3. Children's Playground

A generously equipped children's playground and Nipa Hut is conveniently located to between the Club House and the stairs leading to the Swimming Pool and tennis Courts, for the enjoyment of our member's children.

4. Swimming Pool

The Swimming Pool area features a 25 metre Olympic Size Pool, a Children's Pool, a heated Jacuzzi, Changing Rooms, and Showers & Toilets. Sun tanning recreational space surrounds the pools. A conveniently located bar provides service for refreshments and food.

4.1. Attire

Only swimming trunks or bathing suits may be worn in the pool, no shorts and/or T-shirts. Babies wearing diapers are not permitted in the pool.

4.2. Hygiene

All persons wishing to use the pool must shower before entering. Persons suffering from any contagious diseases (including minor ailments such as coughs and colds, fever, etc.) will not be allowed in the pool. Any person wearing a bandage or bearing signs of any open wound or sore will not be permitted to enter the pool.

4.3. Nursemaids

Nursemaids are not allowed to use the swimming pool but they may attend to the children's pool.

4.4. Pool Games

Running and general horseplay in the pool area are dangerous and will not be tolerated. Similarly, any games involving balls or other inflated objects shall not be allowed within the swimming pool area, unless the game is approved by the Lifeguard on duty, and is orderly and controlled.

4.5. Food & Beverages

Food and beverages may only be served and consumed on the grassy surrounding the pools or at the swimming pool bar, not on the concreted areas adjacent to the pools. All drinks served shall be in plastic/acrylic Containers, all food served must be on/in plastic/acrylic plates/containers.

4.6. Lifeguards

The Club shall on duty during pool operating hours, qualified Lifeguards for the safety and convenience of members. The Lifeguard(s) may swimming lessons to members, if the performance of their duties is not reduced by such activity. Lesson Coupons shall be purchased at the Club office. Fees for these services are given Annex 3.

5. Sports Field

5.1. Sports Field Reservations

A Sports Field Reservations Book is kept in the office for this purpose, however the field may only be booked by a Sport Section Captain, Vice Captain or, in special cases, by a Club Member. It is the responsibility of the Sport Section Captain to ensure that any bookings are made well in advance to avoid conflict or duplication (see Playing priorities).

5.2. Playing Priorities

Whilst the field is available for any appropriate activity the following sports have priority as follows:

- Rugby Saturday afternoons from 16.00h to 18.00h
- Soccer Sunday afternoons from 16.00h to 20.00h
- Cricket Sundays from 10.00h to 15.30h

However, unless this priority privilege is exercised by a confirmed booking in writing, by the appropriate Sport Section Captain at least 2 weeks before the due, the field may be deemed to be free and is available for booking for (or) other Club sports or events.

5.3. Sports Field Preparation

Provided that the Club Manager is informed within one (1) day prior to a filed sports event, he shall ensure that the field is adequately prepared for the intended sport.

6. Tennis Court

6.1. Tennis Court Reservations

Tennis Court Reservation Board shall be maintained by the Tennis Trainer. Courts may be reserved no more than one day in advance. Reservations may be made by phone, or in person, no reservation will be accept for play during “Social Tennis” from 17.00h to 22.00h, on weekends and holidays . Games during these periods will be on a first-come-first-serve basis.

6.2. Playing Priorities

Members will have priority in the use of the courts at all times. Guest may only play when accompanied by a member. Dependents may not book a court and may only play if no member is waiting to play.

6.3. Attire & Equipment

When using the Tennis Courts, Player must be properly attired at all times. Players may not be shirtless or wear bathing suits. Proper recognized tennis/rubber shoes must be used at all times.

6.4. Tennis Tournaments

No Tennis Tournaments other than those approved by the Tennis Section Captain will be permitted on NSC Tennis Section Captain will ensure that a notice, advising members of a scheduled tournament shall be displayed at the NSC Notice Boards, at least one week before the due date or such tournament.

6.5. Tennis Trainer

The Club has available at the courts a qualified Tennis Trainer. To conduct tennis lessons to members if so requested, and to maintain the court in a acceptable condition at all times. The tennis Trainer will also arrange and manage a pool of ball boys. Tennis Trainer Coupons shall be purchased at the Club offices. Fees for these services are given Annex 3.

6.6. Tennis Ball Boys

Tennis Ball Boys shall be available at all times when the courts are open for play, for the convenience of the members. The ball boys are to paid directly, in cash, at rates set out in Annex3.

7. Squash Courts

7.1. Squash Court Reservations

The Squash Court Reservations Book shall be maintained by Squash Trainer. Squash Courts may not be reserved for more than one week in advance. Reservations may be made by phone, or in person.

7.2. Playing Priorities

Members will have priority in the use of the squash Courts at all times. Guests may only play when accompanied by a member. Dependents may not reserve a court and may only play if no member is waiting to play.

7.3. Attire & Equipment

When using Squash Courts, players must be properly attired at all times. Players may not be shirtless or wear bathing suits. Proper recognized non-marking rubber shoes must be used at all times.

7.4. Squash Tournaments

No Squash Tournaments other than those approved by the Squash Section Captain will be permitted on NSC Squash Courts. The squash Captain will ensure that a notice, advising members of a schedule tournament shall be displayed at the NSC Notice Boards at least one week before the due date of such a tournament.

7.5. Squash Trainer

The club has a qualified Squash Trainer available for squash lessons, and to perform as a playing partner, if so requested by members. Trainer coupons shall be purchased at the Club office. Fees for these services are given [Annex 3](#).

8. Badminton Courts

8.1 Badminton Court Reservations

The Badminton Court Reservation Book shall be maintained by the Badminton Trainer. Badminton Courts may be reserved no more than a week in advance. Reservations may be made by phone or in person. However, no reservations will be accepted during “Social Badminton” from 16.00h to 22.00h on weekdays, and on weekends and holidays. Games during these periods will be on a first-come-first-serve basis, and shall be limited to one (1) set of three (3) games.

8.2. Playing Priorities

Members will have priority in the use of the Badminton Courts at all times. Guests may only play when accompanied by a member. Dependents may not reserve a court, and may only play if no member is waiting to play.

8.3. Attire & Equipment

When using Badminton Courts, players must be properly attired at all times. Players may not be shirtless or wear bathing suits. Proper, recognized non-marking rubber shoes must be used at all times.

8.4. Badminton Tournaments

No Badminton Tournaments other than those approved by the Badminton Section Captain will be permitted on the NSC Badminton Courts. The Badminton Captain will ensure that a notice, advising members of a scheduled tournaments shall be displayed on the NSC Notice Boards at least one week prior to such a tournament.

8.5. Badminton Trainer

The Club has a available a qualified Badminton Trainer to conduct Badminton Lessons to act as a playing partner if so requested by member. Trainer Coupons shall be purchased at the Club office. Fees for these services are given in Annex 3.

9. Lawn Bowls Green

9.1. Attire & Equipment

When using the Lawn Bowls Green, players must be properly attired at all times. Players may not be shirtless or wear bathing suits. Proper recognized rubber shoes, or approved spiked bowling shoes must be used at all times.

9.2. Playing Priorities

Members will have priority in the use of the NSC Bowling Green at all times. Guest may only play when accompanied by a member.

10. Sport Section Captains

The Sport Section Captains of each sport recognized by the Club, will be elected by majority vote of the players of that particular sport. The section will also elect a Section Vice Captain who shall take responsibility for the section in the absence of the Section Captain. Other officer may also be elected as agree by the Section members.

11. Sport Section Administration

Responsibility for the organization and administration of each sport played at the Club will be vested in the sport section Captains of the sport concerned and they will administer their respective section affairs under the following guidelines:

- Only the Captain and his Vice Captain will be authorized to charge any expenses to the section accounts.
- The Captain will be responsible for keeping his members informed of any issues addressed by the BoD, which may affect the activities of his/her particular section.

- The Captain will be responsible for administrating the section funds and co-ordinate with the Club Account in accordance with the financial policies and procedures of the Club.

MEMBERSHIP

1. Members and Dependents

All membership include spouses (or de facto spouses who reside with the member) and dependent children residing with the spouses, up to their 18th birthday, or up to their 27th birthday if in full time education. Other family members may use the Club facilities as **Guest**, subject to the prevailing rules.

2. Definitions

- 2.1. Regular Member: Must be 18 years of age or older, enjoys full voting rights, and may participate in all aspects of the Clubs as governed by the Club-Laws.
- 2.2. Associate Member: Assigned the same rights and privileges as a Regular Members Meetings.
- 2.3. Honorary Member: Subject to a unanimous decision by BoD, an individual may be awarded Honorary Membership in appreciation of exceptional service to the Club. Such membership may be awarded for a restricted period of time, or for life, and may be voting or non-voting as the BoD may deem appropriate.
- 2.4. Restricted Members: In recognition of special circumstances , BoD may approved the creation of other categories of membership. However, such memberships will have no voting rights and may be subject toother special restrictions to their privileges as determined by the BoD, and as covered by the House Rules. Restricted Membership Categories, currently approved by the BoD are the following:
 - 2.4.1. Life Member: From time to time the BoD may invite Regular or Associate Member in good standing to become a member for life by payment of the prevailing application fee, periodically determined by the BoD.
 - 2.4.2. Temporary Member: Membership is limited up to six (6) months. The Application Fee is set at 50% of the Regular Membership Fee, payable in advance together with six (6) months payment. The membership category may be converted in to a Regular or Associate Membership upon payment of the balance of the Application Fee applicable to the new Membership Classification. The membermust inform the Club one (1) month prior of the expiry date, if he/she intends to convert to either Regular or Associate Membership, otherwise the Temporary Membership will terminated at the end of the six(6) months period.

- 2.4.3. Student Member: Only Bona-Fide students may apply for this Membership Classification, and they have to prove that status on an annual basis. A discounted Application Fee as well as Annual Dues are payable upon application. Students membership is applicable only to students between their 14th and 27th birthdays.
- 2.4.4. Absentee Members: If a NSC Member intends to leave, leaves, and/or intends not to use the Club for at least six (6) months, he/she may apply for an Absentee Membership upon payment of an Absentee Fee equal to three (3) months of monthly dues. Membership Dues billing will cease on receipt of the Absentee Fee, and resume once the member notifies of the NSC Office of his/her return, and utilization of the Club. Absentee membership is valid only for 24 months. If a former member does not notify the Club of his return within that period then a new membership fee will become due.
- 2.4.5. Overseas members: This Membership Classification can apply to individuals who reside abroad, but occasionally visit and use the Club. Reciprocal membership of overseas clubs is not available to Overseas Members.
- 2.4.6. Corporate Membership: A duly incorporated business, organization, institution, and/or recognized group in compliance with Philippine Corporate Law may apply for this Classification of membership. Such an entity may appoint as many Corporate Nominees as established by the BoD, and must appoint one (1) person of its Corporate Nominees as the official representative of their entity. The applicant of the application fee and monthly dues for its Corporate Nominees. Only the official representative will enjoy the benefits of a **Regular Member**. All other Corporate Nominees will be classified as **Associate Members**.

3. Voting

At Meetings of Members, each voting member shall be entitled to cast one vote, which may be cast by either of the spouses, in person, by absentee vote or by proxy as the Club By-Laws permit.

4. Application Fees & Monthly Dues

The BoD determines the Application Fees and Monthly Dues. Current Application Fees and Monthly Dues Rates are later listed in Annex5.

5. Billing

Membership Dues are Payable in advance Payments are due on receipt of billing and expected to reach the NSC Office within twenty-one (21) days of receipt of invoice . Membership dues for each calendar year may be paid in full before 31 January in that year (or at date announced in advance by the BoD). Such paymenta will receive a discount of one months dues i.e. the annual payment will be equal to 11 times the monthly dues for that year.

6. Delinquency

A member may lose his membership through failure to pay his dues on time through the following procedure:

- Failure to pay within thirty (30) days of receipt of the NSC Invoice: A Reminder Letter will be sent to the member by registered mail.
- Failure to pay within ninety (90) days of receipt of the invoice: A 3rd Reminder Letter will be sent to the member by registered mail, stating that failure to pay within fourteen (14) days, he/she will be suspended from the Club and his/her name will be posted on the Club Notice Boards as a **delinquent member**.
- Failure to pay within fourteen (14) days of being posted as a delinquent member on the notice boards, the Club Manager will send a Letter of termination of Membership to the member concerned, by registered mail.
- A delinquent member may regain his/her good standing by full payment of outstanding dues.

7. Member in God Standing:

Only members not posted as a delinquent member or not subject to on-going disciplinary action are considered members in good standing.

8. Change of Address

It is responsibility of the member to ensure that the Club Manager and /or Club Offices are informed in writing or any change in his/her contact information (business and/or home address, contact phone numbers etc.)

9. Resignations

A member may terminate his membership at any time by submitting a written letter registration to the Club Manager, however, he/she shall still be liable for dues payable until the end of the calendar month in which his/her resignation takes effect.

10. Disciplinary Action

If any member violates any of the NSC By-Laws, NSC House Rules, or behaves in a manner prejudicial to Fellow members, or the good name and reputation of the Club, he/she may be deprived of the privileges of the Club for such period as the BoD deems appropriate, or may in extreme cases have his/her membership terminated. A Member any appeal against such a BoD disciplinary decision at a Special Meeting of Members. Members who have been terminated may not enter the Club premises.

FINANCIAL POLICIES AND PROCEDURES

1. Introduction

These rules are set up by the Board of Directors to ensure the protection and security of the Club finances, and minimize financial risk. They can be modified or changed by a vote of the Board of Directors. Any amendments or other changes must be recorded in the minutes of that Board meeting, and a revised copy of the financial policies and procedures must be furnished to each Director, Club Manager and the Club Accountant within 21 days of such a decision.

A finance committee shall be set up with the treasurer as chairperson to oversee Club finance matters and policies.

2. Banking

The Club shall maintain a minimum of three bank accounts, to provide for club savings deposits and/or other money investments, current peso account (s), and for the receipt of dollar remittances.

3. Signatories

Two signatories are mandatory for all Club checks. Authorized signatories for all bank checking and other accounts shall be decided by the Board of Directors, and this decision shall be noted in the minutes of that board meeting. In general, signatories on checks for covering day-to-day Club expenditures will be the Club Manager and the Treasurer. In absence of the Treasurer, the President or two other directors designated shall have the authority to be a second signatory.

4. Authority Levels

The levels of authority for Club Officers, Directors, staff to commit Club funds for either current expenditure, for maintenance, minor capital expenditure or to cover emergencies must be approved by the Board annually and duly minuted. Authorities at present are as follows:

Club Treasurer	PhP100,000.00
Club Manager	PhP20,000.00
Club Accountant	PhP2,000.00

It is to be noted that authority to spend and commit money on behalf of the Club still requires consultation, and for payment by check to be signed by two signatories as defined in clause 3.

5. Annual Budgets

At the start of each financial year, The Club Manager in liaison with the Treasurer and Club Accountant, shall submit a budget proposal for approval by the Board of Directors, which shall cover capital expenditure, and a monthly income/expenditure estimate, and any other forecasts related to tournaments, parties, celebrations and other Club activity.

6. Approvals for Capital Expenditure

All expenditure related to capital projects, and services and supply agreements with outside contractors with a duration longer than 6 months and for a contract value in excess of PhP30,000 must be supported by three quotations, and be approved by the Board of Directors. All such approvals shall be duly noted in the minutes of that board meeting.

7. Investments

Notwithstanding that the Club is a non-profit organization, the Board with prudent regard to building investments and/or acquisitions needed for the future viability of the Club may elect to place all or a pro[portion of the Development Fund or any other accumulated savings made by the Club in some form of legal investment other than the Club's Bank accounts. Such transactions shall be restricted to Treasury Bills, Government Bonds or the like (but excluding stocks and shares) expressed in Pesos, US dollars or Euros. Such decisions must be approved by the Board of Directors and recorded in the minutes of that meeting prior to making a commitment to invest or divest any of such funds.

8. Petty Cash

It is the responsibility of the Club manager to advise the Treasurer and the Board of Directors what appropriate level of petty cash is required for the efficient running of the Club. At present this is set at PhP35,000.00 but may be changed by Board resolution.

9. Purchases

It is the responsibility of the Club Manager to maintain control over all purchases made on behalf of the Club and issue purchase orders (Pos), which can be subsequently correlated with suppliers' invoices. At the same time the Club Manager must maintain an inventory control system in order to identify what purchases have to be made and when.

10. Cash Receipts

Only designated office staff reporting to the Club manager may receive cash or checks from members settling their Club dues against the official Club receipt. Employees are not permitted to receive cash from Club members except for the sale of coupon booklets or for the purchase of items from the sports shop. Members may now purchase coupon booklets by credit card. Any other monies or funds for tournaments, parties, celebrations etc must be received by the Treasurer, Club Manager, or Accountant against the issue of a Nomad's official receipts and credited to the appropriate (Sports Section) account.

11. Financial Reports

11.1. Account reports

Within 21 days of the end of each calendar month, a full financial report for the month shall be submitted to the Board of Directors by the Treasurer in liaison with the Club manager and Club accountant. This should include:

Cash Balance
State of Membership and dues
Capital expenditure
Outstanding liabilities
Income and expenditure statement
Trial Balance sheet
Sports Sections' account position

- 11.2. Management Reports
Monthly Actual against Budget for Current year showing variances
Capital expenditure for budget year by month
Charges in Bank balances month by month for budget year
Comparison of current year month with previous year

12. Sports Accounting

The Club Manager and Club Accountants shall keep records of each approved sports section accounts under the following guidelines:

- Only the elected Captain, Vice-Captain or Treasurer of each Section shall be permitted to authorize expenses payable from the section's accounts.
- As section may refuse to accept expense claims unless such claims are supported by written authorization, invoices and cost details.
- The Club Manager and Club Account shall produce a section account Statement monthly to be agreed by the sports section.
- Account will be considered agreed if no comment is received within 14 days of the statement date.
- For major events the Section must submit an event budget to the Board of Directors at least 30 days before the event.
- No Section may enter into any financial or contractual commitment which would expose the Club to any liability without prior written approval of the Treasurer.
- Any liability greater than PhP100,000 proposed by a Sports Section requires Board approval and a duly minuted note.

12.1. Sharing Special Event Revenues

F&B sales 100% to club
Entrance Fees 100% to Section
Sponsorship 50/50 split Club/section

13. Club Celebrations/Anniversaries/Parties

All plans for celebrations, anniversaries, parties and similar held by the Board of Directors. A Club Director shall be appointed by the Board to head a committee and manage the event. The director and Committee thus appointed shall submit a budget to the Treasurer for approval. All revenues generated from these events belong to the Club.

14. Club Insurances

It is responsibility of the Treasurer and Finance Committee to ensure that all Club insurances against various risks are kept up-to-date and renewed at the appropriate time. The following insurances are normally renewed at the end of each fiscal year (September):

- General Liability Insurance
- Fire Insurance
- Personal Accident Insurance
- Club Vehicle Insurance
- Staff Medical Insurance
- Staff Life Insurance

Annex1

Facility Operating Hours

Facility	Opening Time Hours	Closing Time Hours
BARS RESTUARANTS:		
Main Bar	7:00	24:00:00
Restaurant	7:00	22:00
Swimming Pool Bar	10:00	22:00
Badminton Bar	17:00	22:00
Lawn Bowls Green Weekdays	8:00	17:00
Weekly/Holidays	8:00	20:00
FACILITIES		
Sports Shop Weekdays/Holidays	14:00	20:00
Sports Field	6:00	22:00
Badminton Courts	6:00	22:00
Squash Courts	6:00	22:00
Billiards Room	7:00	22:00
Children's Playground	6:00	22:00
Tennis Courts	6:00	22:00
Swimming Pools	8:00	22:00
Lawn Bowls Green weekdays	8:00	17:00
Weekends	8:00	20:00
Club Office	9:00	18:00

Main Gate	6:00	24:00:00
Parking Lots	6:00	24:00:00
Changing Rooms	6:00	22:00
Annex 2		

Standard Agreement for Special Events

BANQUET FUNCTION/EVENT AGREEMENT

TERMS AND CONDITIONS

1. All foods and beverages items shall be purchased exclusively from Nomad Sports Club (hereinafter referred to as the Club) unless previous arrangements have been made with Club Manager.
 - 1.1. It is agreed and understood that the party named (hereinafter referred to as the ENGAGER/CLIENT) is discouraged to bring in or take out of the Club any such food and beverage items.
 - 1.2. Any items (i.e. electrical equipment, food and beverages, etc) brought in to CLUB in relation to the function shall have a corresponding fee.
 - 1.3. If for any cause, the ENGAGER/CLIENT is resolute in taking out left-over food and beverage items from the function, a waiver should be signed stating that CLUB shall not be responsible for any harm or damage it may cause to the ENGAGER/CLIENT, in case of food spoilages
2. The ENGAGER/CLIENT shall be liable to the CLUB for any loss, damage, or injury caused by the act of negligence or omission of the ENGAGER/CLIENT, his/her representative, contractor agent, guest/visitor or anyone acting in his/her behalf while in the performance of any activity in connection with the contracted function.
3. The ENGAGER/CLIENT may increase the number of covers by giving the CLUB a written notice seventy-two (72) hours prior to the fixed function date. Should participants exceed by the ten (10%) of the agreed number, the CLUB shall not responsible for insufficiency of food.
4. The ENGAGER/CLIENT may decrease the number of covers by giving the CLUB a written notice five (5) days prior to the fixed function date.
5. The CLUB reserves the right to transfer the function to another space herein contracted by another by giving at least twenty four (24) hours prior notice and such substitute place shall be deemed by the ENGAGER/CLIENT as full compliance under this Agreement and for this purpose the Club is now liable to the ENGAGER/CLIENT.
6. An authorized representative of the CLUB shall fix and/or establish the numbers of covers or drinks to be served as actually reserved by the ENGAGER/CLIENT.

7. The ENGAGER/CLIENT shall be billed in accordance with the minimum number of persons finally contracted notwithstanding under attendance or in case of non-appearance of ENGAGER/CLIENT. However, should the attendance be more that the minimum number stipulated, the ENGAGER/CLIENT shall be billed per cover at actual number of persons present, to be paid right after the function. Any other billing arrangements must be in writing and duly approved by the Club Manager.
8. The ENGAGER/CLIENT shall place of P 2,000.00 refundable as reservation fee tentively block the function place. The said fee shall form part of the contract price.
9. The ENGAGER/CLIENT shall deposit the amount equivalent to fifty percent (50%) of the cost of the contracted function upon signing this document, and the balance shall be payable seven days before the function.

9.1. The ENGAGER/CLIENT hereby agrees to pay the required deposit in the amount of P _____ not later than _____. It is understood that in case of failure to settle the required deposit and balance within the specific time, and in the absence of any written arrangement in the manner of payment, the function subject of the agreement is automatically cancelled and the Club is authorized to release the blocking and the reservation fee will be forfeited.

9.2. The ENGAGER/CLIENT may request for postponement of the function in writing at least ten(10) days before the function in which case the ENGAGER/CLIENT is entitled to a full refund of the deposit paid less P 2,000.00 non-refundable reservation fee.

9.3. In the event that the client cancels the function less than ten (10) days prior to the scheduled function, the following charges shall be strictly followed:

DAYS PRIOR TO FUNCTION CHARGES	CANCELLATION
1 day or less	100% deposited amount
2-3 days	75% deposited amount
4-5 days	50% deposited amount
6-9 days	25% deposited amount

10. For advance booking or bookings made two (2) months from the date of signing the contract, rates are subject to change without prior notice.
11. At the designated hour, the EMGAGER/CLIENT obligates itself to have all the function participants, guests, invitees and other persons attending the function, to vacate the function premises to give way to another function otherwise, ENGAGER/CLIENT shall be charged for space rental and/or electrical consumption for succeeding hours.

12. The ENGAGER/CLIENT hereby expressly allows the Club to withhold anything of value belonging to the Engager upon failure of the letter to settle his/its obligation arising from his contract until the ENGAGER/CLIENT settle the obligation.
13. Should the CLUB institute court action against the ENGAGER/CLIENT to enforce payment of unpaid account under this contract or any action related to arising from this Contract, the ENGAGER/CLIENT agrees to pay the attorney's fee equivalents to twenty-five (25%) of the total unpaid amount, whether actually incurred or not, plus expenses of litigation. It is stipulated that the legal action, should there be any, be filled exclusively in the proper court in the City of Manila.
14. The CLUB shall not be liable for failure to comply with any or all of the terms of this agreement due or labor dispute, fortuitous event or other cases beyond its control.
15. Flammable items, i.e. balloons, torches, shall not be displayed within the premises of the CLUB.
16. The ENGAGER/CLIENT warrants and represent that he/it has read and fully understood and hereby accepts the foregoing terms and conditions and he/it agrees to comply with the same.
17. Any items (i.e. props, backdrop,cakes etc.) brought in to the CLUB in relation to the function, the CLUB shall store the item/s twenty-four (24) hours after the function. If unclaimed, the CLUB has the right to dispose of the said item/s.

To ensure that our records are in mutual agreement, please indicate your approval by signing below:

Signed at Manila, Philippines, this _____ day of _____, _____.

NOMAD SPORTS CLUB

ENGAGER/CLIENT

CLUB MANAGER

MEMBER/SPONSORING
MEMBER

Annex 3

Sports Facility & Services Fees For Members and Guest

	Guest		Members
Facility	Hourly Rate	Daily Rtae	Hourly Rate
SPORTS FIELD			
Soccer / Rugby	1,000.00	6,000.00	n/a
Cricket	1,000.00	6,000.00	n/a
OTHER			
Night Flood Lights	500	3,000.00	n/a
Badminton Courts	120	n/a	n/a
Badminton Trainer	100	n/a	100
Squash Courts	100	n/a	n/a
Sqaush Trainer	100	n/a	100
Tennis Courts	100	n/a	n/a
Tennis trainer	120	n/a	120
Tennis ball boy	60	n/a	60
Tennis lights	25	n/a	n/a
Swimming Pools(Adult)	100	n/a	100
(Child)	50	n/a	50
Swimming Trainer	100	n/a	100
Lawn Bowls Green	300	n/a	n/a
Lawn Bowls Trainer	100	n/a	100

Annex 4

RECIPROCAL CLUBS

Annex 5

Application Fees & Monthly Dues

Membership	Entrance Fee	Monthly Dues
Regular	10,000.00	1,500.00
Associate	10,000.00	1,500.00
Honorary	n/a	n/a
Restricted - Members	n/a	n/a
Life Member	75,000.00	n/a
Temporary member	50,000.00	9,000.00
Student Member	2,500.00	6,000.00/annual
Absentee Members	4,500.00	n/a
Overseas Members	10,000.00	n/a
Corporate (w/ 10 Nominees)	75,000.00	1,500.00
Corporate-Additional Nominee	5,000.00	1,500.00
Car Sticker Decals	200.00	