



Pursuant to the approval of the Board of Directors during its Regular Meeting held on 30 September 2025, the Club hereby issues this advisory to formally notify all stakeholders of the **approved Schedule of Penalties**. This Schedule sets forth the specific offenses and the corresponding range of penalties applicable thereto, in accordance with the Club's rules, policies, and standards of conduct.

## I. CLASSIFICATION OF OFFENSES

<b>Classification</b>	<b>Definition</b>	<b>Range of Penalties</b>
<b>LIGHT</b>	Light offenses are infractions which are minor or which do not cause any damage or cause damage which are not so serious or grave.	Reprimand to Suspension of three (3) months
<b>LESS GRAVE</b>	Serious violations of the Club's rules and regulations that typically involve significant harm, threat, or risk to individuals, property, or public order.	Suspension of for a period of three (3) months and one (1) day to less than six (6) months shall be imposed; subsequent commission of the same offense shall elevate its classification to that of a Grave Offense.
<b>GRAVE</b>	refer to the most severe category of violations that involve substantial harm, gross misconduct, or a flagrant disregard of the Club's By-laws, Code of Conduct, rules and regulations, or ethical standards.	Suspension for a period of six (6) months to expulsion

## II. PENALTIES

<b>Penalty</b>	<b>Description</b>
<b>REPRIMAND</b>	a formal expression of disapproval directed at a person, typically for misconduct or violation of rules or standards, or a serious and firm caution issued to someone, emphasizing the gravity of their actions or behavior and the potential consequences if such conduct continues. It is typically delivered in a strict tone and serves as a final notice before more severe disciplinary action is taken
<b>SUSPENSION</b>	a temporary removal or barring of a member either from the Club premises, or from the use or enjoyment of the golf courses and the Club's facilities, due to misconduct or violation of its rules and regulations. A suspension of one (1) month is considered to have a period of thirty (30) days regardless of the days contained in the month/s of suspension. The suspension of a regular member shall automatically include the suspension of the assignees or representatives of said member (Sec. 1, Article XV, By-laws).
<b>EXPULSION</b>	the permanent removal of a member from the Club as a disciplinary action, due to serious misconduct or repeated violations of rules, the consequences of which are governed by the provisions of Article XV of the Club's By-laws. The expulsion of a regular member shall automatically include the expulsion of the assignees or representatives of said member (Sec. 1, Article XV, By-laws).



**III. SCHEDULE OF PENALTIES**  
**A. LIGHT OFFENSES**

OFFENSES	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<b>VIOLATION OF CLUB POLICIES AND RULES</b>			
<b>1. NO SMOKING POLICY</b>			
1.1 Smoking outside the Club's Designated Smoking Areas ("DSA"). 1.2 Improper disposal of cigarettes, tobacco or ash residue. 1.3 Encouraging others to smoke in a non-DSA. 1.4 Other analogous acts to the foregoing.	Friendly warning	Reprimand with stern warning	Suspension for a period of one (1) month to three (3) months
<b>2. CLUB RULES AND REGULATIONS</b>			
2.1 Unauthorized sounding of horn within a designated no-honking area. 2.2 Extended idling of car engine within the parking area. 2.3 Entering the Clubhouse premises in improper attire. 2.4 Entering the golf courses in improper attire. 2.5 Consumption of outside food and beverages within the Club premises. 2.6 Bringing of pets in the Club premises. 2.7 Using of bicycles, scooters, skateboards, roller blades, roller skates and other similar devices within the Club premises. 2.8 Engaging in unauthorized sales of products and services or solicitation activities within the Club premises. 2.9 Posting unapproved posters, advertisements, publications or notices. 2.10 Other analogous acts to the foregoing, including violations of policies, rules and regulations adopted by the Board of Directors.	Friendly warning	Reprimand with stern warning	Suspension for a period of one (1) month to three (3) months
<b>3. USE OF GOLF CARTS</b>			
3.1 Driving of golf carts by a person below eighteen (18) years of age. 3.2 Exceeding the maximum of three (3)-player capacity of Club-owned golf carts. 3.3 Other analogous acts to the foregoing.	Friendly warning	Reprimand with stern warning	Suspension for a period of one (1) month to three (3) months
<b>4. VIOLATIONS DURING A PLAY, GAME OR TOURNAMENT</b>			
4.1 Single players who play outside the designated tee time schedules or play without a control pass. 4.2 Twosomes who play outside the designated tee time schedules or play without a control pass. 4.3 Fivesomes who play outside the designated tee time schedules or play without a control pass. 4.4 Failure to observe the required minimum and maximum handicap during a play, game, or tournament. 4.5 Driving of golf carts beyond the designated areas (within a margin of thirty (30) yards of all greens and on the banks leading up to the tees).	Friendly warning	Reprimand with stern warning	Suspension for a period of one (1) month to three (3) months



<p>4.6 Improper parking of a golf cart outside the car paths.</p> <p>4.7 Other analogous acts to the foregoing.</p>	<p>Friendly warning</p>	<p>Reprimand with stern warning</p>	<p>Suspension for a period of one (1) month to three (3) months</p>
<p><b>5. GOLF ETIQUETTE<sup>1</sup></b></p>			
<p>5.1 Failure or refusal of a slow flight or group, as determined or ordered by the Golf Director or the Course Marshals, to invite faster flights or groups to play ahead.</p> <p>5.2 Failure or refusal of a slow flight or group to skip a hole or end the game when ordered by the Golf Director or the Course Marshals upon a determination that the slow flight or group is unable to keep up with the pace.</p> <p>5.3 Deliberate failure or refusal to observe the conduct expected of players during a play, game or tournament, such as discipline, courtesy and sportsmanship.</p> <p>5.4 Failure to observe proper decorum by moving, talking or making unnecessary noise thereby causing another player to be distracted or disturbed while making their shot.</p> <p>5.5 Unnecessarily idling in the putting green after the play of a hole has been completed.</p> <p>5.6 Failure to observe mutual respect, common courtesy, and sensible tolerance for the safety, enjoyment and welfare of others.</p> <p>5.7 Other analogous acts to the foregoing.</p>	<p>Friendly warning</p>	<p>Reprimand with stern warning</p>	<p>Suspension for a period of one (1) month to three (3) months</p>

<sup>1</sup> The imposition of the penalty shall pertain solely to the individual player determined to be liable for slow play, as established in the reports submitted to the House Committee.



**B. LESS GRAVE OFFENSES**

OFFENSES	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<b>1. VIOLATION OF THE CODE OF CONDUCT</b>			
1.1 Directly reprimanding or punishing an employee of the Club committed by a member. 1.2 Committing any act of disrespect toward the rights, dignity and worth of all persons, regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity. <sup>2</sup> 1.3 Expressing any excessively loud, vulgar and offensive language or language laced with profanity and expletives. 1.4 Committing any act of bullying, harassment, or any act demeaning to the dignity of others. 1.5 Displaying any behavior that upsets and disturbs the peace and enjoyment of the Club's community.	Suspension Three (3) months to less than six (6) months	Elevated to Grave Offense Suspension for a period of six (6) months to expulsion	Suspension Six (6) months to expulsion
<b>2. SOCIAL MEDIA USE POLICY</b>			
2.1 Posting content that violates applicable laws, rules and regulations, including without limitation the Data Privacy Act of 2012. 2.2 Posting any social media content that violates privacy, confidentiality, or misrepresents events at, or information pertaining to, the Club. 2.3 Posting defamatory and false statements that bring the Club into disrepute, including derogatory comments about fellow Members, employees, contractors, or the Club as a whole. 2.4 Posting content that espouse, promote or facilitate unlawful activity or behavior. 2.5 Posting content similar or analogous to the foregoing, including but not limited to content that may reasonably be interpreted as harmful, defamatory, or disruptive to the Club's reputation or goodwill.	Suspension Three (3) months to less than six (6) months	Elevated to Grave Offense Suspension for a period of six (6) months to expulsion	Suspension Six (6) months to expulsion
<b>3. SAFETY AND SECURITY OF PERSONS AND PROPERTIES</b>			
Recklessly causing loss, damage or destruction to Club property or to the property of an employee, personnel, member, guest, visitor or caddie by failing to exercise reasonable care or foresight expected of a good father of a family.	Suspension Three (3) months to less than six (6) months	Elevated to Grave Offense Suspension for a period of six (6) months to expulsion	Suspension Six (6) months to expulsion
<b>4. PREMATURE BALL HITTING<sup>3</sup></b>			
Premature ball-hitting with no resulting physical injuries and/or damage to property	Suspension Three (3) months to less than six (6) months	Elevated to Grave Offense Suspension for a period of six (6) months to expulsion	Suspension Six (6) months to expulsion

<sup>2</sup>The determination of penalty to be imposed shall be on a case-to-case basis depending on factors including, but not limited to: (a) the gravity of the act of disrespect; (b) the extent of injury or harm suffered by the aggrieved party; and (c) other relevant circumstances attendant to the case.

<sup>3</sup>The determination of premature ball hitting shall be on a case to case basis depending on factors including, but not limited to: (a) Handicap of the player; (b) Distance of the shot; (c) Position of the ball landing; (d) Environmental conditions affecting the incident; (e) Adherence or non-adherence to the advice or warning of caddies, forecaddies and marshals; (f) Extent of injury caused by the premature ball hitting; (g) Player's response to the premature ball hitting incident (including extending an appropriate and prompt apology following any untoward incident).



### C. GRAVE OFFENSES

OFFENSES	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<b>1. DATA OR INFORMATION PRIVACY POLICY</b>			
1.1 Accessing, retrieving or attempting to access personal data or information of the Club or any employee, personnel, member, dependent, guest, visitor or caddie without proper authorization. 1.2 Sharing, transmitting, or disclosing any personal data or information of the Club or any employee, personnel, member, dependent, guest, visitor or caddie to an unauthorized party without the data subject's written consent. 1.3 Discarding or deleting documents or files containing any personal data or information of the Club or any employee, personnel, member, dependent, guest, visitor or caddie without following secure data destruction protocols. 1.4 Using personal data of the Club or any employee, personnel, member, dependent, guest, visitor or caddie other than that expressly agreed or consented to by the data subject. 1.5 Altering, falsifying or manipulating any data pertaining to the Club or any employee, personnel, member, dependent, guest, visitor or caddie without authorization or a legitimate cause. 1.6 Transferring or granting access to any data or information pertaining to the Club or any employee, personnel, member, dependent, guest, visitor or caddie without authorization or a legitimate cause. 1.7 Use of unauthorized applications, software or devices to compromise the security of the data or information belonging to the Club or any employee, personnel, member, dependent, guest, visitor or caddie. 1.8 Other analogous acts to the foregoing.	Suspension Six (6) months to expulsion	Suspension Six (6) months to expulsion	Suspension Six (6) months to expulsion
<b>2. SAFETY AND SECURITY OF PERSONS AND PROPERTIES</b>			
2.1 Intentionally causing loss, damage or destruction to Club property or to the property of an employee, personnel, member, guest, visitor or caddie. 2.2 Bringing of firearms, ammunition or other explosive devices within the Club premises without prior approval or authorization of the Club. 2.3 Tampering with or disabling smoke detectors or fire alarms to smoke indoors. 2.4 Operating a drone or an Unmanned Aerial Vehicle (UAV) without prior approval from the Club. 2.5 Other analogous acts to the foregoing.	Suspension Six (6) months to expulsion	Suspension Six (6) months to expulsion	Suspension Six (6) months to expulsion
<b>3. PREMATURE BALL HITTING<sup>4</sup></b>			
Premature ball-hitting resulting to physical injuries and/or damage to property	Suspension Six (6) months to expulsion	Suspension Six (6) months to expulsion	Suspension Six (6) months to expulsion
<b>4. VIOLATION OF THE CODE OF CONDUCT</b>			
4.1 Committing any act of abuse, whether verbal or physical, including any threatening behavior toward any person or individual. 4.2 Committing any other action deemed to be intentionally hurtful, harmful, threatening, or inappropriate against any individual. 4.3 Proliferation or dissemination of any false, untrue, misleading and unproved claim against any person thereby causing injury and damage to the latter. 4.4 Deliberate failure or refusal of a player to pay his or her caddie after completing a play or game. 4.5 Other analogous acts to the foregoing.	Suspension Six (6) months to expulsion	Suspension Six (6) months to expulsion	Suspension Six (6) months to expulsion

<sup>4</sup>The determination of premature ball hitting shall be on a case to case basis depending on factors including, but not limited to: (a) Handicap of the player; (b) Distance of the shot; (c) Position of the ball landing; (d) Environmental conditions affecting the incident; (e) Adherence or non-adherence to the advice or warning of caddies, forecaddies and marshals; (f) Extent of injury caused by the premature ball hitting; (g) Player's response to the premature ball hitting incident (including extending an appropriate and prompt apology following any untoward incident).