



رأس الحمراء
RAS AL HAMRA

النادي
THE CLUB

Ras al Hamra Recreation Centre

RAHRC STATUTES & HOUSE RULES – PART 1

Effective

1st JULY 2019

Approved by:

Khalid Al Khabouri, President

Change record:

Section	Change	Endorsed by	Date effective
All	Full update of Statutes, House Rules and Membership Guidelines.	President & MD	1 April 2018
7	Minor clarifications on numbers of guests allowed and maximum times of entry per month.	President & MC	11 March 2020
8	Single members allowed to add one extra adult dependant member	President & MC	25 February 2019

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1. Purpose

The purpose of this document is to ensure the smooth running of the Ras al Hamra Recreation Centre (RAHRC), to ensure that Members understand the code of conduct, and to ensure the convenience, safety and health of all users of the RAHRC facilities. This document supersedes previous guidelines.

Members and their guests are expected to adhere to these guidelines. Should any Member be notified that they are in breach, it is expected that they will rectify the situation upon notification. Failure to do so may give rise to disciplinary action.

The custodian of this document is the RAHRC President; any changes have to be endorsed by the RAHRC President and the Managing Director (MD) of PDO. Any queries or suggestions should be addressed to the RAHRC Manager (rahrc@pdo.co.om).

2. Introduction

The official name of the Recreation Centre shall be "Ras al Hamra Recreation Centre", hereinafter called RAHRC. The objective of the RAHRC shall be the provision of opportunities for social, recreational, sporting and catering activities for the benefit of its members and their guests.

The RAHRC shall have its main facilities at Ras al Hamra, and facilities will be for the use of all Members and their guests. Upon admission as a Member of the RAHRC each Member shall be issued with a Membership Card which will specify the category of membership and any applicable restrictions such as "No Guests Allowed" or "No Alcohol". Membership cards are valid until the date of expiry printed on the card, after which the membership may be renewed or revoked. Membership can further be revoked at any time at discretion of the Disciplinary Committee, e.g. for inappropriate conduct that invokes enforcement of Appendix C of this document. Membership can also be revoked for failure to settle a payment outstanding for more than 3 months.

The membership rights and obligations of all Members of RAHRC shall be as set out in this document. Members who are entitled to use the premises and facilities at RAH may organize themselves as a Section of RAHRC and as such shall be required to adopt a constitution and elect their own committee provided that there is no conflict with any provisions of these Statutes or the House Rules of RAHRC, as amended at the discretion of the RAHRC Main Committee. All Section constitutions shall be subject to the approval of the RAHRC Main Committee.

The Main Committee shall be the sole authority to decide all matters arising in the administration and interpretation of this document and may amend the rules as deemed necessary. The decision of the Main Committee upon any question of interpretation or upon any matter affecting the RAHRC and not provided for by this document, shall be final and binding on the members.

3. Relationship with the Company

The RAHRC and Golf RAHRC shall constitute part of the activities of Petroleum Development Oman LLC, (the "Company") which shall provide the buildings, main facilities of the RAHRC and the Golf RAHRC including utilities. The general day to day maintenance will be the responsibility of the RAHRC. RAHRC will ask for maintenance from vendors as per the RAHRC policy. The RAHRC may ask for financial support from the Company in the event of any major upgrade which cannot be funded from own accounts. When possible, any new major additional infrastructure facility or redevelopment will be provided by the company.

In connection with the above, the Company, through the MD has the following rights:

- a. To approve the applications of certain membership categories as stipulated in the RAHRC Membership Guidelines.
- b. To appoint the President, Vice President, Honorary Treasurer (nominated by the Finance Director and Honorary Auditors) and Bar Secretary.
- c. With regard to the security of any property of the Company, to direct the Main Committee to take a specific course of action.
- d. To veto any proposed activity of the RAHRC, any decision of the Committee or any decision or resolution of a General Meeting of the RAHRC which the Company, through the MD, considers not to be in accordance with its policies, and to require any activities being carried out in the RAHRC or under the sponsorship of the RAHRC to cease. In this connection, the Main Committee shall discuss with the MD any resolution to be proposed by the Main Committee at a General Meeting prior to their posting on the notice boards of the RAHRC as well as any resolutions proposed by Members prior to the General Meeting.
- e. In special and rare circumstances to make changes to this document by executive order.

4. General

- a. All Members have equal status and equal rights in the RAHRC, with the exception of areas outlined in this document or in the rules published by the Main Committee, or restricted as clearly mentioned on their Membership Cards.
- b. Members are at all times responsible for their children and guests, including maids and drivers, and should make them aware of relevant rules, regulations and safety procedures
- c. Members and guests are expected to dress in an acceptable, inoffensive manner appropriate to the activity they are undertaking, and must not leave the premises or enter any of the main buildings dressed only in swimwear. Members and guests must not enter the swimming pool dressed in anything other than appropriate swimwear.
- d. Pets are not allowed on any of the RAHRC premises (including beach, golf course and football pitches).
- e. Alcohol:
 - The operation of the RAHRC is subject to Royal Oman Police (ROP) Liquor License Regulations. The ROP does regular inspections of the RAHRC premises and breaches of these rules, particularly in relation to alcohol, may result in legal proceedings being brought against the RAHRC and the Member (or their guests) concerned.
 - It is **not allowed** to bring alcohol to RAHRC, or to **take alcohol outside** RAHRC, except when it is brought directly to the residence and is solely intended for personal consumption.
- f. Access hours:
 - RAHRC opens at 6:00am and closes at 1:00am. The last time to enter is midnight. The exit barrier will be down from 10:00pm onwards.
 - Security will ensure that everyone leaves RAHRC by 0:45am.
 - Over the weekend, Thursday till Saturday and on special occasion, the club will close at 2:00am

- Security will ensure that everyone leaves RAHRC by 1:45am. By exception, e.g. on request for events, approval can be sought to extend the closing time, which requires approval from the RAHRC President or Vice President.
- PDO staff and contractor staff holding a PDO ID card will have access to RAHRC premises during work days for business meetings or lunch (between 07:00 and 16:30 hrs).
- g. No Member shall take away, or permit to be taken away, from RAHRC premises, under any pretence whatever, without written approval of the Main Committee, except those items specifically provided for loan or hire to Members. Members shall not damage or destroy any property of the RAHRC and will be held responsible for any damage to such property.
- h. Services by Members or guests must be provided on a voluntary basis, free of charge. No Member shall, except for professional or other services rendered at the request of the Main Committee, on any pretence or in any manner, receive any profit, salary, or emoluments from the funds or transactions of the RAHRC.
- i. All RAHRC Members and PDO staff are allowed access to MAFCC (Mina Al Fahal Centre) facilities. Access to MAFCC will only be allowed on production of a PDO ID Card or a RAHRC Membership Card. Guests are not allowed in MAFCC.
- j. Contractors (for maintenance, project work, etc.) and delivery vans (for food, furniture, equipment, etc.) are only allowed into RAHRC on presentation of a gate pass issued by the Front Office. The gate pass shall indicate the contractor details, date and time of expected entry and exit.
- k. In the event of an incident, no-one is allowed to take any photos or video. Also no-one is allowed to take any photos or video of other people without the knowledge of the person or people concerned. Action will be taken by the club as well as the authorities.

5. Safety

- a. Safety is of the highest priority at the RAHRC and it is the responsibility of all Members and guests to make themselves aware of relevant safety procedures and regulations. Members should, in particular, refer to relevant documents produced by the Boat and Golf Centres referring to their respective areas of activity, as well as the swimming pool and beach areas, and the notice boards where safety notification is displayed.
- b. PDO Life Saving Rules shall be complied with by all persons within RAHRC, in particular use of seat belts, no use of mobile phones whilst driving, no driving under the influence of drugs or alcohol and no smoking outside of designated areas.
- c. For all emergencies dial 5555 if on the PDO telephone network (add 2467 before the number if you are using any other network, e.g. GSM); clearly state your name to the operator and describe the nature of the emergency. The operator will follow the PDO Emergency procedure.
- d. Members and their guests are expected to conduct themselves in an orderly fashion on RAHRC premises.
- e. The RAHRC beach opening times are from 06:00 hrs to sunset. Life vests are required for all persons participating in any water based activity (e.g. sailing, kayaking, wind surfing, paddle boats etc.); for swimming it is highly recommended to use a safety device (e.g. an inflatable buoy). The following activities are not allowed: spearfishing, jet ski, water ski, banana boat activities etc. If any activity is deemed unsafe by RAHRC Club Safety Post or RAHRC staff, the activity will be stopped.

- f. In accordance with international standard, Green, Yellow and Red flags are used to inform the general Members of sea conditions at the RAHRC waterfront. The Green flag indicates safe conditions. The Yellow flag signifies caution and only experienced swimmers should engage in water based activities. No Member should enter the sea when the Red flag is flying. There is also a yellow flag with the wording 'jellyfish' signifies that jellyfish have been spotted in the area in the last 24 hours and caution is required.

Note that all swimming and water based activities are still undertaken at Member's own risk.

For power and sail-boat users the specific risk level is indicated by one, two or three vertical hoisted balls. The number of balls has a direct relationship with the availability of RAHRC offshore rescue capacity and the associated rules are contained in the Waterfront Procedures, available from the Front Office or the website.

- g. Children under the age of 13 must at all times be very closely supervised by a competent adult swimmer around the beach and pool areas.
- h. Only plastic glasses or paper cups are to be taken onto the beach, including the BBQ area, and around the swimming pool.
- i. No inflatable airbeds, surfboards or balls are allowed, and no games involving the throwing of objects are permitted, in or around the pool area unless as part of an activity organised by the RAHRC or one of its sections.
- j. Roller skates, skateboards and hover-boards are not allowed on the roads. Roller skates, skateboards, hover-boards and the riding of bicycles are not allowed on the main patio area at RAH or the Golf or Boat Centre areas. The special skate ramps near the Sports Hall or the volleyball court can be used for this purpose if unoccupied. Parents must ensure that appropriate Personal Protection Equipment is worn at all times (shoes, knee caps, elbow caps, helmets, etc.).
- k. The maximum speed limit in RAHRC is 25 km/hr.
- l. On some occasions, to control traffic and to enhance safety on the premises, the Main Committee may find it necessary to ask guests to park their cars at the over-flow car park and walk into the premises.
- m. The RAHRC Management reserves the right to exclude any Members or their guest who do not abide by the RAHRC safety rules when asked to do so and membership may be withdrawn at the discretion of the RAHRC Disciplinary Sub-Committee.

6. Membership

- a. Membership of the RAHRC is governed by strict guidelines approved by the MD of PDO and the RAHRC Membership Committee. Applications for Membership shall be accompanied by the appropriate form available from the RAHRC office or from the RAHRC website, and will be considered by the Membership Committee which meets at regular intervals.
- b. Membership cards must be carried at all times when on RAHRC premises. Access will be denied if a valid Membership Card cannot be produced on demand. In addition, each Membership Card will show any restrictions such as "No Guests Allowed" or "No Alcohol Allowed" (for Members under the age of 21). The ROP, Security Guards, the RAHRC Manager, the RAHRC Staff, and any RAHRC Main Committee Member are authorized to request the presentation of Membership Cards.

- c. Members will be required to pay OMR 5/- towards the administration expenses for the re-issue of a lost Membership Card.
- d. Subscriptions payable for each category of members shall be determined by the RAHRC Main Committee and may be amended at the discretion of the RAHRC Main Committee in the light of the financial position of the RAHRC, subject always to the approval of the Company, through the MD.

Subscriptions:

- PDO staff: deductions will be on a monthly basis.
- Other membership categories: subscriptions will be payable on a quarterly, half yearly and yearly basis by cheque or credit or debit card. Ordinary Members can chose to follow the same process if they wish to do so.
- Shall not be due where membership (other than temporary) has been granted for less than 15 days of a month.

Access to RAHRC Golf will be allowed as per the RAHRC Golf membership fee structure. All subscriptions shall be paid to RAHRC. Where payment is effected by cheque, such cheques shall be made payable to the "Ras al Hamra Recreation Centre" and crossed 'a/c payee'. Any change in the subscription will take effect no sooner than one clear calendar month after notification of the change has been communicated to Members through the official RAHRC website, e-mail notification or notice board posting. It shall be the responsibility of the Members to ensure that their subscriptions and other debts to the RAHRC are paid when due. Any Member who falls three months in arrears with their payments will cease to be a Member.

- e. All transactions in the different RAHRC outlets will be paid through credit cards or by Membership Card (either top-up system, or for Ordinary Members by monthly deduction from salary). No cash transactions are allowed.
- f. Full membership guidelines for RAHRC can be found in Appendix A.
- g. Full membership guidelines for the RAHRC Golf can be found in Appendix B.

7. Guests

- a. A guest is considered as any individual who is not a Member of RAHRC and who is above 12 years old. The ROP, Security Guards, the RAHRC Manager, the RAHRC Staff, and any RAHRC Main Committee Member have the right to ask for proof of age. At sign-in, a guest will have to produce proof of identity in the form of National ID card, driving license, residence card or passport copy with visa page. Every guest shall be considered the guest of and be accompanied by the introducing Member, provided that no person shall be introduced as a guest who shall have been expelled from RAHRC membership or whose conduct or presence in the premises shall be considered by the Main Committee objectionable or prejudicial to the interest of the RAHRC and/or PDO. Any Member who introduces a guest who conducts themselves in such a manner that, were they a Member, would be suspended or excluded from the RAHRC, shall themselves be liable to suspension or exclusion.
- b. A guest fee of OMR 2,- will be levied against the introducing member's account for each guest being introduced to RAHRC, except when the guest is attending a private function organized by the host Member. In this specific case, the host Member will have already paid a booking fee for the venue used for the private function. If the Member is bringing an official guest on Company (PDO) account, the guest fee will not be charged; however,

the Member shall inform the Front Office and send in the required information to the Front Office prior to the visit.

- c. On arrival at the gate, guests will be issued with a guest slip that shows the date, the name of the guest and the name of their host. This slip must be carried by the guest at all times while on the RAHRC premises, and produced on demand. The guest slip will be valid for multiple entries for one whole day. The ROP, Security Guards, the RAHRC Manager, the RAHRC Staff, and any RAHRC Committee Member have the authority to demand to see this slip to confirm legitimacy of entry.
- d. Only the primary Member or the primary Member's spouse may introduce guests. Member's children of 18 years old and above will be allowed to sign-in guests provided that the primary Member has personally signed a consent form, available from the Front Office or the website.
- e. Amount of guests:
 - Up to 6 guests per membership may be introduced in any one day without prior authorization from RAHRC Management.
 - The member may introduce up to 10 guests (e.g. for a family BBQ). However, 6 guests can be introduced from the security without prior authorization from RAHRC Management, and the other 4 guests to be requested from the RAHRC admin office by providing the First name, family name and ID number of the guest. If the guest is a visitor to Oman, then the Passport number can be provided instead of the ID number.
 - On special occasions, larger numbers may be introduced but only after prior authorization is obtained from the RAHRC Management.
 - The RAHRC Main Committee may at its discretion decide to set additional limits on the numbers of guests that may be introduced to the RAHRC premises by Members, as well as their frequency of admission, for example (but not limited to):
 - The maximum number of guests that may be admitted to a specific facility such as Sohar Garden, Marlin Hall, etc.
- f. Guests may be allowed to use the gyms, tennis courts or other facilities or enrol in fitness or other classes (e.g. at the Arts Centre), if there is capacity, but members will always have priority in booking. In the case that guests are allowed to participate, the guests may be charged at a higher rate.
- g. Guests are allowed to buy food and beverages upon showing the guest slip, and can pay using a valid credit or debit card.
- h. Access cards are available for house-maids and drivers of Members so they may access the RAHRC when accompanying / picking up the host Member or their children. Access cards are charged at 20 OMR per annum.

8. Children & Parents

- a. Members are expected to exhibit parental responsibility with regard to their children, and in the event of any damage to RAHRC property shall reimburse RAHRC for this damage.
- b. Members' children under the age of 13 are not allowed on the RAHRC premises without a parent or responsible guardian. The guardian must be at least 16 years of age.
- c. Members' children above the age of 12 are eligible for entry to the RAHRC provided they hold a valid Family Membership card. Date of birth should be clearly printed on this card which should be produced on request.
- e. Members' children under the age of 21 are not allowed to buy or consume alcohol (ROP License Condition).

- f. Members' children under the age of 18 are not allowed to sign in any guests. Members' children 18 years old and above are allowed to sign-in guests provided that the main Member has personally signed the consent form.
- g. Members' children are required to show suitable respect to RAHRC staff and other Members. In the event of a breach of this code, parents will be informed and membership may be withdrawn at the discretion of the RAHRC Disciplinary Sub-Committee.
- h. Parents of Members can be given dependant membership. This will allow access, however, with only dependant privileges (e.g. not allowed to sign in guests and no access to the bulk store).
- i. Single Members are allowed to nominate one additional adult for dependent membership (i.e. not allowed to sign in guests and no access to the bulk store). This dependent is in addition to the Parents of the Single Member. The validity of the dependent membership is linked to the renewal of the Member's membership. If the Member wishes to change the dependent, they will be charged for a new membership card.

9. Bars

- a. RAHRC will maintain a valid alcohol license for its premises.
- b. Bar hours are subject to the agreement of the ROP. A list of licensed hours is prominently on display in all bars.
- c. Occasionally, organizers of major events may request extension of bar opening times beyond normal RAHRC bar operating hours. At their discretion, the RAHRC President and/or Vice President in consultation with each other and the Bar Secretary may authorize extension provided that the extension remains within the opening hours stipulated by the ROP.
- d. Alcohol from the bars is for consumption only on the RAHRC premises and (with the exception of champagne) must be opened by bar staff before handing out.
- e. Only Ordinary Members in Salary Group 7 and above and their spouses can purchase alcohol from the Bulk Store, subject to compliance with regulations as stipulated by the RAHRC Main Committee. Alcohol purchased from the Bulk Store is for consumption at the Member's home and transport is only allowed between the Bulk Store and the Member's residence. Members are required to keep bulk store receipts during transportation for police examination. Alcohol purchased in the Bulk Store cannot be consumed on RAHRC premises nor can it be handed over to a third party.
- f. Sponsorship of social and sporting events is permitted but this must not involve open bars or free alcoholic drinks to all-comers (ROP Directive). The advice of the RAHRC Main Committee should be sought if in doubt.
- g. Members are not allowed behind the bars.
- h. Individuals under the age of 21 are not allowed to be served alcohol (ROP License Condition). The bar staff is fully empowered to enforce this rule, and will seek the help of security to remove parents and children who refuse to abide. Non-compliance will be reported to the RAHRC Main Committee, and appropriate action will be taken against the Member, which could result in termination of membership.
- i. The RAHRC bar staff are fully empowered to deny selling alcohol to any customers that they consider to be inebriated, rude or misbehaving.

10. Facilities and Equipment

- a. Abuse of any property by a Member, their children or a guest, render that Member liable for the costs of repair/replacement and/or immediate suspension of membership rights.
- b. The RAHRC has the right to charge for certain facilities, equipment and services, for example use of sporting equipment such as kayaks, sailing boats; attendance at fitness classes, art classes, language classes; storage of power boats, kayaks, windsurfs, etc.

A full list of facilities, equipment and services and associated charges can be found at the Front Office or on the web. These charges will be reviewed on an annual basis by the Main Committee. PDO Pensioner Members will be eligible for a discount on the charges.

- c. The booking of premises by Members for private parties is permitted subject to the discretion and written approval of the RAHRC Manager. Premises available for rental include:

- Sohar garden
- Marlin hall
- Golf driving range

A full list of the facilities available for rental and the fees applicable are available at the Front Office or on the web.

Members are requested to fill the Event Form with all details and related charges. There will be additional charges for set up and clearance, toilet attendants and electricians, as per the agreed rates as mentioned in the Event Form.

- d. The hire of RAHRC equipment can be requested by Members via the appropriate booking form available from the Front Office, and is permitted subject to the discretion and written approval of the RAHRC Manager. Equipment cannot be taken outside the RAHRC premises without the prior permission of the RAHRC Manager.

11. Social, Recreational and Sporting Events

- a. Members and sections are encouraged to organize social, recreational and sporting events. All such events, however, must be planned well ahead and a standard event proposal form "Event Form" submitted well in advance to RAHRC Management for consideration and approval. It should be noted that long lead times may be required to bring in entertainment from overseas, to get approvals for visas, certificates, etc. Exact timings can be found in the Event Form available from the Front Office or on the web.
- b. A request to hold such an event will only be approved by the RAHRC Management when the management is satisfied that:
 - the event will be adequately funded so as not to compromise the financial integrity of RAHRC.
 - there is a long enough gap between other planned events to allow for preparations, security arrangements, cleaning, etc.
 - adequate security arrangements can be put in place after discussions with RAHRC staff, the organizers and relevant security personnel.
- c. Sponsorship is supported, subject to the rules and regulations laid down in the Sponsorship Guidelines, Appendix E. For sponsored RAHRC and section events (refer to Accounts Office for guidance) the following rules apply:

- Maximum amount that can be given by a sponsor is OMR 5000,- per event.
 - Sponsors will receive complimentary tickets representing equal but not higher value than 20% of the sponsored amount.
- d. Where tickets are sold to enter such events, a OMR 2,- mark-up equivalent to the guest fee will be applied for tickets bought for guests. All the “mark-up” on the regular ticket price will go to RAHRC, not the organizing Section.
 - e. To comply with government regulations, all tickets will be sold by the Front Office within the perimeter of the RAHRC premises, and no tickets will be sold to Members of the public directly, and no advertisement of events will be made directly to them.

For the first 3 days of event ticket sales, only Member tickets are sold. After this, Members can buy tickets for Non-Members, limited to 4 tickets per membership, see also 7e.
 - f. Performers, singers, musicians, entertainers are exempted from paying participation and guest fees.
 - g. Also exempted from paying participation and guest fees are competitive participants in an event that is considered of a “reciprocal hosting” nature. All other participants will be considered as guests, and they will be required to pay the established guest fee. Example of reciprocal hosting is when RAHRC or one of its sections invites or hosts a team to participate in a free event (e.g. a friendly match) as acknowledgement of a similarly free invitation to a RAHRC team by another RAHRC or organization. Request for exemption of guest fee for events can be made to the RAHRC President.
 - h. Use of social, recreational and sporting events to help raise funds for recognised charity organisations is encouraged. The details of the charity organisation(s) that the event is supporting should be made clear to those participating in the event.

12. Main Committee

12.1 General

The RAHRC shall be managed by the Main Committee of the following voting Members, all of whom shall be PDO employees or their spouses.

- | | |
|--------------------------------------|-----------------------|
| 1. President | (Appointed by MD) |
| 2. Vice President | (Appointed by MD) |
| 3. Honorary Treasurer | (Appointed by FD) |
| 4. Bar Secretary | (Appointed by MD) |
| 5. RAH Re-Development Liaison Member | (UIR Appointed by MD) |
| 6. General Secretary | (Elected Member) |
| 7. Sports Secretary | (Elected Member) |
| 8. Community Member | (Elected Member) |
| 9. Social Secretary | (Elected Member) |
| 10. Project Secretary | (Elected Member) |

There shall be no non-voting Members of the Committee.

All committee meetings will be chaired by the President. In the absence of the President, the Vice President will act; and in the event that both the President and Vice President are absent, the Treasurer will chair the meeting. Further details of the duties and appointment of the Main Committee are given in Appendix F.

12.2 The Disciplinary Committee

All disciplinary cases involving Members shall be dealt with by the RAHRC Disciplinary Committee, a Sub-committee of the Main Committee, comprising the President (chair), the Vice President and the RAHRC Manager.

The Disciplinary Committee shall meet as and when required to deal with Members or their guest who are in breach of the RAHRC Statutes, House Rules or Security Guidelines to ensure that appropriate corrective, preventive or punitive measures are taken in accordance with the RAHRC Disciplinary Guidelines (Appendix C).

In the absence of the President, the Vice President will preside. In the prolonged absence of any one Member, a third Member can be co-opted by the other two to deputize. Any co-opted Member shall be a Member of the Main Committee.

The Disciplinary Committee shall have the power to suspend and exclude from membership or physically exclude from the RAHRC premises any Member:

- a. Failing to pay any account within 3 months from receiving notice thereof.
- b. Whose conduct is in breach of the laws of the Sultanate or the Rules of the RAHRC, or whose conduct is, in their opinion, detrimental to the good of the RAHRC.

The Disciplinary Committee will investigate each serious incident during which the Members and/or staff involved will be interviewed. In case the Disciplinary Committee decides to suspend or exclude the Member from RAHRC, any suspended or excluded Member shall have a final right of appeal to the Managing Director.

13. Sections

13.1 Overview

Members are encouraged to organized Sport and social sections in order to build community within the club membership and to provide opportunities for members to learn new skills, engage in sports and hobbies and to plan events for members to enjoy. Members from all categories of RAHRC membership may be members of a section. Sections shall not exclude any member from joining activities based on discrimination (gender, race, beliefs, employment, age etc.).

Where a significant gap exists between the purpose of a section and a member or where behaviour at the specific section events in the past warrants, the main committee may ban a member from a specific section or activity. If the member wishes to contest the ban they may appeal to the disciplinary committee for a formal hearing. The outcome of the formal hearing shall be binding for all parties.

Sections are required to hold an annual general meeting (AGM).

Each section shall have a documented constitution stating at the very least the name of the section, the objectives of the section, and the duties of the office bearers. Constitution forms are available at the Front Office and on the RAHRC web page.

Sections may develop additional rules and guidelines to clarify the norms of running of the section. These rules and guidelines shall be made available to any member on request.

Each section shall submit an operating and capital budget annually, before June 1, for approval by the treasurer/accountant of the main committee before the start of a new financial year.

In case of dispute or lack of clarity, each section shall be governed over and above all by this document. The President of RAHRC shall be consulted and he/she shall have the last word in resolving any section issues.

13.2 Section Committees

All sections that operate under the auspices of the RAHRC shall have a committee of at least three Members: a chairperson, a treasurer and a secretary. Section committees can add up to 9 additional general Members if required. Section committee members shall be chosen by vote of those in attendance in the AGM. Members and their spouses may attend Section Annual General Meetings where they all have the right to vote. However, voting will be limited to one vote per family.

All Section Committee members shall hold office from one Annual General Meeting until the next Annual General Meeting, and may be re-elected. The maximum period for a Section Committee member to be a member of one specific Section Committee is six years, regardless of position, and a Member can only be re-elected to the same Section Committee after a minimum gap of two years without holding a position in that section. Exceptions can be requested with justification, and will be brought to the Main Committee for approval.

Of the three mandatory positions on a section committee a minimum of one, preferably the chairperson shall be an ordinary member, i.e. a member of the PDO staff or PDO staff spouse. This ordinary member shall be the official representative of PDO to the section and in addition to the responsibilities; they take as part of the section committee they shall ensure:

- Section activities comply with the vision and values of PDO and the Club
- Section respects diversity and inclusiveness
- Section resources are employed per the statutes
- The club statutes are complied with

Other members of the Committee may come from any category of membership. When the section elects someone who is not an ordinary member, the Main Committee approval will be required. This person shall:

- 1) Have been an active member of the section committee for more than one year
- 2) Have been involved in planning of section activities for more than one year
- 3) Provide a summary of their plans for the section for the next business cycle year which will include:
 - a. Section strengths
 - b. Section weaknesses
 - c. improvement opportunities and plan
 - d. Planned activities for the year
- 4) Be reasonably well known by the relevant main committee member
- 5) Be an upstanding individual with respect to character, attitude and behaviour

At the discretion of the main committee, this chairperson may be granted Special Member status for the period of their tenure as chairperson. The main intent of this is to cover the situation where the proposed chairperson currently only attends the club on section business and to ensure instructor memberships are only issued to instructors. Chairpersons who will also make use of the club outside of section business may be granted an instructor membership at the discretion of the RAHRC main committee.

Instructors who only attend the club to teach a class may be issued guest passes to access the club when they teach their class. The number of passes the instructor is issued shall be equal to the number of classes they will teach on a six month basis. Approval for the guest passes will reside with section committee hosting the teacher and the class.

Section committees shall be chosen at the section annual general meeting by vote of attending members. The Section Committee shall have the power to appoint a Member to fill any vacancy as needed. Such appointee shall serve until the following Section Annual General Meeting, but may offer himself for election at that meeting.

13.3 Annual General Meeting

Each section shall hold an Annual General Meeting within each RAHRC Financial Year (which ends the 30th of June) where office bearers are elected by Members of the PDO club. The key agenda elements of a section AGM are:

- 1) Review previous AGM minutes
- 2) provide a financial update of the section surplus to members
- 3) report on activities of the section over the last year
- 4) Elect the next years section committee members
- 5) set direction of the section for the following year(s)
- 6) Solicit feedback from members

Process to Hold an AGM

No.	Step Description	Responsibility	When
1	Book a room for the AGM on RAHRC property with the front office	Section Committee	NA
2	Complete notice of AGM and send to front office	Section Chair	14 days before meeting
3	Forward notice of AGM to all members and post online	Front Office	2 days after receiving notice
4	Book catering if desired	Section Committee	7 days before meeting
5	Hold Meeting	All	NA
6	Submit minutes and new constitution form to front office	Section Secretary	7 days after the meeting
7	File AGM minutes on PDORC shared drive	Front office	2 days after receiving minutes
8	Update section contact list on PDORC shared drive	Front office	2 days after receiving minutes

14. Annual General Meetings

14.1 RAHRC Annual General Meeting

The RAHRC financial year shall end on June 30th. The RAHRC Annual General Meeting shall be called by the General Secretary on the instructions of the Main Committee. Further details are given in Appendix G.

RAHRC funds shall not be used to make charitable donations. However RAHRC premises and facilities may be made available to support RAHRC Sections raising funds for recognised charitable organisations.

External auditors from reputable audit firm should be appointed on annual basis to audit the RAH RAHRC statement of accounts and IT system as a minimum.

15. Resignation or cancellation of Members

Any Member, upon payment of all sums due from them to the RAHRC may resign or cancel their membership at any time by notifying his resignation in writing at the Front Office and thereupon shall cease to be a Member. Ordinary Members must fill in a cancellation form and return all the cards. External Members fill in cancellation form, pay any outstanding at the accounts office and return the cards. Cancellation forms are available from the Front Office and the RAHRC web page.

Members who cancel their membership will have to hand over all the Membership Cards as part of cancellation.



رأس الحمراء
RAS AL HAMRA

النادي
THE CLUB

Ras al Hamra Recreation Centre

RAHRC STATUTES & HOUSE RULES – PART 2: Appendices

Effective

1st July 2019

Approved by:

Khalid Al Khabouri, President

Change record:

Section	Change	Endorsed by	Date effective
All	Full update of Statutes, House Rules and Membership Guidelines.	President & MD	1 April 2018
A, E	Minor clarifications on membership payments and return of unused donated beverages.	President & MC	1 December 2018
A.2.1	Single members allowed to nominate one additional dependant adult member	President & MC	25 February 2019

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Appendix A: RAHRC Membership Guidelines

A.1 Purpose:

The purpose of this appendix is to provide a guideline for the various categories of RAHRC membership. It is to be used by the RAHRC Membership Committee, which consists of the RAHRC President and Vice President. They need to assess and approve, or reject memberships where applicable. The Membership Committee shall meet at regular intervals, to be determined by the President, to ensure that all membership applications are subjected to rigorous screening. In the absence of the President, the Vice President will preside. In the prolonged absence of any one Member, a third Member can be co-opted by the other to deputise. Any co-opted must be a member of the Main Committee.

If any Member fails to pay the Membership Fee, the membership shall be suspended after one month of non-payment and shall remain suspended until dues are cleared.

Reinstatement of membership will be considered if accompanied by a proper explanation of the reason for the arrears to the Membership Committee.

The interpretation of these guidelines shall be the decision of the RAHRC Membership Committee, in consultation with the PDO MD if appropriate.

A.2 Membership Categories:

	Category	Membership Fee
1	Ordinary Member	OMR 10,- per month for PDO Staff OMR 5,- per month for Retired PDO Staff OMR 25,- per month for Shell Retiree with permanent residency status in Oman (if in fulltime employment, then OMR 50,- per month)
External Members		
2	Associate Member	OMR 10,- per month
3	Business Member	OMR 50,- per month
4	Community Member	OMR 50,- per month
5	Corporate Member	OMR 50,- per month
6	Honorary Member	OMR 50,- per month (to be paid by PDO)
7	Temporary Member	OMR 10,- per week or OMR 30,- per month
8	Instructor Member	Up to 2 years of service: OMR 10,- per week or OMR 30,- per month for a maximum of six months (renewal possible) After 2 or more years of service: OMR 30,- per month
9	Government nominated positions	OMR 25,- per month will be the fee for the members of Majlis As Shurah and Daulah
10	Special Member	No fee

A.2.1 Ordinary Members

The RAHRC exists primarily for this category of Members, who are given automatic membership on production of a valid PDO Staff identification card or a valid PDO Retiree identification card. Eligible for membership are:

- a) All PDO employees or retirees, their spouse(s) and their children up to the age of 25, after which they can apply for their own membership. Single Members are allowed to nominate one adult for dependent membership.
- b) Not eligible for membership are employees who have resigned from PDO or whose services have been terminated before normal retirement. They may apply as external Members and fulfil the criteria for that category.
- c) All PDO employees who become Members at the RAHRC cannot cancel their memberships for a minimum period of 3 months and on cancelling their membership, it will not be allowed to reactivate within 6 months of the same calendar year.

Suspension of membership:

Ordinary Member may request for suspension of membership in case of prolonged absence from the country e.g. overseas assignment. This will be a written request to the Membership Committee through the Front Office.

- d) Shell retirees who take up permanent residence in Oman.
- e) Children of PDO staff (active and retired), who are employed.
- f) Children of PDO staff (active and retired) up to their 27th birthday, who have just completed their studies and are looking for employment, or are still in full time education (confirmation required), or are employed as intern (confirmation required).

A.2.2 Associate Members

Associate Members are approved by the RAHRC Membership Committee. Covered by this membership is the Member, the spouse and all children below the age of 25. The Membership Committee reserves the right to reject any application without giving any explanation, even if the criteria are met. Eligible are:

- a) Senior officials of the Ministry of Oil & Gas (MOG), with a minimum rank of Director General, and Technical Advisors, with the agreement of the Undersecretary at the MOG through the HE Director office. This is limited to 25 memberships.
- b) Senior officials of the Ministry of Finance and Ministry of National Economy (this is limited to 25 memberships), with a minimum rank of Director General, and other officials representing these ministries as appointed Directors of the PDO Boards or appointed PDO Board Committee Members (Tender Board, Finance Board, etc.). Approval for officials below the rank of Director General will have to be validated by the Secretary to the Board or Deputy Secretary to the Board.
- c) Senior Royal Oman Police (ROP) Commissioned Officers, with a minimum rank of Captain, engaged full-time for the protection of PDO's and oil field facilities the Capital Area working. Senior ROP staff who facilitate and support the operations and events of RAHRC.
- d) Senior Staff of Government of Oman Metering Inspectors (GOMI) who work alongside PDO staff.

- e) Senior officers of the Internal Security Service.
- f) Staff of PDO Sister Companies, e.g. TOTAL, PARTEX, Internal Security Services (ISS) and Shell Development Oman (SDO).
- g) Contractor staff who work directly for RAHRC in support of the day-to-day operations of the Centre—including full-time trainers and coaches.
- h) First generation children (i.e. not grand-children) of a PDO staff who has attained Normal Retirement qualify for membership provided they meet the following conditions:
 - i. They produce evidence that they are gainfully employed to enable them to pay for their own membership fees and expenses;
 - ii. They sign a Direct Debit Mandate to authorize RAHRC to charge all expenses directly to their personal bank account;
 - iii. Their application form is endorsed by their retired parent to ensure it is a legitimate application.
- i) Associate Members will pay the membership fees on a half yearly or annual basis. Associate Members may have their membership fees subsidised by their employer, in which case they must claim this amount direct from their employer.

A.2.3 Business Members

Business Members are approved by the RAHRC Membership Committee. Covered by this membership is the Member, the spouse and all children below the age of 25. The Membership Committee reserves the right to reject any application without giving any explanation, even if the criteria are met. Eligible are:

- a) Staff of the following Companies may be considered:
 - i. Companies that are considered to be Business Associates having PDO contracts worth an annual combined value of not less than US\$ 5 million.
 - ii. Companies that supply materials or services to PDO having Supply Agreements worth an annual combined value of not less than US\$ 5 million.

These Contractors and Suppliers shall be allowed one membership for their staff per each US\$ 5 million of annual combined value of Contract spend.
- b) Applications will be endorsed by the contractor's/supplier's in-country General Manager or Chief Executive and the PDO Contract Holder.
- c) Staff that are no longer working for these companies, for whatever reason, and their families shall no longer be eligible for membership under this category. However, if the Member is an active Section Committee Member with significant contribution to RAHRC, an exception can be requested and approved through the Membership Committee.
- d) Business Members will pay the membership fees on a half yearly or annual basis. Business Members may have their membership fees subsidised by their employing company, in which case they must claim this amount direct from their employing company.
- e) The sponsoring Company shall be liable for non-payment by the Member of any debts that are older than 60 days.

A.2.4 Community Members

Community Members are approved by the RAHRC Membership Committee. Covered by this membership is the Member, the spouse and all children below the age of 25. The Membership Committee reserves the right to reject any application without giving any explanation, even if the criteria are met. Eligible are:

- a) High level members of Government (other than MOG/MOF/MNE/GOMI/ROP) with a minimum level of Director General.
- b) Fully accredited Ambassadors to the Sultanate of Oman, or highest ranking diplomatic or trade representatives permanently resident in The Sultanate.
- c) Former members of the PDO Board.
- d) Resident Managers of the major airlines of GCC countries and of major international airlines that serve the home base countries of PDO's expatriate workforce.
- e) General Managers of 5 star hotels in the Sultanate.
- f) At the discretion of MD / President, those who have previously worked for PDO and who have, by their involvement in RAHRC activities, made a positive contribution to the RAHRC community and are likely to continue to do so.
- g) At the discretion of MD / President, prominent citizens, businessmen or professional figures resident in the Sultanate.
- h) Community Members will pay the membership fees on a half yearly or annual basis. Community Members may have their membership fees subsidised by their employer, in which case they must claim this amount direct from their employer.

A.2.5 Corporate Members

Corporate Members are approved by the RAHRC Membership Committee. Covered by this membership is the Member, the spouse and all children below the age of 25. The Membership Committee reserves the right to reject any application without giving any explanation, even if the criteria are met. Eligible are:

- a) Upstream Oil and Gas Companies operating under the auspices of the MOG in the Sultanate of Oman, plus others like ORPIC, Oman Oil, Shell Oman Marketing, Oman LNG, BP Exploration, OXY Oman, Oman Gas Company and Al Maha, who enter in a corporate membership agreement with RAHRC.
- b) Members of staff of these Corporate Bodies.
- c) Corporate Members will pay the membership fees on a half yearly or annual basis. Corporate Members may have their membership fees subsidised by their employing company, in which case they must claim this amount direct from their employing company.
- d) Staff that are no longer working for these Corporate Bodies, for whatever reason, and their families shall no longer be eligible for membership under this scheme. However, if the Member is an active Section Committee Member with significant contribution to RAHRC, exception can be requested and approved through the Membership Committee.

A.2.6 Honorary Members

Honorary Members are approved by the MD. Covered by this membership is the Member, the spouse and all children below the age of 25. These applications are routed through MD's and HE minster of Oil and Gas office.

Eligible are:

- a) Government Ministers, Undersecretaries and sitting Government Members of the PDO Board.
- b) Members of the Oman Royal Family with the formal title of HH.
- c) Others at the discretion of MD.

A.2.7 Temporary Members

Temporary Members are approved by the RAHRC Front Office.

- a) Fees are charged to the host Member. In case of PDO-sponsored business visitors, the fee will be charged to the sponsoring PDO department.
- b) Maximum length of temporary membership is 3 months.
- c) Former RAHRC Members are eligible after leaving Oman (e.g. for the purpose of vacation or participation in special events), by applying to the Front Office. Passport copy with entry visa should be provided.

A.2.8 Instructor Members

Instructor Members are approved by the RAHRC membership committee. Instructors are not allowed to charge a fee for their services. There are two categories of Instructor Membership, based on time of service:

- a) Up to two years of continuous service (at least one extensive course during the season):

Fee is OMR 30,- per month for a period up to a maximum of six months. After six months this membership is renewable on the recommendation of the "sponsoring" Section and approval of the Membership Committee. The membership will then be renewable as normal.
- b) The membership is renewable every two years with support of the "sponsoring" Section and approval of the Membership Committee.

A.2.9 Government nominated positions

Government nominated positions are approved by the MD. Covered by this membership is the Member, the spouse and all children below the age of 25. These applications are routed through MD's and HE minster of Oil and Gas office.

OMR 25,- per month will be the fee for the members of Majlis As Shurah and Daulah, payable on a half yearly or annual basis.

A.2.10 Special Members

Special Members are approved by the RAHRC President. Special membership will be awarded to any Member who has provided exceptional service to the RAHRC over the period of 4 years or more.

- a) Exceptional service will be defined in terms of the amount of active participation in RAHRC or Section activities, e.g. in the following roles:
 - iii. Helping to organize a wide range of events.
 - iv. Participating as a volunteer in more than one Section.
 - v. Active member of the Section Committee or Subcommittee
 - vi. Upstanding Member with respect to attitude and behaviour.
- b) A request for this category of membership can be made by the Section to the relevant Main Committee member (e.g. community, sports, social). Support will be presented to the President, who can approve at discretion.
- c) **Except where granted in accordance with Part 1 Section 13.2 of the statutes**, Special membership is not allowed for permanent residents of Oman. A Special Member will be allowed entry to the RAHRC along with their spouse and all children below the age of 25 without paying a fee.

A.2.11 Additional Conditions for External Members

Existing external Members, who have retired from their current positions, under which they had applied for membership, may continue to be Members.

External Members whose children are 25 or above will not automatically be eligible to become Members of the RAHRC. Consideration will be given to their membership application if they do not fulfil the membership criteria.

Former RAHRC Members can access to the RAHRC after leaving Oman and who visit Oman for vacation or would like to participate in a special event by applying to the Front Office for a Temporary Membership. They will have to provide passport copy with entry visa. The access will be limited to multiples of one week to a maximum of 12 weeks.

Appendix B: RAHRC Golf RAHRC Membership Guidelines

Ras Al Hamra Golf Club (RAHGC) membership is detailed below and comes in two distinct categories:

- PDO Membership – For current and ex-employees of PDO
- External Memberships – All others

Those who join the Golf Club will be eligible for membership to the RAHRC subject to meeting the criteria and payment of the fees as described.

B.1 RAHGC PDO Membership

Category	Membership	Annual Subscription
Full	Individual Golf Member, 7 day week	OMR 650
Midweek	Individual Golf Member, Sun-Thurs	OMR 400
Family	Immediate family members limited to 2 adults plus 2 Student / Youth / Junior	OMR 1,100
Student	Aged 18 to 22 years, child of PDO staff in full time education	OMR 120
Youth	Aged 13 to 17 years, child of PDO staff	OMR 120
Junior	Aged up to 12 years, child of PDO staff Must be accompanied by responsible adult	OMR 40
Pensioner	Retired (no longer in full time work), ex PDO	OMR 180

Temporary membership rates (1, 3 or 6 month) are available on request. Family rates can be provided for Midweek and Temporary categories on request.

B.2 RAHGC External Membership

Category	Membership	Joining Fee (waived)	Annual Subscription
Full	Individual Golf Member, 7 day week	OMR 200	OMR 950
Midweek	Individual Golf Member, Sun-Thurs	OMR 150	OMR 600
Family	Immediate family members limited to 2 adults plus 2 Student / Youth / Junior	OMR 200	OMR 1,500
Student	Aged 18 to 22 years in full time education	OMR 50	OMR 150
Youth	Aged 13 to 17 years	OMR 50	OMR 150
Junior	Aged up to 12 years Must be accompanied by responsible adult	-	OMR 60
Pensioner	Retired (no longer in full time work)	OMR 100	OMR 500
Pensioner Couple	Retired (no longer in full time work) Husband and Wife	OMR 100	OMR 800
Corporate	Local Businesses, 2x Individual Golf Member plus 1 x 4 ball per day	OMR 300	OMR 3,000

Non-PDO Staff who join both the RAHGC and the RAHRC will receive a discount from the annual RAH Recreation Club membership. The joining fee for all new golf memberships is currently waived. Temporary membership rates (1, 3 or 6 months) are available on request. Family rates can be provided for Midweek and Temporary categories on request.

B.3 RAHGC Membership Benefits

Benefit	Full	Mid Week	Family	Student	Youth	Junior	Pensioner	Pensioner	Corporate
Non-transferable membership	✓	✓	✓	✓	✓	✓	✓	✓	
7-days a week access to all golf facilities for one named individual	✓		•	✓	✓	✓	✓	•	
7-days a week access to all golf facilities for one named individual and spouse			✓					✓	
7-days a week access to all golf facilities for up to two Juniors / Youths / Students			✓					•	
5-days a week access to all golf facilities for one named individual (Sun - Thurs only)		✓							
Member guest rates on weekends		✓							
Applicable only to young adults aged 18 to 22 years in full-time education (proof must be shown)				✓					
Applicable only to children aged 13 to 17 years	•	•	•	•	✓	•	•	•	•
Applicable only to children aged 12 years and under	•	•	•	•	•	✓	•	•	•
Must be accompanied on the course by a responsible adult	•	•	•	•	•	✓	•	•	•
Available only to fully retired pensioners	•	•	•	•	•	•	✓	✓	•
Complimentary use of golf carts	✓	✓	✓	✓	•	•	✓	✓	✓
Complimentary use of golf carts but only as a passenger with a responsible adult driving	•	•	•	•	✓	✓	•	•	•
Complimentary use of golf carts after passing driving assessment test (intermediate age limit applied).	•	•	•	•	✓	•	•	•	•
Complimentary use of golf trolleys	✓	✓	✓	✓	✓	✓	✓	✓	✓
Complimentary use of range balls prior to play on the day of play	✓	✓	✓	✓	✓	✓	✓	✓	✓
Handicap administration (subject to OGC fee)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Access to regular members golf competitions (subject to handicap requirements)	✓	✓	✓	✓	✓	✓	✓	✓	•
Access to regular members golf competitions for named members (subject to handicap requirements)	•	•	•	•	•	•	•	•	✓
Access to dedicated youth / junior competitions	•	•	•	•	✓	✓	•	•	•
Priority tee times	✓	✓	✓	•	•	•	✓	✓	✓
12-day advance booking rights	✓	✓	✓	•	•	•	✓	✓	✓
Discount on all Pro Shop purchases (minimum 10%)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Access to members rates for club products, services and special events	✓	✓	✓	✓	✓	✓	✓	✓	✓
Discount on golf at other Troon managed Golf clubs for named members	✓	✓	✓	•	•	•	✓	✓	✓
7-days a week access to all golf facilities for two named individuals	•	•	•	•	•	•	•	•	✓
One time transfer of membership to another company executive within the same company if required.	•	•	•	•	•	•	•	•	✓
One four ball round per day, subject to availability (minimum of 1 named individual to be present)	•	•	•	•	•	•	•	•	✓
Discounted venue hire and corporate green fee rates	•	•	•	•	•	•	•	•	✓

Appendix C: RAHRC Disciplinary Guidelines

C.1 Purpose

The purpose of the RAHRC Disciplinary Guidelines is to provide a guideline for dealing with Members who are in breach of the RAHRC rules as laid out in this document. It is to be used by the RAHRC Disciplinary Committee to determine the nature, to assess the severity of the breach and to decide the level of corrective or punitive action against the Member. The interpretation of these guidelines shall be the decision of the RAHRC Disciplinary Sub-Committee.

C.2 Disciplinary Guidelines

The nature and severity of behaviour deemed unacceptable to the Disciplinary Committee will initially be judged independently according to the points system set out below. The total points to be assigned will then be agreed by the Committee through deliberation.

A) Behaviour subject to disciplinary action	Points
1. Actions contrary to rules and statutes of the RAHRC	1
2. Actions contrary to safety rules and statutes of the RAHRC	2
3. Damage to property (RAHRC or Member's)	3
4. Behaviour likely to cause injury, reckless behaviour	4
5. Breach of the peace	5
6. Criminal acts	10

B) Severity		Points
1. Verbal	Non-threatening, civil.	0
	Obnoxious, unpleasant	1
	Rude, insulting	2
	Swearing or threatening language	5
2. Physical	Threatening body language, gestures or stance	1
	Unacceptable social behaviour (rude, lecherous behaviour, etc)	3
	Threaten with weapon	5
	Minor physical contact (pushing, kick sand, etc)	5
	Significant physical contact (punch, slap, etc)	8
	Attack with weapon	10

B) Severity		Points
3. Damage	Hurt victim's reputation or standing through slanderous or insulting remarks	5
	Minor damage to, or loss of, property (less than OMR 100)	3
	Major damage to, or loss of, property (over OMR 100)	5
	Injury to persons	10
4. Resisting Authority	Refusal to follow advice or instructions of fellow RAHRC Member or a recognised member of the Main Committee	4
	Refusal to follow instructions of a member of the RAHRC staff	4
	Refusal to follow instructions of RAHRC security staff	4
	Refusal to follow instructions of the ROP	4
5. Aftermath	No remorse or apology	1
	Verbal remorse and apology	-2
	Written apology	-4
	There was clear provocation	-4
6. History	No previous	0
	One previous	5
	More than one previous	8

Table below will be used to determine the final penalty to be imposed after unanimous agreement between the Disciplinary -Committee members:

Points	Penalty
1-3	RAHRC warning letter, up to 1 month suspension of membership at discretion of Disciplinary Committee
4-6	1 to 3-month suspension of membership at discretion of Disciplinary Committee (Plus PDO Warning Letter if PDO or RAHRC staff is involved)
7-10	3 to 6-month suspension of membership at discretion of Disciplinary Committee (Plus PDO Warning Letter if PDO or RAHRC staff is involved)
11-15	6 to 12-month suspension of membership at discretion of Disciplinary Committee (Plus Final PDO Warning Letter if PDO or RAHRC staff is involved)
Over 15	Permanent withdrawal of membership (Recommendation for dismissal by PDO if PDO or RAHRC staff is involved)

The RAHRC Manager will then issue an official letter to let the Member know the penalty imposed, copying the PDO Department Manager, or in case the Member is not a PDO staff, the manager of the sponsoring company.

In the event of temporary suspension of membership, the RAHRC Manager will hold the Member's card until the end of suspension, and membership will only be re-instated after the Disciplinary Committee agrees that there are no further issues, and satisfies itself that reinstatement is in order.

In the event of permanent withdrawal of membership, the RAHRC Manager will impound the Member's card and see that all outstanding bills are settled, if not by the Member, by deduction from the Member's payroll or in case the Member is not a PDO staff, by the Member's sponsoring company. In the event of a permanent withdrawal of membership and a RAHRC staff is involved, the RAHRC Manager will impound the Members' card, will see that all outstanding bills are paid, either directly by the Member, or by deduction from the Member's payroll, and will inform the PDO HR department of the behaviour of the Member.

Appendix D: Security Guidelines

D.1 General

- a) Security of personal belongings is the individual's responsibility. Ras Al-Hamra (RAHRC) Management and the PDO Corporate Security & Emergency Response Management give no guarantees. Each Member and their guest(s) must ensure they take the necessary precautions to secure their personal belongings.
- b) All incidents must be reported to the security guards at the gate.

D.2 Minimum Security Personnel Requirements

- a) New security staff must introduce themselves on the first day of work to the RAHRC Manager, RAHRC Security and RAHRC Front Office staff.
- b) New security personnel must undergo the minimum PDO HSE induction course.
- c) All security personnel on duty must be in official uniform, including a name badge.
- d) The minimum equipment required by security personnel while on duty are a radio, torch light and logbook.

D.3. Conduct & Behaviour for Security Personnel

- a) All security guards are required to be well-mannered, disciplined and respectful towards Members, their families, guests and staff of the club.
- b) Only security personnel on duty may use the security cabin.
- c) There will be at least one security personnel in the cabin 24 hours a day.
- d) Security personnel are not allowed on the RAHRC premises when they are off duty, except as guests.
- e) On duty security personnel are not allowed to enter any private function in the club unless they are called for help.
- f) On duty security personnel are not allowed to enter any of the club bars unless they are called for help.
- g) Security personnel are not allowed to use force. They may do so only for restraining purposes and for self-defence if threatened with bodily harm by aggressive or uncooperative Members or guests.
- h) On duty security personnel should minimize the use of personal telephone calls while on duty.
- i) On duty security personnel should never ask RAHRC Members or guests for their contact numbers or addresses unless this is required for an investigation or inquiry asked by RAHRC Management or the Royal Oman Police. They may, however, ask for Member's name and membership number to verify their identity.
- j) Security personnel must not take any photos or videos of any person or event.
- k) In case of any dispute between the guards and a Member or guest, the RAHRC Manager or RAHRC Security in Charge should be called immediately. If none is available, the guard shall retain the Member's card and allow him/her access. The normal escalation route

given below shall be followed in the absence of both the RAHRC Manager and the RAHRC Security in Charge.

D.4 Duties of Security Personnel

- a) Security personnel are required to be familiar with the different types of membership (PDO staff who are RAHRC Members, External Members).
- b) Security guards should ensure that Members entering the club always produce their Membership Cards; i.e. "No Card - No Entry". No exceptions.
- c) Security personnel should always check the authenticity of the person, i.e. the picture matches the card holder.
- d) Security personnel should always check if Membership Cards presented are still valid by checking their expiry dates. If the card has expired, the card will be taken and Member will be asked to contact the Front Office. A temporary day card will be issued instead with current day validity. If it is taken on Thursday, the validity will be until the next working day.
- e) Security personnel should always register guests into the guest registration system.
- f) Security personnel must patrol the following Club premises at pre-determined intervals: the sports hall, tennis courts, golf club and surrounding area, boat club and boat park area, Sohar gardens, behind coffee shop, squash courts and the surrounding area, and the beach.
- g) Patrolling must be done at least twice per shift and a log must be kept as evidence.
- h) Security personnel shall check each car arriving with children and the number of children noted.
- i) Security personnel shall be responsible for safe keeping of all RAHRC keys. The Membership Card must be retained at the security gate for any key taken until the key is returned. A log book must also be maintained for this purpose.
- j) Security personnel ensure that RAHRC Members and guests comply with PDO Safety and Security rules, e.g. park in designated areas only and PDO Life Saving Rules of all passengers should wear seat belts, do not use mobile phones whilst driving, keep to speed limits, etc.
- k) Security personnel shall attach stickers to those cars violating parking rules and log their car numbers. Repeated offences should be reported to the RAHRC Manager and UIC/2.
- l) Security personnel shall occasionally conduct spot checks on cars leaving the Club to make sure that no Club property leaves the premises without proper authorisation by the RAHRC management.

D.5 Handling of Incidents by Security Personnel

- a) Security personnel shall record all incidents in the Daily Report Register and report promptly to the RAHRC Manager and Club Security in Charge. It is the responsibility of the RAHRC Manager to escalate to Corporate Security.
- b) Security personnel must take details of Members breaking RAHRC rules and note in the log book.
- c) In case of any emergency (death, serious injury, fire, etc.), security personnel should call 5555 and inform the RAHRC management immediately.

- d) When the fire alarm is raised no person or vehicle should be allowed to enter or leave the Club premises to make sure that the emergency vehicles responding to the alarm have clear access to the premises. The fire brigade will then take control of the situation together with the Ras Al Hamra Fire Wardens.
- e) All car accidents that occur on the RAHRC premises should be reported in line with the minor traffic incident report. All others must be reported to the ROP in line with existing ROP policies.
- f) Incidents will only be escalated to the Royal Oman Police by following the escalation route given in (D.7) below.
- g) The table in section D.8 should be used as a guide on how to handle the various types of incidents the security guards are likely to encounter.

D.6 Special Events

- a) At the request of RAHRC, the Corporate Security and ER Manager shall source extra security guards from the Security Contractor for large events.
- b) RAHRC Manager should submit such requests at least 10 days before the event to allow enough time for sourcing.
- c) The number of guards is decided after a meeting between the RAHRC Manager, Club Security in Charge and Security Contractor Supervisor and the organiser(s) to determine the adequate number of guards required.
- d) A security plan must be agreed and approved by RAHRC Manager, Club Security in Charge and Security Contractor supervisor before the event.
- e) All events must have a start and finish time to allow for proper security organisation.
- f) The security plan should include communication protocol between the Security Contractor supervisor and RAHRC Manager and indicate how changes in the program (if any) are communicated clearly.

D.7 Escalation Route for Security Incidents

- a) Before reporting any security breaches to the Royal Oman Police, the matter shall first be raised through the following ranks:
 1. RAHRC Security in Charge (to seek advice of RAHRC Manager);
 2. RAHRC Manager (to seek advice of RAHRC Vice President);
 3. RAHRC President or Vice President (can authorise escalation to ROP); and will advise PDO Corporate Security and ER Manager (can authorise escalation to ROP).
- b) In case of any escalation to the ROP, the RAHRC President and the PDO Corporate Security and ER Manager must be informed promptly.

D.8 Examples

<p>GUARDS DEAL WITH IT AS INDICATED BELOW:</p> <p>Members leaving their guests on the Club premises unaccompanied without prior approval.</p> <ul style="list-style-type: none"> – Ask guests to leave the Club. <p>Members leaving children at the swimming pool unaccompanied.</p> <ul style="list-style-type: none"> – Ask children to come out of the pool. If parent or guardian resists, note their Membership Number and report to RAHRC Security Officer for disciplinary action. <p>Members phoning security staff to ask them to allow their guests in without signing them at the gate.</p> <ul style="list-style-type: none"> – This is not allowed. However, guests may be asked to park inside the car park and wait for Member to come and sign them in. <p>Member's failure to produce membership cards.</p> <ul style="list-style-type: none"> – No Card—No Entry. <p>GUARDS WRITE REPORT TO RAHRC IN CHARGE OF SECURITY:</p> <p>Families bringing children in large numbers and claiming that they are their children.</p> <ul style="list-style-type: none"> – Do not allow access to the RAHRC. Note their Membership Number and report to RAHRC Security Officer for disciplinary action. <p>Members bringing guests for barbecue at the beachside without an approved list.</p> <ul style="list-style-type: none"> – Do not allow access to the RAHRC. Note their Membership Number and report to RAHRC Security Officer for disciplinary action. <p>Members disobeying instruction from the security guards or disregarding RAHRC rules.</p> <ul style="list-style-type: none"> – Note their Membership Number and report to RAHRC Security Officer for disciplinary action. 	<p>GUARDS REQUEST ACTION FROM MAIN COMMITTEE:</p> <p>Members who repeatedly forget their membership cards.</p> <ul style="list-style-type: none"> – No Card—No Entry. Note Membership Number and report to RAHRC Security Officer for disciplinary action. <p>Members insisting on signing their guests without their guest being present.</p> <ul style="list-style-type: none"> – This has been allowed provided that the Member provides the ID information at the time of signing-in. <p>Members who bring in the same guest more than four times a month.</p> <ul style="list-style-type: none"> – Note their Membership Number and report to RAHRC Manager for further action. <p>Members who sneak their guests in to the Club.</p> <ul style="list-style-type: none"> – Please escort the Member and the guest out of the Club and note Membership Number and report to RAHRC Security in charge and refer them to Club Manager for disciplinary action. <p>Members who insist on swimming in the pool after 10 p.m.</p> <ul style="list-style-type: none"> – Note their Membership Number and report to RAHRC Security Officer for disciplinary action. <p>Number of guests exceeds approved guest list for private parties.</p> <p>Do not allow access. Note their Membership Number and report to RAHRC Security Officer for disciplinary action.</p> <p>Speeding in the RAHRC.</p> <ul style="list-style-type: none"> – Note their Membership Number and report to RAHRC Security in charge for disciplinary action. <p>Members who refuse to leave the RAHRC after 2:00am.</p> <ul style="list-style-type: none"> – Note their Membership Number and report to RAHRC Security Officer for disciplinary action. <p>SITUATIONS TO CALL IN THE ROP AFTER PROPER AUTHORISATION AS GIVEN IN THE ESCALATION ROUTE:</p> <ul style="list-style-type: none"> - Trespassers that refuse to leave. - Insulting, abusive or violent behaviour. - Entering by force. - Use of illegal drugs.
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Appendix E: Sponsorship Guidelines

E.1 Principals

Sponsorship is allowable to RAHRC under strict guidelines. As a facility owned by Petroleum Development Oman LLC (PDO), RAHRC must ensure that sponsored events are held within the boundaries of acceptable practice as endorsed by PDO.

Section activities or events should be self-financing with priority being given to the event entrance fees and sponsorship funding. All agreed sponsorship should be received prior to any event expenditure being incurred and/or the event taking place.

To ensure segregation of authorities, the event organizers are not responsible for sponsorships of their events as this is directly handled by the management of RAHRC. No cash payments can be made to the event organizer.

E.2 Procedures

The Section Chair or Treasurer must submit an Event Form, with an Event Budget Form at least a month prior to the event. This includes a breakdown of expenditure and income of their event and an estimated amount of sponsorship. The Event Form and the accompanying Event Budget Form must be submitted to the RAHRC Accountant for review and checks against the Sponsored Events Policy. After the RAHRC Accountant's review it is submitted to the RAHRC Manager for their review and signature. The Event Budget Form is finally reviewed and approved by the Honorary Treasurer. The Event Form and Event Budget Form are available from the Front Office or on the web.

The Event Form must include express reference to the risk of Conflict of Interest. Wording to the following extent, highlighted and visible in the form, must be on the Event Form: *“Event organizers are reminded that, when inviting sponsorships, they are expected to exercise the highest degree of care in order to avoid any conflicts or undue influence by PDO or other staff involved in the event. The RAHRC President or the RAHRC Manager should be immediately informed in any situation where conflict or undue influence could be perceived.”*

Along with Sponsorship submission, The Perceived Conflict or Undue Influence Form must also include the following self-declaration to be signed by the event organiser at the time of submission:

PERCEIVED CONFLICT OR UNDUE INFLUENCE	
In case of sponsorship, could such sponsorship give rise to any possible conflict of interests or perceived conflict?	
Could it give rise to any undue influence on the sponsor or otherwise?	

After approval of the Event and Budget Forms, the Section Chair and Treasurer must request the RAHRC Administration Office for a Sponsorship Letter, which is checked by the RAHRC Accountant prior to being given to RAHRC Manager for review and approval. It is then given to the Section Chair for signature.

The Sponsorship Letter, which is approved and signed by the RAHRC Manager and then issued to the sponsor, must contain a specific (and visible) paragraph where the Sponsor is be

expressly reminded that sponsorship is voluntary and that any potential conflict or undue influence is not tolerated by RAHRC, or PDO.

In the Sponsorship Letter the Sponsor will be asked to respond to the RAHRC Manager:

- (i) confirming no undue influence; and
- (ii) declaring who has approached them, what is his/her relationship with the Sponsor and what is the relationship between the Sponsor and PDO.

The above also applies to sponsorships in kind.

The full list of sponsorships and copy of the declarations must be maintained by the RAHRC Accountant and presented monthly to the Honorary Treasurer. The PDO Ethics and Behaviour Officer will annually, or at their discretion, check declarations, keep record of recurring sponsorships and track possible anomalies.

Cash payments cannot be received from the Sponsor; the Sponsor can either issue a cheque or transfer the amount to the RAHRC bank account to be recorded under the appropriate RAHRC account. This must be received prior to the Event. All sponsorships, including material gifts, must be recorded by the RAHRC Accountant and reported monthly to the Honorary Treasurer.

The maximum sponsorship amount is OMR 5,000 per sponsor. Proposed sponsorship of greater amounts should be discussed and agreed with the Honorary Treasurer at the earliest possible date. The Honorary Treasurer has the authority to increase the per event amount on a case by case basis.

There are standardized forms of advertising in relation to the amount of the sponsorship. The sponsorship should be publicly acknowledged but in a discreet manner. In agreement with the RAHRC Manager, advertising of the sponsor's brand name(s) within RAHRC facilities is acceptable in return for a sponsor's contribution. The sponsor's promotional activities at RAHRC should be commensurate with the extent of the sponsorship.

Sponsorship shall not be for the purposes of:

- Minor services such as repairs and maintenance or the temporary provision of manpower, tools and equipment, except as part of the event for which sponsorship has been given; and
- The acquisition of Property, Plant and Equipment, except as part of the event for which sponsorship has been given.

Any donated promotional beverages not used at a function must be returned to RAHRC and not distributed amongst the host Section members.

E.3 Responsibilities

Section Chairpersons/Treasurers shall:

- Complete Event Form, with an Event Budget Form for each event, submit to the RAHRC Accountant and obtain budget approval a month prior to the event;
- Complete a Sponsorship Letter for approved Events and submit to the RAHRC Accountant;
- Sign Sponsorship Letters after RAHRC Manager's approval and signature; and
- Record all sponsorships, including sponsorship in kind and material gifts, and report monthly to the RAHRC Accountant along with the Perceived Conflict or Undue Influence Declaration Form per Sponsor at the time of submission.

The RAHRC Accountant shall:

- Review and check compliance with the Event Sponsorship policy; Event Forms and Event Budget Forms received from Sections;
- Check Sponsorship Letters received from Sections to ensure they are in accordance with the Event Sponsorship policy, and submitted to the RAHRC Manager;
- Maintain a full list of sponsorships, including sponsorship in kind and material gifts, and copies of all declarations and present these monthly to the Honorary Treasurer;
- Maintain accounting records for all sponsorship events and the accounting entries required to recognise the sponsorship transactions;
- Advise the Honorary Treasurer of any single sponsorship in excess of OMR 1,000 or multiple sponsorship contribution from same organisation / company, prior to any acceptance of the sponsorship; and
- Record all sponsorship and report all sponsorship details in the monthly Management Information Report (MIR) to the Honorary Treasurer.

The RAHRC Manager shall:

- Review and check all Event Forms and Event Budget Forms submitted by the RAHRC Accountant; and
- Sign Sponsorship Letters after checks performed by the RAHRC Accountant.

The Honorary Treasurer shall:

- Review and approve Event Budget Forms submitted by the RAHRC Accountant; and

Review sponsorship listing and declaration copies submitted by the RAHRC Accountant each month.

Appendix F: Main Committee

F.1 Duties of the Main Committee

Management team of RAHRC consist of the President, Vice President and the Manager of the Recreation Centre. The day to day running of the RAHRC is handled by the Club Manager and his staff. The Management Team and the main committee work together to ensure that the RAHRC and the Sections are run smoothly and work for the benefit of the Members and the society. They uphold the image of the RAHRC and the Company. The activities follow the general guidelines as laid out in the rules and statutes of the RAHRC. The Main Committee will meet regularly once a month and more if necessary to discuss the ongoing affairs and get updates on the activities.

The Main Committee shall be responsible to the Members and to the Company for the conduct of the affairs of the RAHRC. To this end, the Management team of RAHRC and the Main Committee shall be empowered to do all things reasonable including, but in no way limited to the following:

- a. To ensure that the RAHRC is managed in a self-sufficient manner with respect to the finances. This includes the collection of the subscriptions, sale of food and beverages from the outlets, ensuring all the events are managed so as not to incur any loss or liability to the RAHRC and the Company, endorsing the annual budget.
- b. All operational decisions are taken by the management of the centre with knowledge of the Main Committee.
- c. All income generated from the activities of the centre and the surplus funds will be utilised towards supporting the RAHRC activities and the Sections with knowledge and agreement of the Main Committee.
- d. To make, publish and enforce rules for the day to day running of the RAHRC. Such rules shall come into effect seven clear days after they have been posted on the notice boards of the RAHRC. At the discretion of the RAHRC Main Committee the conditions upon which any game, event or activity may be played or conducted on RAHRC property may be amended and the Main Committee may prohibit any such games, events or activities which are unlawful or which, in the opinion of the Committee, may be injurious to the interests of the RAHRC.
- e. Subject to the approval of the Company, through the Managing Director, to let out on concession any part of the services or amenities of the RAHRC, provided that the Main Committee exercises sufficient supervision to ensure that the services or amenity provided is of appropriate standard, and that the concessionaire fulfils his contract in its entirety.
- f. To purchase all RAHRC requirements other than those which are the responsibility of any concessionaire, in accordance with relevant funding guidelines (see Article 15)
- g. To establish Sections to foster particular social or sports activities, to delegate the management of such Sections to appointed or selected committees, which shall promote the interest of those Sections in every reasonable way, make public and enforce rules for the day to day running of the particular Section, and levy suitable charges or membership fees where necessary, the latter being subject to the approval of the Main Committee.
- h. The Main Committee may also appoint from among their Members such other sub-committee as it deems necessary or expedient and may depute or refer to them such

of the powers and duties of the Main Committee as the Main Committee may determine.

- i. At the Annual General Meeting, the Committee shall present a report of its stewardship of the RAHRC during its term of office, and an account of all income and expenditure.
- j. Main Committee members are entitled to the following:
 - A limit of OMR 50 per month to use for RAHRC related business
 - Supporting section volunteers
 - Waiver of charges for the use of facilities
 - Waiver of guest charges
 - Two tickets for all the events in the centre

F.2 Appointment and Election of Main Committee Members

The Main Committee has 10 positions excluding the Club Manager, who is employed by the Company for that position. He / She becomes part of the Main Committee.

The following positions shall be appointed by the Company, through its Managing Director:

1. President
2. Vice President
3. Honorary Treasurer
4. Bar Secretary

All the appointed positions will be for a period of 6 years with an extension of 2 years. The Treasurer will be appointed for a period of 4 years. All the appointed members of the Main Committee cannot leave at the same time. The 2 year extension will ensure this until a suitable person is appointed. Any exceptions to the appointed positions will be at the discretion of the Managing Director

The following positions shall be based on role:

5. UIR RAH Re-Development Liaison

Appointment of role-based members of the Main Committee is through appointment by the MD through the President as required. The duration of this is determined by the nature of the job / project.

The following Main Committee positions shall be elected by the election process described below:

6. General Secretary
7. Sports Secretary
8. Community Member
9. Social Secretary
10. Project Secretary

Elected members of the Main Committee shall hold office from one Annual General Meeting until a next Annual General Meeting, for a maximum period of three years regardless of position. A Member can only be re-appointed or re-elected to the Main Committee after a minimum gap of 2 years without holding a position.

All nominations for elected Main Committee members shall be delivered to the General Secretary no later than two weeks prior to the Annual General Meeting in writing. The following candidates can be considered for nomination for these roles:

- Current Main Committee members provided the maximum period for a Main Committee member is not exceeded (three years).
- Candidates that are themselves either a chair, treasurer or secretary of a section, and have been so for a period of at least 1 year in the last 2 years. Note that candidates will have to step down from the section committee once elected into the Main Committee.
- Candidates that are nominated by the chairperson of a section, and have actively been part of the section committee or section sub committees for a period of at least 1 year in the last 2 years (recommendation letter required).

Within the two weeks prior to the Annual General Meeting, the Main Committee will elect the elected positions from within the group of nominees that fit criteria above, by majority vote. In case of a tie the President vote will decide. The Main Committee will be presented at the Annual General Meeting of RAHRC.

The Committee shall have the power to appoint a Member to fill any vacancy that occurs outside of the normal AGM cycle among the elected Members of the Main Committee. Such appointee shall serve until the following Annual General Meeting, but may offer him/herself for election at that meeting, provided criteria above are fulfilled.

In appointing and electing members of the Main Committee, due care must be taken to preserve the integrity and operational independence of the RAHRC Main Committee. Because of the potential for conflict of interest, and to preserve the integrity and operational independence of the RAHRC Main Committee:

2. No office bearer on any RAHRC Section Committee may be appointed or elected as an office bearer on the RAHRC Main Committee and vice versa.
3. No spouse of an office bearer on the RAHRC Main Committee may be appointed or elected as an office bearer on any RAHRC Section Committee and vice versa.
4. No Member of the RAHRC staff may be appointed or elected as an office bearer on the RAHRC Main Committee, except the Club Manager.
5. No parent, spouse, child or sibling of a Member of RAHRC staff may be appointed or elected as an office bearer on the RAHRC Main Committee.

F.3 Proceedings of the Main Committee

The Main Committee shall hold meetings for the transaction of business at least once a month. The President, or in his absence, the Vice President, shall take the chair at the meetings. However, in the absence of the President and the Vice President within five minutes of the time appointed for holding the meeting, the Main Committee Members present shall choose one of their Members to chair that meeting. Minutes of the proceedings will be recorded by the General Secretary. These will be stored in the RAHRC computer storage drives.

Five Committee Members shall form a quorum. Questions arising at any meeting of the Main Committee shall be decided by a simple majority of votes. In case of an equality of votes, the Chairperson shall have a second or casting vote. The Chairperson's decision as to the result of the voting on any question shall be final.

Appendix G: Annual General Meetings

G.1 RAHRC Annual General Meeting

The RAHRC financial year shall end on June 30th. The RAHRC Annual General Meeting shall be called by the General Secretary on the instructions of the Main Committee.

The business of Annual General Meetings shall be limited to:-

1. Approval of the minutes of the previous RAHRC Annual General Meeting.
2. The receipt and consideration of the Main Committee's report on the previous year.
3. The receipt, consideration and acceptance or rejection of the accounts for the previous year.
4. The receipt of the Company's nomination of the President, Vice President, Honorary Treasurer, General Secretary and Bar Secretary for the ensuing year.
5. The selection of elected voting Members of the Main Committee for the ensuing year.
6. Any resolution submitted to the General Secretary or proposed by the Committee and any resolution proposed by ten Members at the RAHRC Annual General Meeting, provided the subject of such resolution is on the agenda of the RAHRC Annual General Meeting and the resolution does not have the effect of changing the Statutes. Any suggestions submitted by the Members are not binding nor subject to approval by vote. They will be discussed in detail by the Main Committee for final approval.
7. The discussion of any other business.

The President or, if he is not present within 15 minutes after the commencement of the General Meeting or has signified his inability to be present at the Meeting, the Vice President shall take the chair at all Main Committee General Meetings. In the absence of both the President and the Vice President, the General Meeting shall elect its own Chairperson from the Members of the Main Committee present at the Meeting.

Should the Committee at a RAHRC Annual General Meeting be unwilling or unable to answer questions from the Members or to state clearly their intentions for the ensuing year, an Extraordinary General Meeting shall be called in accordance with below.

G.2 RAHRC Extraordinary General Meeting

An Extraordinary General Meeting of the RAHRC shall be called by the General Secretary:

- within one month of the RAHRC Annual General Meeting
- within fourteen days of receipt of a written request, stating the purposes for which the meeting is required, from the Company, through the Managing Director
- within one month of a decision of the Main Committee to that effect

The notice to the Members calling an Extraordinary General Meeting shall state the purpose of the meeting. Seven days' notice shall be given by the General Secretary by email notification and on the RAHRC web site.

G.3 Procedure Applicable to Main & Section General Meetings

- a. Fourteen days' notice of all Annual General Meetings shall be given by the General or Section Secretary by email notification and on the RAHRC web site.

- b. Members and their spouses in all membership categories, with the exception of temporary members, are permitted to attend General Meetings. At General Meetings, Members in all categories may vote on issues under deliberation, with only one vote allowed per Membership Number. Those Members entitled but unable to attend, due to sickness, duty or short absence from the area (including leave), but for no other reason, may record their votes through their spouse or by proxy. In this event, notification in writing shall be provided at least one hour before the meeting to the General or Section Secretary, detailing the name of the proxy and of the reason why unable to attend. The proxy of the Member must be another Member. On a show of hands every Member present and entitled to vote shall have one vote unless he has been given power of proxy. In the case of an equality of votes, whether on a show of hands or a poll, the Chairperson shall have a second or casting vote.
- c. To form a quorum at the Main Committee General Meeting a minimum of 25 Members are to be in attendance. For Section General Meetings, the Section Committees shall determine a quorum. If a quorum is not present at the commencement of the General Meeting, another meeting shall be arranged by the General Secretary within seven days. If that fails due to inability to form a quorum, the Main Committee General Meeting shall be considered not required, and the Committee reports will be published on the website of RAHRC. For section General Meetings, another meeting shall be arranged by the Secretary within seven days. If that fails due to inability to form a quorum, the Main Committee will be notified and reports will be published on the section website.
- d. Any resolutions proposed by Members shall be submitted to the General Secretary at least 14 days prior to the date of the General Meeting. The resolution will be studied by the Main Committee and the outcome will be shared in the AGM.
- e. The General or Section Secretary shall ensure that minutes are prepared of all General Meetings and meetings of the Main or Section Committee. All minutes shall be verified and certified by the Chairperson of the meeting concerned, and should be available to Members either on the website, by email or published on the notice boards of the RAHRC within two weeks of such meeting.

Appendix H: Funds, Expenditure and Auditors

All RAHRC Funds shall be deposited in the name of the RAHRC in an account with a local bank. Payment from RAHRC funds by any means shall be made only on the combined authority and signature of two members of the Main Committee one of whom shall be the President, the Vice President or the Honorary Treasurer.

A "Manual of Authorities", which shall clearly set out the authorisation levels for expenditure against the RAHRC account, shall be drawn up by the Main Committee. The "Manual of Authorities" shall clearly state the disciplinary measures that will be taken in the event that authority levels are exceeded by any Member. Such measures are subject to a Committee decision endorsed by the Company.

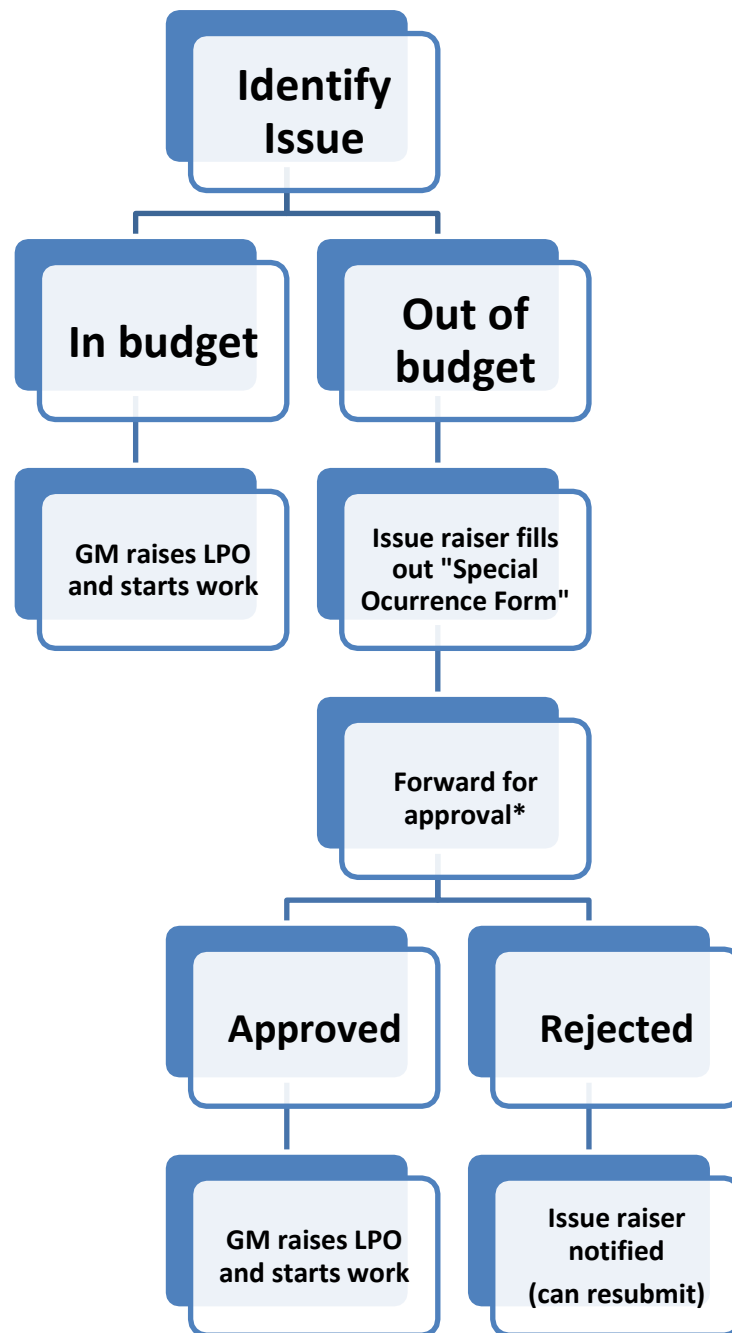
The scope of work and the request for quotations for any expenditure will be sent through the Accounts Office. The quotations will be opened in presence of at least one Member of the Management Team. Three quotations are required for all purchases.

Any expenditure not covered in the annual budget has to be requested via the Special Occurrence Form, see Appendix I.

Investment of RAHRC funds, be that from the Main Centre or Sections, shall be subject to approval by RAHRC Main Committee.


An Annual Budget is to be prepared by the Accounts Office, reviewed and approved by the Honorary Treasurer, and endorsed by the Main Committee.

Appendix I: Out of Budget Request Process and Special Occurrence Form



*Approval levels:

< 1000 OMR:	President/VP/Treasurer
1000-10,000 OMR:	President/VP/Treasurer/Projects
>10,000 OMR:	Main Committee

	<h1>Ras al Hamra Recreation Centre</h1> <h2>Special Occurrence Form</h2>
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Section	
---------	--

Initiator	
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Current budget	
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Funds in surplus account	
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Date	
------	--

Justification	This should include a description of the works, location of the works and the reason for the proposal.
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Can requested item / works be re-used within the new development: YES / NO
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Estimated Cost	Either quotation or estimate
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VP Review	Technical review including what phase of redevelopment the works are planned in
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Finance Review	Reviews budget availability and cost of works.
Main Committee Review	

Approval Project Approved

 Project Rejected

Appendix J: Sections Constitution Template

 <p> رأس الحمراء RAS AL HAMRA النادي THE CLUB </p>	<h1 style="text-align: center;">Ras al Hamra Recreation Centre</h1> <h2 style="text-align: center; color: red;">Constitution Form</h2>
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1. Title

The section shall be called the Ras Al Hamra, hereinafter referred to as the

2. Authority

The is a section of the Ras Al Hamra Recreation Centre (RAHRC) and this constitution is made under the Statutes of the RAHRC. The following Rules and Constitutions are applicable to the

- The Laws of the Sultanate
- The Statutes of the RAHRC
- The Constitution of the

In the case of any contradiction between any of the above, they shall be applied in the above order.

3. Aims & Objectives

The exists to encourage members and to provide facilities for, at which all Members of RAHRC are fully entitled to attend and take part.

4. Management

The is managed by a Committee comprising Chairperson, Treasurer, Secretary,

Membership of the is open to all adult members of the RAHRC. The Committee may invite specialised non-members to act in the capacity of Teachers. In return the teacher receives no payment but may join RAHRC as an Instructor Member subject to regulations of the RAHRC.

The Chairperson will be the focal point of the’s activities in their dealings with the RAHRC and has the final responsibility for all budgetary matters. The Treasurer, or in his/her absence the Chairperson, is responsible for the financial business of the, liaises with the RAHRC Accountant for the daily operational issues and prepares the Capital and Operating Expenditure Budgets of the

5. Meetings

There are regular meetings of the Committee. Other meetings will be called by the Chairman as and when needed.

Chairperson’s Signature

Date

(Continued overleaf)

CHAIRPERSON:

Name: .

M/Ship No.: .

E. Mail: .

Tel (Office): .

GSM No.: .

Signature: ..

TREASURER

Name: .

M/Ship No.: .

E. Mail: .

Tel (Office): .

GSM No.: .

Signature: ..

SECRETARY

Name: .

M/Ship No.: .

E. Mail: .

Tel (Office): .

GSM No.: .

Signature: ..

The original completed form with signatures must be submitted at the Front Office