

COLLEGE HEIGHTS COUNTRY CLUB

Policies and Procedures

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Policies and Procedures

I. Guests

1. Guests are permitted use of the course at any time, except during play of member only events such as leagues or tournaments. Seniors and students are entitled to reduced green fees. Guests must adhere to all rules of the club as members do.

II. Playing and Starting Times

1. Starting times may be requested on a daily basis. Starting times may be reserved one week in advance. It is requested that you call the Pro Shop to reserve a starting time, rather than show up unannounced. Please notify the Pro Shop as early as possible if unable to keep the reserved starting time.
2. When playing more than 9 holes, two tee times are required. Please notify the Pro Shop when playing more than 9 holes. The back nine tee times will be given no less than 2 hours from the front nine starting time.

III. Playing Rules/Etiquette

In order to speed play and increase golfing pleasure for all golfers, the following rules will be enforced. Violations of any of these rules the first time will receive a reminder from the professional staff under direction of the Board of Directors. A second violation will receive a letter from the Board of Directors. A third violation will result in suspension of privileges for two weeks.

1. Golfers are asked to play in threesomes or foursomes when at all possible. Singles and twosomes have no privilege on the golf course in regards to speed of play. They may not expect to play through groups ahead.
2. Players not holding their position on the golf course shall invite faster groups to play through.
3. Allow groups to play through while searching for a lost ball if the act of searching for the lost ball impairs your position on the course.
4. Cutting immediately in front of any group on any hole is absolutely prohibited.

5. Do not hit your ball before you are sure the players ahead of you are out of range.
6. Practice is absolutely prohibited on any part of the course except the practice range. Only balls available at the Golf Shop may be used on the driving range. (No personal practice balls allowed on the driving range.)
7. Absolutely no practicing into or on any regular green.
8. Replace turf or repair divots at all times and repair all ball marks on the greens. Smooth sand in bunkers and leave rakes in bunkers.
9. Do not pull or drive carts across greens. Keep all riding carts at least 30 feet from all putting greens and tee boxes (except where cart paths permit).
10. Users of motorized carts must follow special rules governing their operation. A set of these rules is posted under **IX. Cart Rules**.
11. Disruptive behavior, such as profane language and club throwing, is strictly discouraged. Excessive behavior as such will not be tolerated on the golf course, and appropriate action will be taken.
12. Parents taking young children on the golf course and driving range are responsible for their actions and safety.
13. No discharge of any firearms, cannons or fireworks are allowed unless prior approval from CHCC management.

IV. Course Marshalling

Pursuant to the direction of the Board of Directors, the professional staff and other designated members shall marshal the golf course utilizing the following guidelines concerning speed of play.

1. When amount of play warrants, staff shall check course periodically to create player awareness.
2. Before reminding any group, be sure of exact starting time and try to determine the reason for the delay (lost ball, etc.)
3. Any reminders must be made in a courteous and friendly manner.

V. Dress Code

1. All golfers must wear shirts at all times. Certain shirts with abusive language or suggestive comments may be deemed unacceptable by the professional staff. It is recommended that tank tops, halter tops, tube tops, cutoff shorts or swim trunks not be worn. Men are required to have a shirt with sleeves on while on the golf course.
2. Shoes must be worn at all times. Shoes with pronounced heels, large ribbed or large rubber or cleated soles are prohibited on the golf and practice area. Only non-metal spikes are permitted on the golf course.

VI. Golf Fees

1. Green fees:		<u>9 Holes</u>	<u>18 Holes</u>
	Mon-Thu	\$ 18.00	\$ 23.00
	Mon-Thu (Senior/Student)	\$ 15.00	\$ 21.00
	Fri-Sun	\$ 21.00	\$ 26.00
	Fri-Sun (Senior/Student)	\$ 18.00	\$ 24.00
2. Cart Fees:	Gas Cart-per rider	\$ 11.00	\$ 17.00
	Trail Fee	\$ 5.00	\$ 5.00
3. Range Balls:	Bucket	\$ 6.00	
4. Rental Clubs:	Starter Set		\$ 10.00 per day

VII. Clubhouse Hours/Rules

1.	Clubhouse Hours:	<i>January-February</i>
	Monday-Sunday	9:00 am – 5:00 pm
		<i>March-April</i>
	Monday	12:00 pm – 6:00 pm
	Tuesday-Sunday	9:00 am – 6:00 pm
		<i>May-August</i>
	Monday	12:00 pm – 9:00 pm
	Tuesday-Sunday	7:30 am – 9:00 pm
		<i>September-October</i>
	Monday	12:00 pm – 6:00 pm
	Tuesday-Sunday	9:00 am – 6:00 pm
		<i>November-December</i>
	Monday-Sunday	9:00 am – 5:00 pm

*Note: Times are subject to change, especially in March-April and September-October

Clubhouse Rules:

1. No smoking in the clubhouse.
2. All alcoholic beverages must be purchased at the clubhouse. No alcoholic beverages are permitted to be brought onto the premises.
3. Golf Shop staff has the authority to close the clubhouse at time of closing.
4. All Federal, State and Local statutes and ordinances as to the possession, sale and consumption of alcoholic beverages will be strictly observed by the Club.
5. No Club property of any description may be removed from the Club grounds without the approval of CHCC management.
6. Members interested in planning a private party should inquire with the General Manager in advance for booking arrangements.

VIII. Cart Shed Rental

1. Cart sheds, public or private, are payable on an annual basis and due at time membership dues are to be paid.
2. Members are not allowed to sub-lease their private cart sheds out to other members. If a Member leaves and his cart shed comes available, the shed will go back to the club and given to the member who is first on the waiting list.
3. You must be a member of the Club to rent a cart shed. Once a member does not join The Club, that member forfeits their cart shed.

IX. Cart Rules

1. Use cart paths where provided for driving and parking.
2. Keep all carts at least 30 feet from all greens and tees.
3. When 90 degree rule is in effect, drive cart in rough until parallel with ball, then drive to ball and immediately return to the rough after playing your shot.
4. Do not drive cart across tees or greens!
5. We encourage 1 cart per 2 players. **No more than 3 carts are allowed per 4-some or 5-some!** The only exception would be a partner joining his group during the middle of the round. In that case, one cart should be dropped at the finish of the 9th hole.

Rental Golf Carts:

1. In order to rent a motorized golf cart from the Golf Shop, the renter must have a valid driver's license.
2. No more than 2 riders per cart.

3. Nor more than 2 bags per cart, unless approved by Golf Shop staff.
4. Return golf cart key after completion of round.

Private Golf Carts:

1. Although a private golf cart is a member's personal property, certain liabilities will fall on the club in the event of misuse. It is the responsibility of each member to keep his cart in proper working order.
2. **For insurance purposes, drivers of private golf carts still must be 16 years of age and or have valid driver's license to operate them.**
3. It is the responsibility of the member to follow the above guidelines when his golf cart is on the golf course, regardless if that member is present or not.

X. *Tournament Rules*

1. Juniors who wish to participate in club sponsored events, with the exception of the Member-Guest Tournament and any other tournaments subject to specific tournament rules, must be of high school age (9th grade or higher) with an established handicap
2. Guests playing in club sponsored tournaments pay no green fees, but would pay a higher tournament entry fee in lieu of green fees. Some portion of the guest's entry fee may go toward green fees.
3. Observe all cart signs and roped areas. Do not enter low lying wet areas with golf carts.
4. The Club Superintendent determines if carts are acceptable on days of inclement weather.
5. Certain club sponsored tournaments will allot 10% of the entry fees to the Club. Certain Calcutta proceeds will also be allotted to the Club.

XI. Leagues

1. Leagues are bound by the specific rules of each league. However, all leagues must adhere to the rules set forth by the Club.
2. League participants and substitutes must be members of College Heights Country Club

XII. Harassment

A fundamental policy of College Heights Country Club is to provide a workplace free from prohibited harassment. To accomplish this goal, it is the policy of the Club to prohibit the harassment of staff members in any form by another staff member, Club members, or other persons while the employee is engaged in Club business. This prohibition extends to ethnic, racial, sexual, disability, age, marital status and religious harassment. It also prohibits unwelcome sexual advances, requests for sexual favors, or other prohibited conduct that creates an intimidating, hostile, or offensive work environment.

The type of harassment that is prohibited may take many forms and includes, without limitation, verbal harassment, physical harassment, visual harassment and innuendos or false rumors.

Of specific concern is sexual harassment, which is a violation of both State and Federal laws. It includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal, physical or visual forms of conduct of a sexual nature when submission to that conduct is either explicitly or implicitly made a term or condition of employment, is used as the basis for employment decisions or when the conduct has the purpose effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Obviously, the Club cannot prevent violations of this policy unless such behavior is observed or reported. If a staff member has reason to believe that the staff member or another staff member has been harassed, a staff member should report the violation to the Club Manager. If the staff member is uncomfortable reporting the matter to the Club Manager or should the staff member feel that the Club Manager has not given a satisfactory response, or if the Club Manager is part of the problem, the staff member should report the violation to the Club President or to any member of the Board of Directors.

To the extent possible, complaints will be kept confidential, and a reporting staff member can be assured that he or she will not suffer negative consequences as a result of bringing concerns to

management's attention. All complaints received will be promptly and thoroughly investigated. If the investigation reveals that a staff member has been harassed at work, appropriate action, including disciplinary action against offending individuals, will be immediately taken.

Failure of any staff member, Club member, or other persons involved in the investigation of a harassment complaint to keep the complaint confidential shall be a separate violation of this policy.

A separate violation shall also occur if any retaliatory action is taken against or directed at any staff member that has made a harassment complaint. Violations of this policy will result in appropriate disciplinary action, up to and including termination of employment, or in the case of a Club member, Club privileges. The Club reserves the right to provide information regarding any harassment complaint or retaliatory conduct to the appropriate legal authorities if the Club, in its sole discretion, believes illegal conduct has occurred.

XIII. Illegal Activities

Any illegal activity, such as vandalism, theft, or destruction to Club property, found to be the responsibility of any Club staff member will result in immediate termination of employment. If such activity is the responsibility of a Club member, all privileges of his/her membership shall be terminated.

XIV. Sanctions for Violations of Policies & By-Laws

1. Sanctions for violations of any of the above Policies or By-Laws shall be as follows:

First offense:	Warning from the Golf Shop staff
Second offense:	A letter from the Board of Directors
Third offense:	Suspension of privileges for two weeks
Fourth offense:	To be determined by the Board of Directors

2. This sequence of warnings and suspensions would be overridden by any other discipline listed in the above policies.