

Shuttle Court Rules and Regulations – VLogic

These guidelines are intended to ensure that all employees can enjoy the shuttle court in a responsible and respectful manner. Please follow them to avoid inconvenience to yourself, others, or our neighbours.

1. Usage Policy

- 1.1. The shuttle court may be used by employees of VLogic from 6:30 AM to 8:30 AM and from 6:00 PM to 9:30 PM on working days. On holidays the court is open from 6:30 AM to 9:30 PM.
- 1.2. Only employees of VLogic are permitted to use the court.
- 1.3. The court is strictly to be used for playing shuttle badminton.
- 1.4. Employees using the court after work must ensure that their timesheets are submitted and the register is signed before proceeding to play.
- 1.5. Employees are not permitted to bring guests either for playing or as spectators.

2. Dress Code

- 2.1 Only clean and appropriate clothing is permitted inside the court.
- 2.2 Dress code for men: Long trousers and shirts or T-shirts.
- 2.3 Dress code for women: Long trousers and shirts or T-shirts, or churidars.
- 2.4 Proper sports shoes must be worn during play.
- 2.5 Changing clothes must be done only in a private area.
- 2.6 Personal belongings such as clothes and bags should be kept near the security area.

3. Conduct

- 3.1 All players should maintain a friendly attitude and avoid aggressive behaviour.
- 3.2 Very loud talking, improper language, and abusive speech are not allowed.
- 3.3 Do not cause any disturbance to the neighbours through noise or other actions.
- 3.4 Do not look into neighbouring houses or behave in a way that makes neighbours uncomfortable.
- 3.5 Avoid any arguments or disputes with neighbours. If any issues arise, report them to the HR team immediately.
- 3.6 Do not cause damage to the premises, building, or shuttle court.

4. Hygiene

- 4.1 Employees must take a shower before returning to the workplace after playing.
- 4.2 Internal office toilets are not to be used for showering or washing after play.
- 4.3 Soiled clothes must not be washed or dried within the office premises.
- 4.4 Do not leave dirty clothes anywhere inside the campus.
- 4.5 The court and surrounding areas must be kept clean and free from litter.

5. Parking and Access

- 5.1 Any vehicles parked on the court must be moved to the shed or the side before the start of play.
- 5.2 Cars should be parked in the shed wherever possible.
- 5.3 Do not block access to the residence of the building owner.
- 5.4 Access to the scooter shed must remain open at all times.
- 5.5 Give priority access to staff and visitors who are entering or leaving the office.
- 5.6 Entrances to VLogic must remain unobstructed at all times.

6. Other Guidelines

- 6.1 All sports equipment must be returned to its designated place after use.
- 6.2 Switch off court lights after playing.
- 6.3 Ensure water taps are closed, and water is not left running.
- 6.4 Security staff are responsible for ensuring adherence to time limits and logging names in the Sports Register and is responsible for all matters related to shuttle court usage.