

Country Club of Lexington



Policy Manual

Updated March 23, 2009

(Changes in policy made after March 23, 2009 are not reflected in this manual.)

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Please note that the Country Club of Lexington's Board of Directors has the authority to create and make changes to the club's policies and procedures, and that updates may not yet be included in this manual.

Thank you.

MISSION STATEMENT

“The Country Club of Lexington is a family-oriented social and recreational organization, proud of its history, reverent of its legacy, whose purpose is to create a sense of community among its members in a relaxed environment while providing the quality of services and facilities desired in a fiscally responsible manner.” (3/06)

BY LAWS

ARTICLE I – NAME

The name of the corporation, unless and until changed by amendment, shall be The Country Club of Lexington.

ARTICLE II – PURPOSE

The purpose of this organization, hereinafter the “Club”, shall be to maintain and operate, on a non-profit basis and to the mutual advantage of all its members, certain recreational and athletic facilities. Such facilities shall include a golf course, clubhouse, snack bar, swimming pool, and other facilities for the convenience and enjoyment of the members, their families and their guests, as authorized by the Board of Directors.

ARTICLE III – FISCAL YEAR

The fiscal year of this Club shall commence on the first day of October of each calendar year and shall end at midnight on the last day of September in the next calendar year.

ARTICLE IV – GOVERNMENT

A Board of Directors, comprised of responsible members duly elected by their peers, shall establish the guiding policies of the club, subject to change from time to time, but all of which shall be in accordance with the established objectives and trusteeship to the club membership. The Board will employ a General Manager to manage the day-to-day operations of the club. The General Manager shall be accountable to the board for carrying out the policies established by the board and for seeing that all policies are understood and accepted by all personnel and all others affected. The policies of the Board can be amended and/or adopted by the board acting collectively by majority vote at any meeting of the Board.

ARTICLE V – BOARD OF DIRECTORS

Section 1 – Governing Authority

The Board of Directors shall be empowered to operate the Club, and shall have the right to borrow such money as it shall see fit to borrow, with the right to execute notes and mortgages over Club property. It shall further have the right to enter into any and all contracts on behalf of the Club including the purchasing of property, sale of property, executing of leases, contracts, and any and all other business as shall be necessary for the operation of the Club. The Board of Directors shall exercise final authority in the operation of all Club facilities, and in the employment, salary determination, and termination of all employees. The Board of Directors shall have full authority to act on behalf of the Club in all matters above enumerated and other matters that may come before it, without the necessity of calling a meeting of the members of the Club, with the exception that new debt exceeding \$400,000 in any one year shall require

approval of a majority of members at a duly called meeting of the membership. The Board of Directors shall establish a budget for each fiscal year and present it to the membership at the Annual meeting.

Section 2 – Number; Election

The Board of Directors shall consist of nine (9) active members elected for three (3) year terms. Three (3) Directors shall be elected annually from the membership, by the members certified at the regular annual meeting for the membership. To insure continuity, three (3) directors are to be elected each year. A Nominating Committee will be appointed by the President with the approval of the Board of Directors. This committee shall consist of seven (7) members. No more than three (3) Board members may serve on the committee with the balance of the committee appointed from the general membership. The Nominating Committee will solicit, screen and provide the Board of Directors with no more than two (2) names for each vacancy. The Board of Directors will review the recommendations of the committee and submit a slate of no more than two (2) candidates for each vacant position to the membership with no further recommendation. Certified members present at the Annual meeting of the membership may nominate additional candidates. The three (3) candidates receiving the largest number of votes shall be elected. Elected Board members shall serve for three (3) years or until a successor is qualified and elected. (Revised 11/05)

Section 3- Eligibility

A nominee for director must have been an active member in good standing for a minimum of the previous three fiscal years. A member in good standing is current with club obligations and not on probation or suspension. No nominee for Director may be a full-time employee of the Country club of Lexington: nor shall a nominee have a close relative (parent, spouse, child, son-in-law, daughter- in- law or grandchild) employed full time by this corporation.

Section 4 – Tenure

A Director may not be elected to more than two consecutive terms in office. After three full years as a non-Director, the member may seek re-nomination to the slate of candidates for the Board. (Revised 11/05)

Section 5 – Vacancies

Should any vacancy occur on the Board of Directors, the vacancy will be filled for the unexpired term by the unsuccessful person(s) receiving votes at the proceeding annual meeting of the membership, beginning with the next greater number of elective votes. When a vacancy occurs ninety (90) days or less, before the annual meeting of the membership, such vacancy will be filled through nomination and election at the annual meeting of the membership

Section 6 – Dues

The Board of Directors shall, from time to time, establish the dues to be paid by the members. In addition to dues, the Board of Directors may assess the members amounts deemed necessary by the Board.

Section 7 – Discipline of Members

The Board of Directors, in its absolute discretion, may summarily expel, fine, or otherwise limit the use of the facilities of the Club to any member who shall neglect to promptly discharge any indebtedness or obligation imposed upon him (including his family and guest), by these By-Laws. The Board of Directors may similarly discipline any member upon a finding that other good cause exists therefore, but no such finding shall be made until the member has been informed of the substance of the charge in writing not less than fifteen days prior to the expulsion, suspension or termination and given an opportunity to be heard orally or in writing not less than five days before the effective date of the expulsion, suspension, or termination by a person or persons authorized to decide that the proposed expulsion, termination or suspension not take place. (Revised 10/05)

Section 8 – Board Meetings

Regular meetings shall be held no less frequently than quarterly, at such times and places, as the Board shall determine. Special meetings may be called at any time by the President or by three or more members of the Board by providing due notice of the time, place and purpose of the meeting, to each member of the Board at least three (3) days prior to the meeting. A majority of members of the Board of Directors shall be necessary at any meeting for a quorum for the transaction of business.

ARTICLE VI – OFFICERS

Section 1 – Titles; Election

At a special called meeting following the annual membership meeting, the Board of Directors shall elect from their number, a President, a Vice-President, and a Treasurer of the Board of Directors. The nominee for a president and vice-president must have been a member of the Board for at least one preceding year.

Section 2 - Terms

Each officer shall be elected for a term expiring with the next succeeding annual meeting of the membership of the Board or the election and qualification of his successor. The President shall be eligible to succeed his or herself once, but shall not be eligible for more than two (2) terms during any six-year period.

Section 3 – Compensation

Generally, neither the President, the Vice-President, the Treasurer nor any member of the Board of Directors shall receive any compensation for their services except for specific, special services rendered, when approved by a majority of the Board of Directors.

Section 4 – The President

The President shall preside at all meeting of the Board of Directors and of the members of the Club. He shall see that all by-laws, rules, regulations and contracts of the Club are enforced. The President shall appoint committee Chairman and members of all standing and special committees. The appointments are subject to the approval of the Board of Directors.

Section 5 – The Vice-President

In the absence or disability of the President, the Vice-President shall perform the duties of the President. If the office of the President should become vacant, the Vice-President shall discharge the duties of the office until the vacancy shall have been otherwise properly filled by an election by the Board of Directors.

Section 6 – The Treasurer

The Treasurer shall have general charge of financial affairs of the club, subject to supervision and control of the Board of Directors. He supervises collection of all dues, fees and other accounts and monitors payment of all bills. He reports to the membership on behalf of the Board of Directors at the Annual meeting.

Section 7 – Reassignment of Duties

Notwithstanding anything herein contained to the contrary, the Board of Directors from time to time, may authorize and direct any officers to assume and discharge any responsibility, though such responsibility be that of some other officer. The Board of Directors may delegate such other duties and authorize each and every officer to do such other things as it, in its discretion, may determine necessary.

Section 8 – Resignation/Termination

Resignation:

A Director may resign his office at any time without penalty. However, he shall submit his reasons for resignation in his official letter of resignation to the President of the Board of Directors, its presiding officer, or to the Board of Directors. A resignation is effective when the notice is effective unless the notice specifies a later effective date. If a resignation is made effective at a later date, the board may fill the pending vacancy before the effective date if the board provides that the successor does not take office until the effective date. (Revised 11/05)

Termination:

A Director may be terminated for cause or for conduct not in the best interest of the Club or for failure, refusal or inability to perform official duties by two thirds (2/3) of all members of the Board of Directors. Two consecutive absences at regularly scheduled meetings of the Board without sufficient and acceptable reason shall place the name of the absentee before the Board of Directors for removal and replacement. Three absences of regularly scheduled meetings during any one fiscal year without acceptable justification shall automatically terminate the Director. Any director may present charges against an officer or director by filing them in writing with the Vice President of the club. The Board on its own volition may initiate investigation of possible misconduct. Such removal shall be voted on at the next regular or special meeting of the directors. An officer or director, against whom such charges have been presented, shall be informed in writing of such charges fifteen (15) days prior to the meeting and shall have the opportunity at such meeting to be heard in person or by counsel and to present witnesses and the person or persons presenting such charges against him shall have the same opportunity. A vacancy in an office thus created shall be filled for the remainder of the term according to Article 5, Section 5. (Revised 11/05)

ARTICLE VII – COMMITTEES

Section 1 – Standing Committees; Appointments

Following each annual meeting of the membership, the President shall appoint members of all committees with the approval of the Board of Directors. Each Standing Committee shall consist of two Board members. Committee Chairmen shall be a member of the Board, but at least 50% of the remaining committee members are to be chosen from the membership at large. Each member of each committee shall serve at the pleasure of the Board, and the Board, from time to time, may reconstitute or enlarge any committee or replace any member thereof. Unless sooner relieved of his duties, the term of office of each member of each committee shall expire at the annual meeting of the Board next succeeding his appointment, but such member shall be eligible for appointment, at such meeting, to the same or any other committee. (Revised 11/05)

Section 2 – Actions and Reports of Standing Committees

Each standing committee may act by a majority of its members in meeting, or without meeting and minutes of its proceedings must be kept. It shall report to the Board of Directors at each meeting as to the matters with which it shall have responsibility. Each standing committee shall function subject to the direction and approval of its acts by the Board, and the Board of Directors has the right to approve or disapprove of any action. (Revised 11/05)

Section 3 – Contracts, Obligations and Expenditures

No standing committee shall have power to enter into a contract on behalf of the Club, obligate the Club for the payment of money, or expend money of the Club except within the limits of a previous authorization or appropriation by the Board.

Section 4 – Standing Committees

MEMBERSHIP: Members and Newsletter

FACILITIES: Golf Maintenance, Club Building Maintenance, Tennis and Pool Maintenance, Grounds Maintenance and Long Range Planning

OPERATION: Golf operations (golf shop, tournaments and junior activities), Pool and Tennis operations and Food and Beverage operations, Social Events

FINANCE: Monthly and annual financial reports. The Finance Committee shall be chaired by the Treasurer of the Board of Directors and will review the financial statements with the General Manager every month...

PERSONNEL, POLICY and BY-LAWS: Personnel, Bylaw and Procedure Policies (Revised 11/05)

Section 5 – Additional Duties

Each Standing Committee shall do and perform such other duties and shall have and exercise such other authority as may, from time to time, be delegated to it by the Board of Directors.

Section 6 – Special Committees

The President or the Board of Directors, from time to time, may constitute and appoint such special committees, as they may deem desirable

ARTICLE VIII – FISCAL POLICIES

All funds of the Club shall be promptly deposited in such accounts and in such banks as shall have been properly designated by the Board of Directors as approved depositories. Funds shall be withdrawn from any such account only upon the signature or signatures of such officers or other agents as, by virtue of their office, or by other special designation of the Board of Directors may, from time to time, require one or more signatures to each check. No signature authorization card shall be filed with any bank or depository, or permitted to remain on file with any bank or depository, except in compliance with authorization of the Board of Directors.

Section 1 – Capital Reserve Fund

The Club will maintain a capital reserve fund separate from operating funds and all initiation fees received will be deposited into this account along with any other funds directed by the Board. The capital reserve fund is to be used exclusively for capital expenditures as approved by the Board. This fund must be held in an interest bearing account and cannot be commingled with other Club assets. The Board may approve borrowing money from this account to cover an operation shortfall but must be replaced when funds are available. The approval to borrow money from this account must be by 75% of the Board. (Revised 11/05)

ARTICLE IX – USE OF FACILITIES

Section 1 – Members

Members of the Club in Good standing, and their families, shall have the right to use all the Club facilities, subject to the regulations established by the Board of Directors.

Section 2 – Guests

- a. Non-member use of the Club Facilities shall normally be limited to the invited guests of members in good standing.
- b. Host members shall be accountable for the propriety of their guests while on Club premises.

ARTICLE X – MEMBERSHIP

Section 1 – Classes

All current full time members' regular or senior shall be of a single class: active. The Board may on an annual review create non- voting membership categories.

Section 2 – Active Member

Any active member is an adult male or female whose membership application with appropriate fee has been duly accepted by the Board of Directors.

Section 3 – Included Persons

Club privileges shall extend to husband, wife, unmarried sons and daughters less than Twenty-one (21)* years of age and residing at home, or to age Twenty-five (25) if attending school or college full time. Each certified membership is entitled to a single vote at annual meeting of the memberships of members.

Section 4 – Method of Election

A candidate for membership must be proposed by two members who shall submit the completed application of the candidate to the Membership Committee or the Secretary for consideration. A majority vote of the Board of Directors is required to elect applicants recommended by the Membership Committee.

Section 5 – Financial Obligations

Each member shall be responsible for the performance and prompt discharge of all obligations and indebtedness to the Club imposed upon, or incurred by, the member, members of his family and his guests.

Section 6 – Delinquent Accounts

Accounts of all members are considered to be delinquent if not paid within fifteen (15) days after the first of the month. It is the members' responsibility to maintain their current mailing address with the Club. The Board of Directors may, at their discretion, impose late charges.

Section 7 – Notice

Upon expiration of the thirty (30) day period, a notice shall be rendered to the address last furnished by the member, and the members' name may be posted at the Club as being delinquent.

Section 8 – Forfeiture

If payment is not received within thirty (30) days after posting, it shall be assumed that the member has resigned from the Club. Reinstatement in these cases will be made only after full consideration by the Board of Directors and payment of a reinstatement fee, plus all dues and late charges payable to the date as of the Board of Directors meeting considering reinstatement.

Section 9 – Termination of Membership

Termination of active membership may be elective or involuntary. Elective termination is initiated by the member. Involuntary termination is initiated and enforced by the Board of Directors.

Section 9a – Resignation

Any member in good standing (dues or other charges paid to date), may resign from the Club, but such resignation must be made in writing and filed with the club office. Upon the acceptance of the resignation by the Board of Directors, all the member's rights, interests, and privileges in the Club or its property shall cease and terminate.

Section 9b – Termination for Cause

Any membership may be terminated by the Board of Directors for concrete cause. Such terminations shall require a three-fourth (75%) majority vote of the full Board of Directors. Examples of

omission/commission justifying this administrative action by the Board include, but are not limited to chronic unsociability, deliberate discord, disregard for rules, regulations and mores, financial irresponsibility, impropriety, malfeasance, malicious mischief. The membership will be given a fifteen day written notice and will have an opportunity to appear before the Board of Directors. A membership terminated for cause shall apply to all persons entitled to Club privileges under that membership. (Revised 11/05)

Section 9c – Inactive

A member may request, in writing to the Board of Directors, to place his membership in inactive status. Acceptable conditions could be: relocation, financial hardship, family medical conditions or other such situations as deemed appropriate by the Board. The Board will review each application, for inactive status, on an individual basis.

Section 10 – Employees

No member shall reprove or reprimand any employee of the Club or send any employee from the premises of the Club. Complaints, criticisms and suggestions will be received by the appropriate committee, or, the Board of Directors.

ARTICLE XI – MEETING OF MEMBERS

Section 1 – Annual meeting

The annual meeting of the members shall be held the second Monday in January as long as the fiscal year ends on September 30 and at such time and place as shall be specified in the notice thereof. Not less than ten (10) days prior to the meeting, notice of the meeting shall be mailed, postage prepaid, by first class or registered mail to each member at his address as it appears upon the records of the Club. Approximately one-third of the Directors for the succeeding three (3) years are elected by secret ballot. The Treasurer shall give complete and accurate reports of club finances. The Board of Directors will present a budget for the next year and matters requiring action by the membership will be discussed/balloted upon during this annual meeting of the membership. (Revised 11/05)

Section 2 – Special Meetings

Special meetings of the members, upon like notice as provided in Section 1 hereof, may be called from time to time by the President and/or the Board of Directors. The purpose of every such special meeting shall be stated in the notice thereof.

Section 3 – Certification of Voting Members

Prior to the presentation of any issue to the membership for ballot, a certification of eligible voters shall be conducted by committee appointed for that purpose by the President. Within the limitation of one vote per membership, the committee shall certify one member to cast the single vote of that membership. An absentee ballot will be available for a member to vote thirty (30) days prior to the annual meeting. The ballot must be completed in the designated area in the clubhouse prior to the annual meeting, certified and entered into the ballot box. Those members attending the annual meeting will be certified and handed a ballot upon entering the annual meeting. Completed ballots will be placed in a ballot box when the president calls for a vote at the annual meeting. Only certified voters shall be eligible and entitled to vote on any issue. Vote by proxy shall not be permitted: only the ballots of certified members present at the annual meeting and certified absentee ballots shall be counted. (Revised 11/05)

Section 4 – Quorum

All members are encouraged to attend and participate in all meetings of the membership; however, 10% of the paid-up membership eligible to vote shall constitute a quorum for any annual or special meeting. Members whose name is posted on the delinquent list at the time of the meeting may not vote.

Section 5 – Reports

At each annual meeting of the membership, the Finance Committee Chairman shall submit a complete and accurate statement of the finances of the Club and the President shall report such other matters as properly should come to the attention of membership.

ARTICLE XII – DISSOLUTION

Should this corporation be dissolved, the distribution of the assets of the corporation shall be as provided by law.

ARTICLE XIII – AMENDMENTS

These By-Laws may be amended only by a majority vote of the quorum of the members present at a regular or special meeting of the corporation, provided notice of the purpose of proposed amendment has been stated in the call for the meeting. (Revised 11/05)

COMMITTEE RESPONSIBILITIES

FINANCE

The committee shall have general supervision over the finances of the club. It shall cause an examination to be made annually by a certified Public Accountant of the books and records of the club, and shall make such recommendations to the Board of Directors, and to the membership respecting the finances of the Club as it shall deem to be necessary or appropriate. The finance committee shall prepare a recommended budget to the Board of Directors each year at or prior to end of the fiscal year.

PERSONNEL, POLICY AND BY-LAWS

The personnel committee will be responsible for making recommendations to the Board of Directors for the employee needs of the club, including compensation, benefits, and other employee related programs. The committee shall ensure that an annual performance review is completed for professional employees of the club. This committee shall be responsible for recommending any proposed by-law changes in the Policy and Procedures Manual for consideration by the full board.

MEMBERSHIP

The membership Committee shall be responsible for investigating and acting upon all applications for the membership in the Club. A simple majority affirmative vote of all members of the membership committee shall be necessary for an applicant to be recommended to the Board of Directors for admission as a Club Member.

FACILITIES

Responsibilities include Golf Maintenance, Club maintenance, Tennis and Pool maintenance, Grounds Maintenance and Long range planning.

The facilities committee shall see to the maintenance and repair of all facilities of the club. It shall promulgate such rules and regulations as may be required for the maintenance of good order within the clubhouse and shall see that the members, their families and guest conduct themselves with good taste. The committee shall also be responsible for the beautification plan, procurement, planning cultivation and routine maintenance of all shrubbery, plants, flowers and grass adjacent to the clubhouse and extending to the parking lot.

OPERATIONS

Responsibilities include Golf operations (golf shop, tournaments and junior activities) pool and tennis operations and food and beverage operations and social events.

The operations committee shall have general supervision over the operations of the golf course, pool, tennis and food and beverage and the clubhouse and the services rendered therein. Rules and regulations as deemed necessary to maintain order and safety are of primary importance. Operations committee shall, in cooperation with the professional staff, determine and implement all tournaments held for the enjoyment and competition of the club membership. Such tournaments should include, but limited to Club Championship, Member-member and Member Guest. The juniors, with direction of the club professionals, shall be encouraged and coordinate a golf nurturing program open to all juniors.

The operations committee shall be responsible for all and any functions of entertainment, any such special activities that are preformed or held on the premises of the Club. The committee shall also be responsible for seeing that all areas of the social activities function properly and to the satisfaction of the Board of Directors.

AD HOC COMMITTEES

NOMINATING COMMITTEE

At the regularly scheduled board meeting immediately preceding the annual meeting, members eligible to vote, the president, with the advice and consent of the Board of Directors, shall appoint a committee that will consist of not less than three (3) persons. It shall be the function of this committee to nominate candidates for the offices of president, vice president, and treasurer of the Board of Directors, and to nominate the candidate for the appointed member of the Board.

STRATEGIC PLANNING COMMITTEE

The Strategic Planning Committee shall consist of (12) twelve or more members. The president shall appoint the members of this committee. It shall be the function of this committee to continually monitor and plan for the long-range well-being of the club and perform other tasks and activities as may be assigned it by the Board of Directors. The chairman of this committee shall make a report to the Board of Directors at least semi-annually.

FOOD AND BEVERAGE

1. Hours of Operation

- a. Dining rooms shall open for the service of Lunch at 11:00 AM, Tuesday through Sunday, and will close at 2:30 PM. A snack bar menu is available from 2:30 till 6:00 PM (7:00 PM daylight savings time) Tuesday through Sunday. Special dinners will be served on selected nights from 7:00 PM until 9:00 PM. The Grill will be open on Holidays that are celebrated on Monday.

Bar service will be available in accordance with the laws of South Carolina.

- b. The normal closing time for the Clubhouse winter schedule is 9:00 PM (daylight savings time 10PM), Monday through Sunday. On Wednesday the game room will be open until 12 Midnight.
- c. Any adjustment of hours or days may be made at the direction of the General Manager.(12/15/03)
- d. The Grill Room may be closed at 5:00 pm for parties of 200 people or more, with board approval.

2. Alcoholic Beverage Policy

- a. Club staff shall not serve alcoholic beverages to anyone who is or appears to be intoxicated. The judgment of management concerning the state of intoxication will be final.
- b. "To Go" alcoholic beverages are not allowed.
- c. Should a member or guest appear to be intoxicated, the staff has been instructed to contact a relative or an independent taxi company and require that the individual be transported to his/her home via the relative or Taxi Company contacted. Employees will not personally transport the member or guest to his/her home. The club will pay the cost of the Taxi.
- d. It shall be the policy of the club that each member must assume the responsibility not only for himself but also for his guest. Further, each member is encouraged to comply with the spirit of this policy by assisting in its implementation insofar as his fellow members are concerned.
- e. It shall be the policy of the Club that members not reprimand or abuse staff under circumstances where the staff's judgment indicates alcohol service to an individual should cease.
- f. Any disciplinary action growing out of the implementation of the Club's policy on alcohol service shall be the discretion of the Board of Directors.
- g. When private parties are held at the club that has minors in attendance, the host member will insure that non-alcoholic beverage service is available. Management in regard to their transferring alcoholic beverages to a minor will enjoin adult members.
- h. The Club staff has been instructed not to serve alcoholic beverages to a minor as defined by the State of South Carolina. Further, when there is a question as to the age of the individual, the staff will verify age by examining the appropriate documents submitted by the person questioned.
- i. Should the appropriate members of the staff fail to comply with these rules, they will be subject to immediate dismissal.

3. Corkage Charges

- a. Alcoholic beverages and food may not be brought into the Club building or the Swimming pool by members or guest for the purpose of consumption. They may be brought into the Clubhouse for gifts or prizes, so long as they are not consumed on the property.
- b. Special permission may be granted to charitable/nonprofit organizations that have alcoholic beverages **donated** for their event and have that alcoholic beverages delivered to the club for their function by a licensed wholesaler. A corkage charge of \$10.00 per .175 ml bottle opened by club wait staff will be charged.

Alt. **Corkage fee** - A group function that desires to provide alcoholic beverages for its guest will be required to pay a corkage fee based on each unit served. The Club will provide a bartender, ice and glasses for the event, set up and tear down the room and be responsible for clean up and trash removal. The Corkage fee is as follows:

\$4.50 / Quart, \$9.00 /Half Gallon (provided by group), bar mixes and soda, \$2.50 per person (provided by club). Beer and wine will be purchased from club.

- c. In no other case will the Club permit alcoholic beverages, liquor or beer to be brought onto Club building for consumption.

4. Reservations

- a. The Club strongly recommends that members make reservations for dining at the Club. While reservations are not **required**, it is the member's assurance that a table will be available when they arrive. A member will be notified at the time a reservation that the following policy is in effect.
- b. The Club also recommends that if a member cannot keep the reservation, the club be so notified. In the event the member does not cancel the reservation that member will be billed \$5 per chair reserved.
- c. Club events, dinner dances, tournaments, cookouts, Sunday buffet and all events that have a set fee with reservations required are cancelable up to 48 hours prior to the start of the event. A cancellation fee equal to 50% of the event price will be charged to members who cancel after 48 hours or who fail to show at the event.

5. Private Parties

- a. All parties must be sponsored by a member. Applicants sponsored by a member are required to pay a room rental fee. A member will not be charged a room rental fee if that member uses the room for an intermediate family party. If that member uses the room for business purpose a room rental fee will be applied. All members and guest are required to pay a setup and breakdown fee. (8/21/06)
- b. A member responsible for a private or organizational affair must advise all attendees as to proper conduct and dress code requirements both in the Clubhouse and at sports facilities.
- c. A member's private party refers to:
 - (1) A party (social affair) hosted and paid for exclusively by one or more members of the Club; or

- (2) A party sponsored, but not necessarily paid for, by a member of the Club for his or her own firm. The host member must be in attendance at such a function.
 - (3) Such Private parties:
 - (a) Require approval of the General Manager.
 - (b) May not interfere with the rights and use of the Club by its members
 - (c) May not be held on the same day as a large club function
 - (d) May use the lobby as a reception area only in conjunction with the use of the rental rooms if, in the General Manager's judgment, the size of the party warrants. An adequate portion of the lobby must always be set aside to permit member's ingress and egress to and from the grill and locker rooms.
- d. An "outside organization function" shall mean:
- (1) An affair sponsored by a member for an affiliated association (e.g. Bar association, Medical society, etc.) for non-profit or social purpose. The member booking the function will be responsible for payment even though personal funds are not involved.
 - (2) An affair sponsored by a member for a charitable organization in which he or she is an active or associate member. The member must be present at the function.
 - (3) Such "outside organizations" parties:
 - (a) Require recommendation by the General Manager and approval by the House Chairman.
 - (b) May not interfere with the rights and use of the Club by its members.
 - (c) May not be held on the same day as a large Club function.
 - (d) If the function requires the sports facilities use it will be limited to Mondays only.
 - (e) Require that the sponsoring member shall be responsible for all charges of the said organization and for any damages that may be caused by the guest. The member shall be held accountable for adherence to all Club Rules, including attire. Any infraction thereof by any guest shall be deemed to be an infraction by the member.
 - (f) Require special arrangements for parking, security, and clean up personnel at the organization expense.
 - (g) Require adherence to certain other provisions if the use of sports facilities is planned.
 - (h) Outside organization or private function in excess of 16 persons is afforded use of sports facilities no more than twice in any calendar year. Any additional use requires approval from the House Committee Chairmen. Such affairs may not interfere with Club functions.
 - (i) The following guidelines have been prescribed by the House committee for functions requiring its approval.
 - (1) All meetings held in the clubhouse must be approved in advance by the General Manager
 - (2) Such affairs must be submitted to the General Manager and receive his recommendation prior to approval by the House committee Chairman.

(j) The following general rules apply to all private and Club Functions:

- (1) All bills for large parties at the club shall be rendered promptly by the management and payment thereof will be required immediately after the function.
- (2) A \$10 per person minimum for food and beverage is required to reserve a room. If no food and beverage is purchased the rental rate established by the board will apply to each room. Associations made up entirely of club members that are recognized by the board will have charges for the use of rooms for scheduled meetings waived.
- (3) To confirm a date, a required deposit of equal the room rate and an additional deposit of \$1,200.00 is required for parties of 100 guests. Fifty percent (50%) of the room rate would be refundable six (6) months prior to the event date upon written letter of cancellation. No room rental refunds will be given within 179 days of the event. If the room, or rooms, is rebooked, the \$1,200.00 is refundable.
- (4) Thirty Days Prior to the event, fifty percent (50%) of the event charges are due. (Approved 8/18/08)
- (4) When parties or affairs (private or organizational) are cancelled, no penalty will be incurred if notice to cancel is given prior to official written confirmation of the booking. After that time, a penalty will be assessed, unless substitute party for that date and time can be obtained, or unless there are extenuating circumstances. The penalties will be 50% of the current deposit of the event. If bookings are made for a fixed number of guest(s) and a lesser number appear, a full charge will be assessed for each absentee unless notification is given 72 hrs in advance.
- (5) The maximum number of persons that may be served at a reserved party without an advance-planned menu is 12. For a party of more than 12, the menu must be ordered in advance, either through the membership coordinator or the chef.
 - a) Private Function Request Form (Form Available in office or on website)

All functions at the Club must be requested in writing on the appropriate form, which is then submitted for approval by the General Manager

- b) Rules and Regulations Governing Florist and Decorators
 - a. Do not put tape on walls or nails in walls. Do not hang anything from the chandeliers and mirrors at any time.
 - b. All florists are to use plastic drop cloths to keep water off the floors at all times
 - c. Florist will not remove furniture, potted plants, etc without the approval of the General Manager. Florists will not take it upon themselves to move anything at the Club without first getting approval from the General Manager. Do not drag potted plants across the floors, please use a dolly or manpower.
 - d. Do not prop doors open any longer than it takes to carry flowers and plants in and out.

Club personnel cannot assist any florist in moving flowers from vehicles to the Club.

- e. No florist will ask a custodian for help without first asking his supervisor for approval.
- f. Florist must bring ladders with them.
- g. Do not leave exposed drop cords on the floors. Be sure the cords are taped down securely.
- h. The Club is not responsible for pots, urns and props left at the Club at any time. There is no storage for such items. Florist will collect their urns, pots and props the day following the function unless the General Manager has advised them that the club will be closed that day.
- i. The Club has no cooling facilities for flowers.

ALL FLORISTS MUST CLEAN UP AFTER THEMSELVES!!

c) Rules and Regulations for Bands, Orchestras and Entertainers

- a. All bands and orchestras will be set up completely prior to the beginning of any function.
- b. If dressing rooms or changing areas are required, notification must be made at least one (1) week prior to engagement.
- c. If entertainers require any food and beverage, permission from the host must be given to the management of the Club prior to the function, along with authorization for billing. Food and beverages will be consumed only during breaks.
- d. Management of the Club reserves the right to regulate the volume of any group or orchestra playing on the premises.
- e. Under no circumstances will band equipment be permitted to be brought through the front entrance of the club. The terrace entrance is available.
- f. Band members, while on break, will remain in the designated area of the Club and will refrain from wandering in the Club.
- g. Any Questions or problems that arise should be brought immediately to the attention of the General Manager.

d) Furniture Moving Policy

The moving of furniture, fixtures, carpets, art, mirrors or other Club décor is strongly discouraged. If it is the desire of a member, however, to do so to accommodate a private function, permission may be granted by the General Manager, provided the member request such in writing at least 30 days prior to the event, citing the necessity to do so and whereupon pay such a fee as the Committee may impose to cover the labor involved and the wear and tear on the equipment moved.

10. General Prohibitions and Restrictions

- a. Advertising. No advertising, solicitation or subscription paper will be posted in the Clubhouse or premises.
- b. No animal will be allowed on the Club premises without prior approval of the Board. ***Exceptions are working animals in accordance with the ADA.***
- c. Food and Beverages. No member, visitor or guest will be permitted to bring food or beverages in clubhouse or swimming pool.
- d. Dress. Proper attire is required at all times in the clubhouse “Shirts must be manufactured as golf apparel. Denim, cutoff shorts, gym shorts, swimming attire and tank tops are not proper dress, except in the grill room and card room.” (3/24/2008) All attire must be in good repair.
- e. Employees
 - (1) Reprimand of Employees. Members, visitors or guest will not reprimand employees of the Club. Any complaints should be reported to the General Manager.
 - (2) Members, visitors or guest will not send employee of the club on an errand, off Club property.
 - (3) Gratuity. Tipping of employees is permitted
- f. Service Areas. No member, visitor or guest is allowed in the service areas of the club except members of the Board of Directors and Members of those committees whose function involves the service departments.
- g. Card Playing. Card playing will be permitted in any area of the clubhouse if the activity does not conflict with the use of the space by other members and guest.
- h. Smoking. Smoking in the clubhouse is restricted to the game room only. Employees are prohibited from serving members or guest in the game room. (approved 11/20/2006)

Personal Property (Member or Guest)

Personal property of members and guest brought onto club property remain the full responsibility of the owner of said property.

In no case will the Club assume any responsibility for the loss of, damage to, or destruction of a member's or guests' personal belongings. This includes but is not limited to, vehicles, articles of clothing or jewelry, whether left in the custody of a Club employee or not.

Publicity /Press Policy

The policy of this club is that no contact be made or accepted by an employee of the Club with any member of the media, either print or electronic, except the General Manager.

Property Damage

Members are personally responsible for any damage to Club property caused by negligence or inappropriate behavior. Members are also reminded that any property damaged by their guest(s) is also their responsibility.

Guest Policies

1. A non-member may use the facilities of the Club if:
 - a. Accompanied by a person entitled to use the facilities of the Club, or is participating in a guest day event.
2. Non member area businesspersons will be issued a card permitting them to purchase lunch Monday through Friday. These nonmembers will be seated in the dining room. *(Approved January 29, 2003)*
3. Only paid and honorary members are allowed to use the game room. *(Approved April 24, 2007)*

Facilities and Property

1. Hours of Operation. The Clubhouse will be opened and closed at such hours as the board will determine, but will be closed by 9:00 PM (10:00 PM daylight saving time) on all nights except Wednesday. Wednesday night is designated game night and the club will remain open until 12:00 midnight. All members will be off the Club premises by these times. Each member remaining in the Clubhouse or on the Club premises is subject to disciplinary action by the board.
2. Removal or Damage of Property. No property of the Club will be mutilated or damaged nor will any such property be removed from the Club premises without specific permission from the General Manager, obtained in advance. Any property of the Club damaged, mutilated, lost or otherwise injured by a member, a member of his family, his guest or a visitor, will be paid for by such member.
3. Decorations. No person will be authorized under any circumstance, without prior approval of the General Manager, to decorate or move furniture in any Club facility. This will not be construed to prohibit appropriate flower arrangements.
4. No Liability. The Club will not, under any circumstances, be responsible for property of members, guests, or other persons brought on the Club premise for any purpose whatsoever. The parking of automobiles for members and guest is done as a courtesy and the Club assumes no responsibility for such automobiles damage thereto or property left therein.

LIQUOR POLICY STATEMENT

We recognize that the Club has a responsibility to provide members and their guests with an environment conducive to warm, social gatherings, recreation, and camaraderie. As the service of alcohol beverages relates to this activity, we believe our responsibility to maintain a pleasant social environment must also consider the best interest of our members and the community. To assure this responsibility is not breached, the Country Club of Lexington is committed to act responsibly in the sale of alcohol and the ongoing education of our service staff in matters relating to alcohol. Because of our commitment, we maintain that it is our right to refuse service to anyone who may jeopardize his or her safety and the safety of others as a result of alcohol consumption. While we believe that the members of the Country Club of Lexington possess a high degree of self-responsibility, we feel we must maintain this right on their behalf and the behalf of our community.

General Club Rules

- Rule No. 1 The authority of club employees while on club property will be respected. Continued disregard of this authority by any member or their family shall be reported to the Board of Directors. The Board shall then take appropriate action.
- Rule No. 2 Members and their guests are expected to refrain from the use of vulgar language while on club property that could be construed as offensive to other members, guests or employees.
- Rule No. 3 Rules of common courtesy should be the controlling factor in a member's conduct while participating in any activities at the Country Club of Lexington.
- Rule No. 4 The door to the card room will be closed at all times. (2/16/2004)

The following policy is adopted to delegate to the General Manager (GM) responsibilities that are currently assigned to the Country Club of Lexington (Club) Board (Board) in the by laws.

Duties of the General Manager

The Board shall employ a full time General Manager (GM) to execute the policy decisions of the Board and to provide continuing professional management to the day to day activities of the Club. The GM shall retain, employ, dismiss, and determine the compensation of all employees under his supervision. All employees of the Club shall be subject to the direction and administration of the GM. Any dismissal of an employee of the Club shall be with out prejudice to the contractual rights, if any, of the person dismissed. The GM shall have such other and further powers, duties and responsibilities as the Board may direct. The General Manager reports directly to the President of the Board. He or she works in tandem with the full body of the Board. The President will conduct the annual review of the General Manager. (1/17/2006)

Duties of the Board

The Board will provide overall policy guidance to the GM who is responsible for the day to day operations of the Club. The Board will not direct an employee of the Club on any matter regarding the day to day operation of the Club. The Board will review and approve all across the board salary increases for Club employees such as cost of living raise. Any member of the Board that objects to an operational decision of the GM will discuss their concerns with him/her before presenting the issue to the Board for consideration.

Food, beverage and merchandise pricing

The GM is responsible for establishing all food, beverage and golf shop merchandise prices based on the cost of goods, labor cost and the market. The Board will review any price increase that exceeds 15%.

Policy consideration

Committees will develop any policy proposal in their area of interest and recommend some type of action to Board. The GM will review any policy proposal being considered by a committee prior to consideration by the full Board.

Poll Board

In the event an issue with the club operation requires immediate attention the President, or in his absence the Vice-President, may call for a poll of the Board. The person polling the Board will contact each member of the Board and present the issue as outlined by the president and record the vote. If the issue receives a majority of votes the action requested would be immediately approved and ratified at the next regularly scheduled Board meeting. (6/ 23/2003)

Club Events

Staff will plan and conduct all events of the club. Included in these events are clinics, social events, food events, tournaments, and celebrations. From time to time staff will consult with committees regarding scheduling and costing the event.

Board Member's Oath

I do solemnly swear that:

I will to the best of my abilities establish the guiding policies of the club in accordance the established objectives and trusteeship of the club membership.

I will represent the entire membership while serving as a Board member. My decisions will be based on what is best for the entire membership.

I will work together with directors, officers, and employees of the club including management of the club. I understand that the Board's responsibility is to develop policy and the day to day operation is the responsibility of the General Manager.

To the membership I pledge a positive attitude towards my position, fellow members and our employees and to lead in creating a better member morale.

To my fellow Board members, members, our guests and employees of the Club I pledge civility, fairness, and integrity.

Before voting I promise to become fully informed on the issue and vote with the best interest of the membership in mind.

I promise to maintain the confidentiality in the proceedings of the Board outside the boardroom.

I will speak on behalf of the club only if specifically authorized to do so by the Board.

[So help me God] (1/17/06)

SEXUAL HARASSMENT

We respect the dignity of each employee and believe that each employee should be free to develop fully his or her potential, neither hindered by artificial barriers nor aided by factors that are not related to merit. Therefore, it is our policy to maintain an environment for all of our employees free of sexual harassment as outlined in Title VII of the Civil Rights code of 1964. Sexual harassment occurs when: (1) submission to the sexual advances of a member is a term or condition of hire, continued employment, or promotion; and (2) non-submission affects the employee's or applicant's hire, continued employment, or opportunity for promotion. Sexual harassment also occurs where members make unwelcome advances, abusive physical contacts, or repeated comments or gestures of a sexual nature, which create a hostile, offensive, or intimidating working environment or which interfere with the employee's work performance.

Our policy is not intended to discourage innocent activities, such as compliments on personal appearance, which may contribute to healthy working relationships, good morale, and Club unity. At the same time, certain conduct and comments of a sexual nature that may not amount to unlawful sexual harassment are inappropriate in the Club. We expect our Club members to use good judgment at all times and avoid even the appearance of sexual impropriety in all of their relationships with employees.

Members that are guilty of sexual harassment of employees will be terminated under section 9b of the Club by-laws.

PHONE USE

“The club phones are to be used for only business of the club or for members local personal business. Any use of the clubs phones for illegal purposes is strictly prohibited and violators will be subject to Board action.”



Surplus Equipment

After staff declares equipment surplus it will be advertised in a trade publication for a specific time and that staff accepts the best bid. Surplus equipment will be advertised in the membership newsletter. (3/18/2002)

DRESS CODE

Men – Golf: Golf slacks and other full-length trousers, or golf shorts that reach mid-thigh length must be worn. Cutoffs, denim (a rugged cotton twill textile, in which the weft passes under two or more warp fibers, producing the familiar diagonal ribbing identifiable on the reverse of the fabric, which distinguishes denim from cotton duck. Denim comes in an array of colors, cuts, and washes. Jeans are trousers made from denim and come in many colors, cuts, fits, washes and decorations.), running clothing, bicycling or other shorts are prohibited. Proper golf attire is required on the golf course and practice facility. All attire must be in good repair. (Denim is allowed in the game room and Grill room – 3/24/08)

Women – Golf: Any clothing designed for golf is acceptable. The following is not acceptable: denim (all colors, cuts, fits, decorations or washes), cut-offs, short shorts (*shorts must reach mid-thigh or longer*), tank tops and halter-tops. All attire must be in good repair. (Denim is allowed in the game room and Grill room – 3/24/08)

Clubhouse: Golf attire or better dress is required in the clubhouse at all times. Cover-ups must be worn over swimsuits. Proper Tennis attire must be worn in the clubhouse. (8/21/06) Persons with proper attire will only be allowed in the clubhouse, not acceptable are short shorts (*shorts must reach mid-thigh or longer*), tank tops, cut-offs, running or bicycling shorts, denim (any color, cut, wash). Any member or guest violating this policy will not be allowed to use the facilities nor be served. Members are responsible for the acceptability of their guest attire. (6/01/06) (Denim is allowed in the game room and Grill room – 3/24/08)

Golf Rules & Policies

- A. General:** The purpose of the Golf Rules is the preservation and operation of the golf property and facilities in the best interest of all members and their families and guest. Each member is requested to observe the rules and to call them to the attention of others on appropriate occasions. Infraction of any rule should be reported to the Golf Professional, General Manager and or the Operations Committee.
- B. Golfing Member Privileges:** All full members shall be entitled to the use of the golf course and practice facilities subject to the rules and regulations herein set forth and to exercise such additional privileges as may be herein conferred.
- C. Senior Member Privileges:** Senior members shall be entitled to the use of the golf course on weekdays only and the use of the practice facilities seven (7) days a week. They are allowed to play weekends after paying the prevailing rate charged to guest of the club and also play in all club tournaments at the prevailing rate.
- D. Social Member Privileges:** Social membership will be allowed to make a reservation to play golf twice a month. Monday through Saturday after 12 o'clock noon, and pay green fees and cart rental. A social member is allowed to use the driving range if range balls are purchased or join the range program.
- E. Practice Areas:** All practice shall be confined to the areas provided for that purpose. At no time shall practice be permitted on the golf course. Select the area on the practice facility, which has been designed for the type of shot to be practiced.
- F. Driving Range:** Range balls are to remain on the driving range and not used as practice balls on other areas of the golf course.
- Range balls are available on the driving range at no charge to the regular member. A social member may have range privileges by either paying the prevailing fee or on the range program. Guest fees include range balls
- Range will close Tuesday afternoon one half hour early to allow time for the cart attendant to thoroughly pick the range and will be closed on Wednesday morning for general maintenance.
- Range is subject to close during extreme weather conditions.
- G. Start of Play:** All players must sign in at the Pro shop before they begin a round or play an additional round. (8/21/06) Players must have permission from the Golf Professional's staff before beginning play on Hole number 10, these groups do not have priority over groups turning through number 9.
- H. Hours of Play:** Hours of play will vary from season to season and will be listed in the golf shop and announced in the member newsletter. Play cannot begin before or after listed hours of play unless authorized by the Board of Directors. The golf shop will close at 6:00 PM (7:00 PM during Daylight Savings Time).

- I. **Dress:** Proper golf attire is required at all times on the course and practice area. Denim, T-shirts, cutoff shorts, gym shorts, swimming attire and tank tops are not proper dress. (3/06) See Dress code in General policies section pg 2.
- J. **Pets:** NOT allowed on the golf course (8/28/02). *Exceptions are working animals in accordance with the ADA.*
- K. **Pull carts:** Keep off tee boxes, greens and from between greens and bunkers (8/28/02)
- L. **Golf carts:** Golf carts will be rented to only members and guest and are to be used only for playing golf or as transportation to the driving range. A member or guest renting or driving a cart is responsible for any personal injury or property damage caused including, without limitation, injury to him/her self and damage to the cart and agrees to indemnify the club against all loss, claims or expenses resulting from the use of said cart. (3/19/07) A rental for use by non-member spectators is prohibited (11/29/04) No more than two (2) people may ride on an electric cart. Observe the directional signs around the greens. Keep carts on the cart paths at the tee box. Children under the age of sixteen (16) are not permitted to drive golf carts. (8/28/02). Private carts are not allowed on the club property. (10/20/08)
- M. **All golfing members** are expected to acquaint themselves with the rules of golf etiquette as cited on Page 1 of the Rules of Golf; published by the United States Golf Association. In the interest of all players, you should play without delay. Players searching for a lost ball should allow the group behind them to play through. (8/28/02)
- N. **Players** should remember to rake their footprints when they have been in a bunker, replace their divots in the fairway or fill them with sand and repair their ball marks on the greens. (8/28/02)
- O. **Slower groups** must allow faster groups to play through (exceptions, see Rule #Q). A slow group is defined as a group holding up play of a group behind them when an entire hole is open in front of the hole being played by the front group. Each group should play 9 holes in 2 hours and 15 minutes or less and 18 holes in 4-1/2 hours or less. Problems concerning slow play should be handled through the Pro Shop. (8/28/02)
- P. **Singles and twosomes** create awkward situations on a crowded golf course. For this reason, singles and twosomes will not be allowed special privileges afforded a foursome or five some, but should expect to maintain their position on the course unless the group ahead invites them to play through. No singles are allowed on weekends and holidays, before 4:00 PM, unless approved by the Pro Shop. (8/28/02). Twosomes are limited to play after 12:00 Noon on Saturdays and Holidays, unless approved by the Pro shop. (3/23/09)
- Q. **No group larger than five (5)** will be permitted at any time without special permission from the Pro Shop. (8/28/02)
- R. **No one** will be allowed to begin a round of golf anywhere other than number 1 tee without permission from the Pro Shop. (8/28/02)
- S. **Players** who stop at the turn for any reason must not delay play. (8/28/02)
- T. **Glass Containers** Members and guest are prohibited from taking glass containers of any type on the golf course. (2/17/03)
- U. **Spikes** – Metal spikes are ban. CCL is a soft spike only facility. (12/15/08, effective 1/14/09)

Guest Privileges:

1. Sponsorship of Guest: a member shall sponsor guest and that member is responsible for registering the guest with the Golf Professional prior to play. To avoid embarrassment it is requested that the member call the pro shop in advance to register their guest(s). Every Wednesday, October through March and the first Wednesday in the month, April through September is designated as guest day. A discounted rate is charged to guest on those days. The above guest regulations also apply on guest days. A member must play with a guest on weekends.

Fee Schedule:

Fees for all guest and social members, including members of outside groups, shall be established from time to time by the Board of Directors. The current rates effective 4/1/09 (approved 3/23/09) are:

Weekday (Monday through Thursday) Guest \$ 25 (includes bucket of balls)

Weekend (Friday, through Sunday) Guest \$ 37 (includes bucket of balls)

Guest Day (Designated Wednesdays) \$20 (walk or ride)

Cart Rental \$15

Fundraising Event: (80 players or less) Green fee and cart \$35.00

(81 or more) Green fee and cart \$30.00

Facility use fee of \$3.50 per golfer. (Required if event sponsor provides food and beverage)

Driving range \$10 daily (9/21/04)

Corkage fee

\$4.50 / Quart, \$9.00 /Half Gallon, \$5 case beer (provided by sponsor), bar mixes and soda, \$2.50 per person (provided by club).

High School golf team members from Lexington and Gilbert will be allowed to play free at any time the golf professional determines that space is available. Coaches must provide a list of players to the golf professional and team members must check in with the golf professional before playing. (11/29/2004)

An outside group will hereinafter be described as more than 40 guests including the sponsoring member. Any group over the above mentioned size will be subject to Group fees as set forth by the Board of Directors.

Entertaining of outside groups:

The House committee does not intend to support the opening of the Golf Course to golf outings or activities to be held merely as an accommodation for an outside group or organization. The committee however recognizes that members who wish to use the course for:

- (1) The entertainment of groups with which they have a bona fide personal or business relationship should be accommodated as long as the general golfing member is not unduly inconvenienced and are subject to the following conditions: Golf function may be held only on Monday and not be held on a holiday.
- (2) A request for the use of the Club's golf facilities by a group of over eight shall be addressed to the General Manager in advance of the desired date.

- (3) Each request shall set forth the date on which the use of the golf facility is desired, the times of the day during which the participants desire to commence to play and the number of golfers expected to participate.
- (4) Each request shall be signed by a member or members of the Country Club of Lexington in good standing who shall serve as sponsor or sponsors for the said group.
- (5) Upon receipt of such request by the Golf Professional the General Manager shall present the request to the House committee for approval or disapproval. The sponsoring member or members shall then be notified by the General Manager of the action of the House committee, and in the case of the approval of the request, of any conditions or restrictions which may be attached to that approval.
- (6) Shotgun starts will be allowed if a tournament has 72 or more players.
- (7) Golf outings will be categorized as either a 1. Club event, 2. Club Organization (example: Women's golf association, Senior Men's Group) event, 3. SCGA Events 4. Charity fundraising event sponsored by a member and 5. Corporate/Group Outing sponsored by a member
- (8) Club event will not charge green fees. Cart fees, prizes and food and beverage will be included in the event entry fee.
- (9) Club Organization event that invites guest from other clubs to compete on a home and home basis will pay the same green fee and cart fees charged by the visiting club. If alcoholic beverages are served by the sponsor to participants a liability insurance policy must be obtained and provide the club with a certificate of insurance for general liability and liquor liability. (See sub section c. re corkage fee)
- (10) SCGA Event will charge fees allowed by the organization. These events will require Board approval.
- (11) Charity fundraising event (defined, as an event whose purpose is to raise funds for a recognized cause sponsored by a nonprofit organization) will pay the prevailing green fee and cart fee and play only on Monday. If the event provides food & beverage for its participants a facility use fee per golfer will be charged. If alcoholic beverages are served by the sponsor to participants a liability insurance policy must be obtained and provide the club with a certificate of insurance for general liability and liquor liability. (See section c. re corkage fee)
- (12) Corporate/Group outing sponsored by a member will pay the prevailing green fee and cart fee and play only on Monday. Any food and beverage served at the outing must be purchased from the club.

c. **Corkage fee** - An organization that provides alcoholic beverages for its participants and has the club serve the beverage will not be required to provide an insurance

certificate for the event. The Club's insurance would cover the event. A corkage fee will be charged for each unit of beverage served.

2. **Conduct of Guest:** Every member who entertains a golfing guest or guests, including any member or members who sponsor an outside group shall assume responsibility including financial responsibility imposed by these rules or by other rules of the club for the conduct and actions of such guest or members of outside groups while the latter are upon the Club's premises.

All guests, including members of outside groups, are expected to preserve the good condition of the golf course, to repair all damage occasioned by play, to display courtesy and consideration toward other golfers by adhering to the Rules of Golf Etiquette, and to obey the Rules of Golf. Compliance by each guest, including each member of an outside group, which these requirements shall be the responsibility of the member or members who invited the guest or sponsored the outside group. A member must play with a guest on weekends or receive special permission from the General Manager or the Head Professional. (3/06)

ABUSE

The greens crew at the Club continues to work hard trying to continue to make our club a first class course.

Despite their efforts to maintain our course, we still have a problem around our tees and greens. Most of these problems are caused by abuse (especially with electric carts).

Since it is impossible to police the course at all times, and due to the fact that we have a full membership with more play on the course than ever before, this problem is going to continue to get worse. The members must make an effort to correct this problem. Every member must assist us in policing the course.

The Board of Directors has initiated the following action. We will place an abuse box in the lobby area of the Pro-Shop. This box will be locked, and the only person having access to the box will be the greens chairman. The box will be checked bi-monthly, and persons reported abusing the course will be recorded in a log showing abuse, date, etc. If a member is reported four (4) times during any three (3) month period, they will be required to appear before the greens committee. If the greens committee agrees that the member is guilty of abusing the course, he/she will be fined \$50 or suspended from play for a period of thirty (30) days. A fine of \$25 or fifteen (15) days suspension will be added for each infraction over four (4) during any given time period. The member will have the right to appeal the decision of the greens committee to the full board.

The members are asked to report any abuse observed by any member. Only the greens chairman will have access to reported abuse slips. This will be confidential information.

If we are to continue to have a quality course, it is up to all members to become involved with the care and policing of the course.

MEMBERS ARE RESPONSIBLE FOR VIOLATIONS OF GUESTS. Non-members reported abusing the course will not be asked to return.

THE FOLLOWING IS WHAT WE CONSIDER ABUSES:

1. Driving a golf cart within 30' of any green.
2. Leaving cart paths with golf cart around any tee.
3. Driving golf cart behind any green (except 2, 6, and 18 for which the "thirty rule" must be observed)
4. Driving golf cart through wet areas in fairways.
5. Driving golf cart on fairways when the course has been declared too wet for play, common sense rule.
6. Driving golf cart up or down steep inclines such as hill on #1 or on #18, or driving golf cart across ditches.
7. Driving golf cart inside any roped off area.
8. Driving golf cart across pond dam on #10
9. Driving golf cart within 10' of ladies tees.
10. Driving golf cart and/or within 10' of traps.
11. Parking golf cart or personal vehicle in unauthorized areas near clubhouse.
12. Malicious abuse of any club property, electric golf carts, club facilities, tees, greens, and fairways.
13. Not observing the Club's Liquor Policy.

Observing these rules by all members and taking appropriate action against those members who choose to abuse the course will help make our course the quality course which all of us will be proud to be members.

Golf Course Rules
RULES INFRACTION

All violators will be verbally notified as infractions occur, and after two (2) violations, the violator will be given a written notice to appear before the Rules Infraction Committee (Greens Committee, Pool Committee, or other appropriate Committee, with final decision by the Board of Directors) for possible suspension. Additional violations within a year of the written notice will result in the member having to appear before the Board of Directors for further action. Any violation older than one (1) year will be disregarded in imposing suspensions. The suspension will include the loss of all club privileges with the suspension to apply on an individual basis and not include other members of the family. Rules infractions will include violations of any rules of the club. No suspension will be made without giving the member an opportunity to be heard by the Board of Directors if he so desires.

SEVERE WEATHER POLICY

When severe weather is in the area our Pro Shop staff will sound a warning horn using three long blasts or the lifeguards will blow their whistle and ask you to leave the pool area. **DO NOT STAY ON THE COURSE OR IN THE POOL.** You will be advised when it is safe to return or play or enter the pool.

WEATHER HAZARD CLOSE BUILDING

The manager on duty is authorized to close the club in the event the current or forecast weather will be a hazard for employees to get to or from work. (1/05)

CONSIGNMENT

Members golf clubs

The Golf Shop is authorized to take members clubs on consignment and charge 20% of sale to the member. The member receives a gift certificate for 90% of the sale instead of paying the 20%.

WALKING OR JOGGING ON THE CARTPATHS

Members are allowed to walk or jog on golf course cart paths prior to 7:30 AM and only on weekdays. (8/16/04)

FISHING PROHIBITED

Fishing will not be allowed at any time on club property (3/06)

Weekend and Holiday Tee-times - Members desiring a tee time on Saturday, Sunday, and holidays are required to call the golf shop office the Wednesday before, beginning at 8:00 AM. Tee times will be taken only by phone in the first hour of the reservation period. (1/17/06) Tee times will be taken on a first come first served basis. A member can make up to 3 tee times.

Weekdays tee times may be reserved 7 days in advance through out the year.

Ladies Day – Tuesday and Thursday are designated as ladies days and tee times will be blocked for their play. The blocked times will begin at 8:24 am in the spring and 10:00 am during the winter months.

Seniors Play - Tuesday and Thursday Seniors will have tee times blocked from 9:00 am till 9:52 am. Friday mornings' tee times will be blocked from 9:00 am until 9:36 (Daylight saving time play begins after ladies' tee times.)

Guest Day - A special day has been designated for member's guests' play at a reduced green fee. The schedule is as follows:

Every Wednesday during the months of November through March, and the first (1st) Wednesday of each month during the months of April through October, except on Holidays, or will allow one group per month to play at the reduced rate per player. (3/23/09).

Current rate, effective April 1, 2009 is \$20 per player, *walk or ride*.

Out-of-Town House Guests and Family – Out of town house guests and family may pay a reduced green fee as approved by the Board of Directors. (3/23/09) Effective April 1, 2009 the rates are:

Weekdays (Monday through Thursday).....	\$30.00 (walk or ride)
Holidays and Weekends (Friday through Sunday).....	\$40.00 (walk or ride)

MEMBERSHIP

I. Membership Dues

- Full/Corporate Initiation Fee.....(*Available in Business Office*)
- Full/Corporate Membership Monthly Dues(*Available in Business Office*)
- Junior Executive Initiation Fee(*Available in Business Office*)
- Junior Executive Monthly Dues.....(*Available in Business Office*)
- Junior Initiation Fee(*Available in Business Office*)
- Junior Monthly Dues.....(*Available in Business Office*)
- Senior Membership.....(*Available in Business Office*)
- Social Initiation Fee(*Available in Business Office*)
- Social Membership Monthly Dues(*Available in Business Office*)
- Annual Range Pass (unlimited use)(*Available in Business Office – billed annually in January*)
- SCGA Annual Dues (Handicap).....(*Per SCGA and payable each January*)

II. Applying for membership requires the following

- A. Complete an application form
- B. Have two members sign application as sponsors or attend a Board meeting.
- C. Board of Directors approves application.

III. Regular membership initiation fee installment plan

A member, at the time of admission, may select an installment plan to pay the initiation fee. The down payment will be one half of the current initiation fee with the remainder paid in four equal payments on a quarterly basis. (Approved 1/19/04)

A member electing to pay the initiation fee on the installment plan will not be eligible to vote in the annual election until the total initiation fee is paid. (Approved 1/19/04)

IV. Delinquent Dues

A member that has received a delinquent notice (sent 15 days after considered delinquent) that their account is in arrears is not permitted to charge for any services of the club until the delinquency is cured. (Approved 1/19/04)

FULL MEMBERSHIP – described within club’s by-laws

JUNIOR MEMBERSHIPS

A junior member at the time of admission shall be not less than 21 years old or past their 29th birthday. Junior members shall pay, upon election, One third (1/3) of the current initiation fee and monthly dues that are 50% of regular dues. A Junior Executive member at the time of admission shall be not less than 30 years old or past their 34th birthday. Junior members shall pay, upon election, two thirds (2/3) of the current initiation fee and monthly dues that are 72% of regular dues. A member in the junior category does not have voting privileges.

Junior Membership category will have a maximum of 50 members and will not be counted in the maximum regular membership limit. (Approved 3/08)

CORPORATE MEMBERSHIP

A Corporation may apply for a Corporate Membership. The Board must approve such memberships. Each Corporate Member will be required to pay one regular initiation fee per each individual membership and may then nominate not more than six (6) employees for individual membership within the Corporate Membership. The Board in accordance with Country Club of Lexington by-laws must approve each individual nominated. In the event an individual member leaves their membership the corporation may replace that member with the nomination of another employee subject to the approval of the Board. No additional initiation fee will be required. When approved by the Board that new member will be subject to all other requirements of a regular membership including the payment of regular monthly dues. Individual members within a Corporate Membership will be a voting member. The Corporate Member is responsible for all debts not paid fully by an individual member under this section.

A Corporation is defined as a business entity created under the authority of the laws of a state and registered with the South Carolina Secretary of State to legally conduct business in the State of South Carolina. (9/21/2004)

SOCIAL MEMBERSHIP

A social membership includes the use of the clubhouse, pool, tennis courts, and driving range (with use of club range balls only – may be purchased by the bucket or join annual range program). The membership will also be allowed to make a reservation to play golf twice a month, Monday through Saturday after 12 o’clock noon, and pay green fees and cart rental. A social member will have priority, after the ex-dependent and inactive member’s reactivation request, to become a full time member and the initiation fee will be reduced by the amount paid for the social membership initiation fee. The Social Member has no voting privileges. (9/16/02)

Social Member tournament play

A social member cannot play in a tournament as a member.

Former Social Member return policy

A former social member who desires to be reactivated will pay a reactivation fee equal to the social initiation fee at that time. (9/22/08)

SENIOR STATUS

Any member in good standing may request to change to senior status, which is weekday play only, under the following guidelines as set by the Board of Directors.

1. Age 62 or older.
2. A current member, in good standing for minimum of one year.
3. Submits a written request to the Board of Directors.
4. Senior Status cap of eighty (85) that may be reviewed and adjusted by the Board of Directors based on current membership levels.
5. Members who apply for Senior Status will be placed on a waiting list if the cap of eighty (85) is full. (3/15/02)

OUT OF TOWN MEMBERSHIP

An active member in good standing that is required to move their primary residence outside a 50 mile radius of the club may apply in writing for an out of town membership. Included in the written request for a change in membership will be proof of primary residence (voter registration card or drivers license). The Board of Directors will approve all new applications for membership. The Out of Town membership is a non-voting membership that has all other privileges of full membership. Annually the out of town member must submit a voter registration card or a tax receipt that verifies primary residence along with a \$250 fee to continue membership. An out of town member will pay a ½ green fee each time playing golf. (Sept 06)

(EX) DEPENDENT STATUS

The initiation fee is waived for any ex-dependent of a member in good standing, who has been active in the club for a minimum of five (5) years, with the Board approval of the completed membership application.

The ex-dependent must have been a dependent of the sponsoring member at sometime during this membership period and not be over the age of thirty-five(35) years. (5/21/08)

The parent will be the sponsor and note on application that it is the application of his/her ex-dependent. If there is a waiting list, ex-dependents, who apply under this policy, are placed at the top of the waiting list. (2/18/02)

HONORARY SENIOR MEMBERSHIP

A former member of the club may apply for an Honorary Senior Membership. Applicants are reviewed on an individual basis and approved at the discretion of the Board. (12/10/07) Honorary Senior Members will be allowed to use the clubhouse only on a cash basis. There is no initiation fee or monthly fee for this membership category and this membership does not have voting privileges. (Approved 3/15/04)

MILITARY LEAVE

An active member in good standing that is called to active duty by a military reserve unit or the National Guard may request in writing a military leave of absence. Monthly dues will be suspended until the member is released from active duty and submits a request reinstatement to full membership. Membership will automatically be reinstated and the member will begin paying monthly dues.

A member called to active duty may request changing to a social membership that will allow family members to utilize the club facilities during the member's absence. Dues will be reduced to those of a social membership. Upon return from active duty the member may request to be returned to full membership as outlined above. (1/03/03)

INACTIVE STATUS

Request for change in Membership to Inactive

A member may request, in writing to the Board of Directors, to place his membership in inactive status. Acceptable conditions could be: relocation, financial hardship, family medical conditions or other such situations as deemed appropriate by the Board. The Board will review each application, for inactive status, on an individual basis.

Conditions;

1. Member must be current with all dues and club charges.
2. All inactive members must remain inactive for one year except for major medical or extraordinary circumstances, with approval of the Board.
3. The maximum time a member may remain inactive is two years.
4. The inactive member will be allowed to use the clubhouse as the guest of a member. (See Article IX section 2 of the bylaws).
5. ~~The inactive member will be allowed to play golf one time per calendar quarter (Jan. March, April-June, July-Sept., Oct. Dec.) as a guest of a member. (11-23-09)~~
6. To reactivate an inactive membership, an inactive member must submit a reactivation form and pay a reactivation fee in an amount equal to one (1) month back dues per each quarter (three (3) months) of inactivity. The maximum reactivation fee that will be charged is four (4) months back dues. All reactivations are subject to the approval of the Board of Directors and membership availability. The Board of Directors reserves the right to waive the reactivation fee in such cases that it deems appropriate. Each reactivation request will be handled on a case by case basis.

The Board of Directors may waive the payment of the reactivation fee for reinstatement to active status. Consideration will be given on an individual basis to a member that had to go inactive due to a major medical procedure, family tragedy, or other extenuating circumstances.

Reactivation forms are available in the club's business office and on the club's website. . (Revised 3/26/09)

GRANDCHILDREN USE OF CLUB

While in the care of the grandparent, a grandchild may enjoy the privileges of their grandparents' membership.

Staff will act on Membership Conversion

Staff is authorized to act immediately on all member requests for resignations, conversions from full to social or the reverse and from regular to senior status if the member requesting such action meets all the criteria for the conversion. Any exceptions would require the Board to act on the request. A report of all activity will be made at the upcoming Board meeting. (7/20/04)

- ***Moving from Regular membership to Social membership.***
A member requesting to move from a regular membership to a social membership will be required to remain in the social category for one year. If the member requests a change back to regular membership the priority for reinstatement will be the same as a dependant.
- ***Moving from Senior membership to regular membership***
A member requesting to move from Senior to Regular membership will be required to remain in the regular category for one year. If the member requests a change back to Senior membership member will have to be placed on the waiting list.
- ***Moving from Out of Town membership to Regular membership***
A member requesting to move from Out of Town to Regular membership will be required to remain in the Regular category for one year. A change from Out of Town to Regular will have the same priority for reinstatement as a dependant.

MEMBERSHIP TERMINATION

An active member dropped or suspended from membership by Board action for non-payment of dues and charges or for the violation of club bylaws and rules will be banned from use of any of the club facilities at anytime. This ban will include all members of the former member's immediate family. (1/03)

DIVORCING MEMBERS

In the event of a divorce or legal separation of a member, the spouse whose name is on the membership application will be responsible for all debts incurred by family members and is considered the "Member On Record". In the event the spouse that is not the Member On Record desires to continue membership in the club, the board will grant a social membership without the payment an initiation fee. A written notice requesting a social membership must be sent to the membership coordinator within one (1) year of the divorce or legal separation. This social membership without an initiation fee will require the payment of monthly dues. In the event the member not on record wants a full membership that person pays the balance after crediting the social initiation rate. 6/18/07

MEMBER ADDRESSES

A member is entitled to inspect and copy members' addresses if a written request gives five business days notice before the date on which the member wishes to inspect and copy. The member requesting that the list be copied will pay for any cost associated with copying the records. The member's demand will be made in good faith for a proper purpose. The member must describe with reasonable particularity the purpose and identify the records the member desires to inspect. The records requested are to be directly connected with the purpose. The membership list or any part of said list may not be obtained or used by any member for any purpose unrelated to a member's interest as a member, unless the member first obtains the consent of the Board. A purpose unrelated to a member's interest as a member includes but is not limited to:

1. Solicitation of money or property, unless the money or property will be used solely to solicit the votes of the members in an election to be held by the club.
2. Use for any commercial purpose
3. Sale of the list to a third party (1/17/2006)

MEMORIALS & DONATIONS POLICY

Staff is authorized to spend up to \$100 for a memorial for a deceased current Board member, past presidents and employees. Staff is authorized to spend up to \$50 for spouse/child or parent of current Board members, past presidents and employees for a memorial. A memorial can be in the form of flower arrangement or a donation to a charity.

Staff will send a card expressing the club's concern and regret upon the passing of a current member.

Staff is authorized to expend up to \$25 for current Board members and employees hospitalized or at home with a serious illness.

The club will keep a list of memorial items that can be purchased in the name of a deceased member. The Club will accept only cash donations. (8/21/06)

SWIMMING POOL RULES

1. HOURS

The swimming pool will be open during the hours posted. There will be no swimming outside these hours or at any time when a live guard is not present.

- *Pool Season – Saturday before Memorial day through Labor Day*
- *Pool hours are determined per annual contract with pool Management Company.*

2. A member shall accompany Guest. Guest fees are **\$4.00**, no charge for children in diapers (*see Rule f*).

3. Food Service

Soft Drinks and Fast food type service will be served at the pool. Food and beverage may not be brought to the pool for consumption on the premises except where permission is obtained for special items such as birthday cakes. Food service is available at the clubhouse but persons in swimming attire will not enter the building.

All children signing charge tickets shall sign the name of the member when purchasing any concession item. Parents must notify the business office if a child is allowed to charge.

4. Swimming Instructions

A qualified staff of instructors is available for swimming lessons. As a service to the community non-members are allowed to take swimming lessons. Dates, times, fees and schedules are included within the annual pool management contract and approved by the Board.

5. Swimming Team Practices

The CCL Swim Team season extends from the end of May through mid to late July. Practices are held Monday through Friday from 7:30 - 9:30 a.m. There are approximately 3-5 home meets which will be held on Mondays and/or Thursdays beginning at 4 PM. Meet dates and time are posted at the pool and in the club newsletter. Both the Pool and the wading pool will be closed for member swimming during these meets. Visiting teams are not permitted to bring food and beverage or personal coolers into the pool area.

6. Special Pool Rules

Lifeguards have the authority to require compliance with the following rules and to insure the safety and comfort of Club members and guest.

- a. An adult must accompany all children under the age of twelve (12) at all times.
- b. Only members and their invited guest are authorized to use the pool facilities.
- c. Every member and guest must sign the register on the concession counter and pay guest fees upon entering the pool area.
- d. No person shall enter the pool with out first taking a shower.
- e. No objects shall be permitted in the pool area, such as glass bottles, rafts, balls, inter tubes, etc.
- f. Children in diapers are permitted to use the baby pool only.
- g. There shall be no chewing gum or food in or around the pool. All consumption of food must be with in the designated area.

- h. Diving is permitted in the diving section of the pool only. Swimmers are not allowed to swim the diving section.
- i. No pets are allowed inside the pool area.
- j. Persons with bandages, open wounds, sores or skin infections, nasal or ear discharge or viral or bacterial infection will not be permitted to use the pool facilities.
- k. There shall be no hanging on the floating ropes.
- l. Lifeguards are allowed a 10-minute break every hour. When a break is called everyone is asked to leave the pool.
- m. Members are asked to keep the pool surroundings clean. Place all trash in the containers. Especially keep the food area clean. Adults please check behind the children to avoid problems with insects and small animals.
- n. There shall be no running, pushing or horseplay allowed.
- o. Persons in proper bathing attire only will be permitted to use the pool.
- p. Only paper or plastic glasses may be used at the pool. No bottles or other glass containers may be used in the pool area.

7. **SPECIAL PARTIES** (*over 10 in attendance*)

- (a) Graduation parties, class parties, non- member parties, sponsored by a member cannot be booked during normal pool hours. They must be held after the pool closes or before opened.
- (b) A guard fee will be established in the swimming pool management contract and based on the number of swimmers in attendance. A minimum of two (2) guards required. A Hold-Harmless agreement may be provided to the club for parties providing their own lifeguards.
- (c) A deposit fee of \$50 is required to book a party. If the member cleans the area the \$50 will be returned after inspection by the guard on duty.
- (d) An after-hours fee of \$50 will be charged for 25 attendees and \$100 for 26 or more attendees. (3/15/04)
- (e) One (1) adult chaperone for each (10) people at a teenage or college age party is required.

TENNIS RULES

1. Use

The use of the tennis courts at the Country Club of Lexington is restricted to members of the Country Club of Lexington and their guest. The Club Professional shall use them for giving lessons to members and to guests of members when a member sponsors the guest. Guest lessons are to be given only when members are not available for lessons.

2. Members Defined

The team member of Country Club of Lexington as used herein shall be defined as a Regular, Senior or Social member.

3. All members shall register in the golf shop to receive court assignments, and shall list the names of guest, if any and sign guest tickets before commencing play.

4. Court reservations may be made not earlier than one week in advance.

5. A reservation shall not exceed a one and one half (1½) hour time limit. When the adult, or family of the adult, finishes playing at the end of the one and one –half hour time limit, the adult or family of the adult cannot continue to play under continuous reservation unless the Professional designates another court that does not have a reservation.

6. No member shall have more than three- (3) guests at any one time except by permission of the Professional. If it becomes necessary to cancel a reservation, this must be done at the earliest possible time. Reservations will be held open for ten minutes after their scheduled beginning. After 10 minutes the court will then be made available to any member waiting to play.

7. The teaching pro will reserve court 5 for lessons.

8. Teaching Tennis

The Board will designate a person to serve as the Club's "Tennis Professional". The tennis professional or the pro's designated instructor(s) are the only persons allowed to teach tennis and receive a fee for teaching. Additionally, a league team may appoint a member of the team to serve as Captain to set the line up for matches and / or establish strategy for the team. The Captain must be a member of the Country Club of Lexington. Instruction of league participants must be by the clubs tennis professional or the pro's designated instructor. Fees charged for instruction will be proposed by the tennis pro and approved by the General Manager.

9. General Rules

(a) All Children signing charge tickets shall sign the name of the member authorizing the use for the tennis courts and their name. Parents must notify the business office if a child is allowed to charge.

(b) The tennis professional may reserve courts for tournaments and exhibition match play and in other cases where, in the professional's judgment, circumstances justify such reservations.

(c) Turn off lights when leaving the court after night play.

(d) Guest fee will be \$3.

10. League Play

- a. Each team will have one (1) practice, day or night and one (1) match; day or night each week.
- b. Reservations must be made in advance. Team Captains need to check with the Golf Shop at least once a week to ensure their team has a reservation on the books.
- c. Each week of the season four (4) courts can be reserved for matches and three (3) courts can be reserved for practice.
- d. Court 5 (closest to the road) will stay open for teaching or walk-ons.
- e. If match or practice has to be cancelled, the reservation for the courts must be also cancelled with the golf shop.
- f. If additional practice time is needed, only a club member can make reservations for one court. If more than one court is needed, another member of the club must make the reservation. Standard reservation procedures must be observed. Note; a Club member must be present to play with a non-member.
- g. Before scheduling a make up day or night match, check with the golf shop to ensure that the courts are available. Make up matches have priority for courts. A team that has a practice scheduled will have to give up their reservation to a team that has a make up match. Arrangements must be made between team captains.
- h. When making court reservations for a team make sure a contact person and phone number are written in the reservation book.
- i. After league season is complete, a non-member will be required to pay the \$3 guest fee to use the courts. The club member playing with the non-member is responsible for insuring the guest fee is paid at then golf shop.

Non-Members of the CCL are permitted to join USTA-Sanctioned League Teams that are CCL-based. The non-member League Fee is \$75.00 per person, per team, per season. If a non-member chooses to play on more than one team during the season the total fees will be capped at \$125. This applies to each season of League Play: Fall, Spring, Mixed Doubles, Combos, etc. (Example: Play on 1 team, pay \$75.00. Play on 2 teams, pay \$125.00. Play on 3 teams, pay \$175.00, etc.) Senior league fees will be \$50 per season. If a member of a senior league desires to participate in a non-senior league during the season the fee will be \$75. Fees listed above entitle the player to participate and play on a CCL-based team for a designated season, and participate in one (1) weekly, scheduled "team practice" at the CCL. The "team practices" may start two weeks before the official season of play begins, and will end after the last regular-season match is played. Any additional play at the CCL during the league season will be subject to a guest fee of \$3.00/visit, and a member of CCL must accompany the player.

- j. The leagues are open to all members. A deadline for members to join a league will be posted each season. After the deadline has passed and the members had the opportunity to join a league then the leagues will be opened to non-members to join the teams
- k. ALATA (spring) and junior tennis league (summer) requires that at least one member of the CCL to sponsor and be physically involved with each of the junior leagues in order for these teams to use CCL courts. (6/07)