



**Ras al Hamra Recreation Centre**

# **Membership Guidelines**

**Effective**

**January 2011**

**Approved by:**

---

**Raoul Restucci, MD**

# RAHRC

## Membership Guidelines

### Purpose:

The purpose of this document is to provide a guideline for the various categories of membership for the RAHRC. It is to be used by the RAHRC Membership Committee to assess and approve or reject memberships where applicable. The interpretation of these guidelines shall be the decision of the RAHRC Membership Committee, in consultation with the PDO MD or DMD if appropriate.

### Changes to the document:

Any changes to this document will be recommended by the RAHRC Membership Committee via the President and will be endorsed by the PDO Managing Director.

### Membership Categories:

#### 1. Ordinary Members (approved by the RAHRC office)

**Membership fee: RO 10.000 per month for PDO Staff**

**Membership fee: RO 5.000 per month for Retired PDO Staff**

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

- 1.1 All PDO employees, their spouse(s) and their children, regardless of their age.

Children will lose their family membership when the employee reaches Normal Retirement Date or resigns from PDO or their services are terminated pre-maturely by PDO.

First generation children of a PDO employee who reaches Normal Retirement Date may apply for Associate Membership on their own merit. See applicable conditions in article 2.9 under Associate Members below.

- 1.2 All PDO employees who have reached their Normal Retirement Date in PDO, their spouse(s) and their children who are below 25 years of age.
- 1.3 Not eligible for membership are employees who have resigned from PDO or whose services have been terminated before normal retirement.
- 1.4 All PDO employees who become members at the RAHRC cannot cancel their memberships for a minimum period of 6 months and on cancelling their membership cannot reactivate it for 6 months. The only exception to this rule is for people going on cross posting or resigning from PDO.

## 2. Associate Members (approved by the RAHRC Membership Committee)

### Membership fee: RO 10.000 per month

- 2.1 Senior officials of the Ministry of Oil & Gas (MOG), with a minimum rank of Director General, and Technical Advisers, with the agreement of the Undersecretary at the MOG.
- 2.2 Senior officials of the Ministry of Finance and Ministry of National Economy, 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.
- 2.3 Senior Royal Oman Police (ROP) Commissioned Officers, with a minimum rank of Captain, engaged full-time for the protection of PDO's personnel and property in the Capital Area.
- 2.4 Senior Staff of Government of Oman Metering Inspectors (GOMI) who work alongside PDO staff.
- 2.5 Senior officers of the Internal Security Service.
- 2.6 Faculty members of The Sultan School (sponsored by the ROP).
- 2.7 Staff of PDO Sister Companies, e.g. TOTAL, PARTEX, Oman Gas Company (OGC) and Shell Development Oman (SDO).
- 2.8 Contractor staff who work directly for RAHRC in support of the day-to-day operations of the Centre—including full-time trainers and coaches.
- 2.9 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:
  - a) They produce evidence that they are gainfully employed to enable them to pay for their own membership fees and expenses;
  - b) They sign a Direct Debit Mandate to authorize RAHRC to charge all expenses directly to their personal bank account;
  - c) Their application form is endorsed by their retired parent to ensure it is a legitimate application.
- 2.10 Covered by this membership is the member, the spouse and all children below the age of 25.
- 2.11 The membership Committee reserves the right to reject any application without giving any explanation, even if the above criteria are met.

### 3. Business Members (approved by the Membership Committee)

#### **Membership fee: RO 50.000 per month**

3.1 Staff of the following Companies may be considered for Business Membership:

- a. Companies that are considered to be Business Associates having PDO contracts worth an annual combined value of not less than US\$ 5 million;
- b. Companies that supply materials or services to PDO having Supply Agreements worth an annual combined value of not less than US\$ 5 million.

All contractors and suppliers holding PDO contracts with a minimum annual combined value of US\$ 5 million shall be allowed two memberships for their top managers. One additional membership will be granted for each additional annual US\$ 5 million above the minimum contract value.

3.2 Only senior members of staff of eligible companies may be considered for membership.

Covered by this membership is the member, the spouse and all children below the age of 25.

Applications will be endorsed by the contractor's/supplier's in-country General Manager or Chief Executive and the PDO Contract Holder.

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

3.3 The Membership Committee reserves the right to reject any application without giving any explanation, even if the above criteria are fully met.

3.4 The sponsoring Company shall be liable for non-payment by the member of any debts that are older than 60 days.

### 4. Community Members (approved by the RAHRC Membership Committee)

#### **Membership fee: RO 50.000 per month**

4.1 High level members of Government (other than MOG/MOF/MNE/GOMI/ROP) with a minimum level of Director General with the agreement of the Minister of Oil and Gas.

4.2 Fully accredited Ambassadors to the Sultanate of Oman, or highest ranking diplomatic or trade representatives permanently resident in The Sultanate.

4.3 Former members of the PDO Board.

- 4.4 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.
- 4.5 General Managers of 5 star hotels in the Sultanate.
- 4.6 At the discretion of MD/DMD, those who have previously worked for PDO and who have, by their involvement in Centre activities, made a positive contribution to the RAHRC community and are likely to continue to do so.
- 4.7 At the discretion of MD/DMD, prominent citizens, businessmen or professional figures resident in the Sultanate.
- 4.8 Covered by this membership is the member, the spouse and all children below the age of 25.
- 4.9 The membership Committee reserves the right to reject any application without giving any explanation, even if the above criteria are met.

## **5. Corporate Members (approved by the RAHRC Membership Committee)**

**Membership Fee for Senior Staff of eligible corporate bodies: RO 25.000 per month plus annual Corporate Fee of RO 300.000.**

- 5.1 Eligible for Corporate Membership are:
  - Upstream Oil and Gas Companies operating in the Sultanate of Oman;
  - Other companies that already had Corporate Membership before the effective date of these guidelines;
  - Other companies at the discretion of the MD/DMD.
- 5.2 Eligible for membership are senior members of staff of these corporate bodies.
- 5.3 The Corporate Bodies shall pay in advance a non-refundable Corporate Fee at the beginning of each RAHRC financial year (1<sup>st</sup> of July), based on the estimated number of members for that financial year, multiplied by 25 (Rials Omani), multiplied by 12 (months).

The Corporate Fee shall be prorated to the nearest full month if the start of the Corporate Membership does not coincide with the start of the RAHRC financial year.
- 5.4 In addition to the annual Corporate Fee, each member of staff joining under the Corporate Membership scheme shall pay a non-refundable and non-reimbursable monthly membership fee of RO 25.000 for the duration of their membership.

Covered by this membership is the member, the spouse and all children below the age of 25.

The Corporate Body shall guarantee that this monthly fee will be borne by the individual staff, and that it shall not be reimbursed. Breach of this agreement shall automatically mean the cancellation of corporate membership for the Corporate Body in breach.

- 5.5 The Corporate Body shall be liable for non-payment by the member of any debts that are older than 60 days.
- 5.6 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.
- 5.7 The Membership Committee reserves the right to reject any application without giving any explanation, even if the above criteria are fully met.

## **6. Honorary Members (approved by MD/DMD)**

### **Membership fee: RO 50.000 per month (Paid by PDO)**

- 6.1 Government Ministers, Undersecretaries and sitting Government Members of the PDO Board.
- 6.2 Members of the Oman Royal Family with the formal title of HH.
- 6.3 Others at the discretion of MD/DMD.
- 6.4 Covered by this membership is the member, the spouse and all children below the age of 25.

## **7. Temporary Members (approved by the RAHRC office)**

### **Membership fee: RO 10.000 per week; RO 30 per month.**

- 7.1 PDO-sponsored business visitors. **Fee charged to sponsoring PDO department.**
- 7.2 Overseas visitors staying at the homes of Ordinary Members. Maximum length of membership is 3 months. **Fee charged to host member.**
- 7.3 Membership for instructors/teachers will fall into two categories, based on time of service:
  - 7.3.1 **Up to two years of continuous service:** cost will be RO10 per week or RO30 per month for a period up to a maximum of six months, including family. The following provisions apply:

The membership is renewable on the recommendation of the “sponsoring” Section.

Instructors/teachers with this membership will NOT be issued with a swipe card.

The instructors/teachers are not allowed to charge a fee for their services.

7.3.2 **Two or more years of continuous service:** cost RO30 per month which includes family. The following provisions apply:

The membership is renewable annually on the recommendation of the Chairman of the “sponsoring” section, providing verification that instruction/teaching is still taking place.

Instructors/teachers with this membership can be issued with a swipe card.

In line with other external memberships, a guarantee needs to be provided by either the instructor’s employing organization or by their sponsor. If this is not possible, a deposit of RO 200 is required, which is refundable when the membership is terminated.

The instructors/teachers are not allowed to charge a fee for their services.

**End of Document**