

# *Highland Country Club*

## **2023 Rules and Regulations**

(Revised February 28th, 2023)

# Membership Classifications

## GENERAL

As defined in the Rules and Regulations, the Board of Directors shall define the membership classifications. These classifications are presented below and the Table following this section presents a summary.

## RESIDENT MEMBERSHIPS

Members who are residents of Cumberland County, NC and not younger than twenty-one (21) years of age (and members of their household) and who purchase stock in the Club. Members shall be entitled, subject to the Clubs rules and bylaws, to all privileges afforded by the Club, including voting. All Resident Members shall be required to pay such dues as are determined by the Club's Board of Directors, from time to time.

## YOUNG PROFESSIONAL MEMBERSHIPS

Members who are not younger than twenty-one (21) years of age and who have not reached their fortieth (40) birthdays and members of their household. This class of membership shall have the privilege to pay their initiation fees on an installment basis as approved by the Board from time to time. Legacy Young Professional Members shall be exempt from the payment of interest on the financing of initiation fees. Young Professional Members pay shall be entitled, subject to Club's rules and bylaws, to all privileges afforded by the Club, including voting. All Young Professional I and II Members shall be required to pay such dues as are determined by the Club's Board of Directors, from time to time.

## SENIOR MEMBERSHIPS

Resident Member in good standing who is at least seventy-five (75) years of age and has been a Club Member for twenty-five (25) cumulative years or more. Senior Resident Members shall be required to pay seventy-five percent (75%) of Resident Membership dues. Senior Members shall be entitled, subject to the Club's rules and bylaws, to all privileges afforded by the Club, including voting. All Senior Members shall be required to pay such dues as are determined by the Club's Board of Directors, from time to time.

## NON-RESIDENT MEMBERSHIPS

Shall be extended to current members who are in good standing and who establish a permanent family residence more than seventy-five (75) radial miles from the Club. The monthly dues for Non-Resident Members are fifty percent (50%) of Resident Member dues. Non-Resident Members shall be entitled, subject to the Club's rules and bylaws, to all privileges afforded by the Club, including voting. All Non-Resident Members shall be required to pay such dues as are determined by the Club's Board of Directors, from time to time.

## **NATIONAL MEMBERSHIP**

This class of membership is limited to a person (and spouse if applicable) whose permanent family residence and place of business are more than 75 miles from the clubhouse. National members shall be entitled to use all of the facilities. National members do not have voting privileges. The monthly dues, capital fund, and initiation fee for National Members are fifty percent (50%) of Resident Member dues and initiation fee. National Members shall be entitled, subject to the Club's rules and bylaws, to all privileges afforded by the Club, but do not have voting privilege or stock. All National Members shall be required to pay such dues as are determined by the Club's Board of Directors, from time to time.

## **MILITARY MEMBERSHIP**

This class of membership is limited to active duty military personnel. This membership is a three year term with a maximum application eligibility of two terms available (total of 6 years of military membership). If the member is deployed during their three year membership term, they may contact the administrative office to request a suspension of membership and any applicable fees. Military membership suspensions are subject to approval by the Club's Board of Directors and cannot be a length of time greater than three years. Once the member returns they may contact the administrative office to reactivate their membership for the remainder of the term that was suspended. If a military membership is suspended, the member, their spouse, and dependents may not use the facilities during that period of time. The monthly dues and capital fund will be based on the membership classification that is selected (Resident, Young Professional, or Social). The initiation fee will be determined by the Club's Board of Directors, from time to time. If an active military member chooses to become a permanent member of Highland Country Club during or after their term(s), the initiation fee(s) invested in the Club will be applied towards whatever the initiation fee is at that time based on the membership they elect.

## **SOCIAL MEMBERSHIP**

This membership class shall be comprised of Members who are not younger than twenty-one (21) years of age and members of their household. Social Members are not entitled to purchase stock in the Club and shall have no voting rights. The Social Member and members of his or her household shall be entitled, subject to the Club's rules and bylaws, to only the dining, pool and social activity privileges of the Club. All Social Members shall be required to pay such dues as are determined by the Club's Board of Directors, from time to time.

### **Downgrade Policy**

One current Resident Member may downgrade to a Social Membership for every two new members of any category admitted to the Club. The General Manager will maintain a waiting list based on seniority and the time the request was made. The Member downgrading will forfeit their stock and voting rights. Any Member in good standing, may upgrade to a Resident Membership according to the Clubs rules and bylaws at the time of the upgrade. A member must remain in a membership category for a period of one year prior to requesting an upgrade or downgrade.

## **EMERITUS MEMBERSHIP**

This membership class shall be a membership classification available to Resident Members in good standing who are: (1) 80 years or older and whose age and Club membership tenure adds to one-hundred (100) or greater; or (2) the surviving spouse of a stockholder if the average age of the deceased and the survivor is 80 or older and whose average age and Club membership tenure adds to one-hundred (100) or greater. Emeritus Membership dues for single, widowed, divorced or married members shall be 50% of the prevailing Resident Membership dues. Eligible members who elect to become Emeritus members must surrender their stock to the Club, and thus will be non-voting membership. A class of single members who attained their Emeritus classification before January 1, 2010 shall be grandfathered such that their dues shall remain 15% of the prevailing Resident Membership dues. All Emeritus Members shall be required to pay such dues as are determined by the Club's Board of Directors, from time to time.

# House Rules

## Department Overview

The club house building facilities and grounds, food and beverage operations, and the rules governing member privileges and conduct in these areas are governed by the House Committee. A Clubhouse Manager who reports to the house Chairperson and the General Manager heads the department.

### Office Hours

The Clubhouse Manager or their assistant is available during service hours and also by appointment. The Clubhouse manager's office is located off the hall in the back of the Sun Room.

### Hours of Service

The clubhouse is open Tuesday through Sunday with the exception of December 24<sup>th</sup> and 25<sup>th</sup>. The Clubhouse closes early on major holidays (Memorial Day, Independence Day, Labor Day, Thanksgiving, and Easter.)

## Dress Code Rules & Cell Phone Policy

### Adult Dress

Daily dress code for the clubhouse is resort casual or Business Attire. **All Children who have reached their 11<sup>th</sup> birthday must adhere to the adult dress code.**

#### Resort Casual

**Gentlemen-** Collared Shirts, Slacks, Dockers, proper jeans (No holes or unusual articles) shorts, sweaters, and proper golf and tennis attire. **Shirts are tucked-in. Men must remove their hats in all dining and bar areas.**

**Ladies-** Slacks, proper jeans (no holes or unusual articles), Bermuda shorts, sweaters, blouses, sun dresses, and proper golf and tennis attire. Ladies open-toed dressy sandals are acceptable.

#### Business Attire

**Gentlemen-** Business suits, sports coat with slacks, with or without necktie.

**Ladies-** Dresses, ensembles or pant suits

### **Magnolia Grill and Bar**

Resort Casual is acceptable. The Resort Casual dress code is relaxed to allow for tucked-in t-shirts for breakfast and lunch only.

- ❖ **T-shirts are not acceptable for dinner.**
- ❖ **The minimum age requirement in the Magnolia Bar is 18 years of age.**

### **Sunroom (Dinner on Wednesday Nights)**

Business Attire only

### **Cliff's Bar**

Resort Casual is acceptable

### **Veranda and Patio**

Resort Casual is acceptable. T-shirts are allowed on the Veranda. **Bathing suits are inappropriate in this area.**

### **Sunday Buffet Lunch and Holiday Buffets (ballroom) 11:30am – 2:00pm**

Gentlemen- Business suits, sports coat with or without necktie.

Ladies- Dresses, ensembles or pant suits

### **Tuesday Night Family Buffet**

The Resort Casual dress code is relaxed to allow for tucked-in t-shirts. Sports uniforms are allowed (Shirts are tuck-in).

***The club will extend reasonable dress code accommodations for medical and religious needs. Refusal to conform to the dress code in effect may result in denial of service and suspension of membership privileges. Members are responsible for communicating the dress code requirements to their invited guests.***

### **Cell Phone Policy**

In order to preserve the tranquility of the clubhouse and sporting venues, cell phones must be set to the “non-audible” mode. Within the clubhouse, audible cell phone use is allowed outside of the dining areas.

## **Reservations**

- Reservations are necessary to assure proper service and all members are encouraged to make them in advance. The management will accommodate walk-ins, but may ask the unannounced party to wait while a space is made available.
- In anticipation of peak service hours it may become necessary to limit the number of reservations or walk-ins accepted. Members will be advised of alternate seating times. No member will be refused service unless the entire clubhouse is booked for a Board-approved function. Management personnel must handle all membership reservation issues.
- Members must honor their reservation time to avoid delay in table service.

- Standing or recurring reservations are allowed to the extent that such reservation may be rebooked seven (7) days in advance. It is the responsibility of the member to inform the club if they are unable to honor the reservation. There is no guarantee that a standing reservation will be seated at the same table, time or general area on each visit. The club requires that reservations be made in advance for Valentine's dinner party, Easter Buffet, Mother's Day Buffet, Thanksgiving Buffet, Christmas Buffet, New Year's Eve dinner party and other events as deemed necessary. Special seating requests will be honored on first-come-first-served basis. Reservations canceled within 48 hours of these events will be billed.
- Reservations for regular (non-holiday) Sunday Lunch Buffet and Family Night Buffet are required for parties of six or larger. This expedites service and assures minimal waiting for any size party on both of these popular buffets (subject to the rules stated above).

### **Dining and Banquets**

- All guests of members will be specifically and individually invited by name. No public or general solicitations are permitted for functions held at Highland Country Club.
- The Magnolia Grill and Bar are for membership dining and may not be reserved in their entirety by any member.
- All social functions contracted with Highland Country Club are required to purchase all alcoholic beverages for their functions from the Club.
- To the discretion of the General Manager any special function exceeding \$500.00 must be paid in full within 10 days of the function.
- Room fees apply to all banquet areas. Fees do not apply for club calendar events or if the banquet is 75% or more members.
- A function is not officially confirmed and time and date reserved until the sponsoring member signs a function sheet contract.
- A firm attendance roster is required three (3) business days in advance of contracted parties. If the attendance count guarantee is changed upwards within 48 hours of the function, a charge of 25 % of the agreed upon price per person will be added. The club reserves the right to substitute entrees for the additional attendees, but every effort will be made to serve the contracted meal.
- A cleaning fee commensurate with actual costs will be charged when appropriate.
- No throwing of rice, confetti, or birdseed inside the clubhouse; sparkles and incendiary are prohibited.
- Cancellation within 90 days of any function booked during the month of December shall result in a cancellation fee of 10% of the contract amount.
- Only the members and their invited guests who have arranged and are paying for any social function may participate in these functions.
- Use of tobacco products is prohibited in the Clubhouse.

### **Booking Restrictions-Non-Member Wedding Receptions**

- Scheduled member wedding receptions have priority over sponsored wedding receptions; therefore, a sponsored wedding reception may only be booked 6 months in advance.
- **Booking Fee:** A \$2500 nonrefundable booking fee is required to hold or book a date. The amount will be applied to the balance of the event.

- **Security deposit:** a \$200 security deposit is required for all events. This deposit will be refunded pending the verification of non-damage inspection following the event. Food and beverage minimum applies.

#### **Room Charge Is Waived For:**

- All approved Entertainment Committee and Club Calendar Functions.
- Social Functions where more than 75% of attendees are members and a guest list is provided to the club no later than the day of the event.
- Function where the required food and beverage minimum has been met.
- Recurring meetings/ events (meet at least 10 times per year)

#### **The Room Charge Is Not Waived For:**

- Sales meetings.
- Corporate meetings, seminars, training, demonstrations.
- Political meetings, civic clubs, fund raising.
- And other events as deemed appropriate by the House Committee.

#### **Guests**

- Guests must be accompanied by current club members to use the club's facilities. Accompanied guests must be introduced personally by the member, their spouse or dependent children. Unaccompanied guests must hold a club-issued Visitor Card.
- Visitors who are not residents of Cumberland County shall be furnished with a Visitor Card signed by the President, Secretary or Manager, certifying that such visitor is entitled to the privileges of the club for two weeks from the date of issue upon payment of all fees and accounts by said member. Visitors have the privilege of one renewal for a like period. No visitor whose invitation has been once renewed shall again be introduced within ninety (90) days from the expiration of the renewal period. Members shall be responsible for the conduct and indebtedness of guests introduced as required herein.
- A member may not accompany more than seven (7) guests to the Magnolia Grill and Bar. The Donald Ross Lounge and the Carolina Room are strictly for members only use unless the guest is partaking in an organized club sanctioned activity. In the month of December the Carolina Room is available to be rented for events. Larger groups are accommodated in the banquet areas. No guests allowed in the Donald Ross Lounge past 7:00 pm.
- The Ball Room and adjacent banquet rooms are designed to cater to members with more than seven guests and are not subject to the five visits rule. A 20% room setup fee applies to all food, beverage and resource charges.
- Members in good standing may host their grandchildren at the club's facilities without limitation provided that: (1) the appropriate guest fee is paid, (2) the host member is present, (3) the grandchildren have not yet reached their 12th birthday.



## **Charges**

- Members are to sign for all purchases using their designated membership number and signature. Dependents are to sign their own name and enter the membership number of their sponsor member.
- Only members, their spouses and dependent children as well as holders of authorized guest cards may sign for charges.
- The club or staff will not be responsible for monitoring charges for members' dependents.
- Employees will initial all tickets not signed by members signifying the accuracy of the charges.

## **Gratuity Policy**

- **NO TIPPING POLICY.** For the convenience of Members, an 18% service charge will be added to all food and beverage sales. The service charge does not go towards your monthly food minimum.

## **Parking**

- The parking spaces are marked so as to permit maximum use. Members who park outside marked spaces or improperly utilize handicap spaces will be subject to action by the Board of Directors as allowed in the Bylaws.

## **Telephone Usage**

- The placing of long distance phone calls at club expense is strictly prohibited.
- Cell phones must be extinguished or set to silent/vibrate mode upon entering the clubhouse.
- Members must answer their cell phone calls away from dining areas.

## **General Policies**

- Each member is responsible for the conduct of his or her guests.
- Guests are not permitted at free club functions.
- No property of the club shall be loaned or borrowed for personal use.
- No member may request any employee of the club to perform any personal service not in keeping with the normal job description of the employee.
- No persons whose parents or grandparents are members of the Club may be hired to work for the Club.
- No advertising in any form will be allowed on the club premises without prior management approval.
- Parents shall be responsible for the conduct of their children at all times.
- The replacement cost of any property damaged by a member, their guests, or dependents is the responsibility of the member.
- The checking of coats or other personal items at the club is a service furnished without charge as a convenience to members and guests. The club is not responsible for any personal property lost or stolen.
- No food or beverages may be brought into the club with the exception of wedding and special occasion cakes.
- All decorations for parties other than table centerpieces must have management approval.
- No guest of a member shall interfere with the management of the club.

- Any inattention to duty or lack of courtesy on the part of a club employee should be reported to the General Manager or the manager on duty.
- No unlicensed motorcycles, mini-bikes, or skateboards are permitted on club premises. Bicycles are not permitted at any time on the golf course or sidewalks of the club.
- Club members and their families may walk or jog along the golf course area and cart paths before 8:00 am and after 8:30 pm during the months of November through March, and before 8:00 am and after 9:30 pm during the months of April through October. Non-members are not permitted to walk or jog on club property at any time.
- Entities providing complimentary goods or products are permitted to identify their participation at club sponsored events in a manner designated by the House Committee, so long as this identification is done in good taste. Highland Country Club shall not charge or accept remuneration of any kind from any entity participating in club-sponsored events.
- Members may not use or allow others to use the Highland Country Club directory for any commercial purpose.
- The televisions throughout the Club may be used at the discretion of the General Manager or a designated employee. The volume and program selection must be such that it does not disrupt the enjoyment of the room members.
- Children under the age of fourteen (14) are not permitted in the clubhouse after 7:00pm unless accompanied by an adult.
- Young people age 16 and above will adhere to the adult dress code while at the club.
- These rules may be amended at any time by the House Committee with the approval of the Board of Directors.

# Golf Rules

## Department Overview

- The golf department is in charge of all member activities associated with the golf course, driving range, putting green, practice area, golf locker rooms, cart barn, bag storage and the golf pro shop. The department is headed by a Golf Professional whose title is Director of Golf and reports to the Golf Chairman.
- The Golf Committee and the Board set golf rules with input from the staff. The rules are subject to change from time to time as may be determined by these entities.
- The golf course and associated facilities are for the exclusive use of members their families, and properly introduced guests. Only golf activities are allowed in this department.

## Office Hours

- There are no set office hours for the Director of Golf or the staff. Typically, they are available during Hours of Service (next section) and by appointment.

## Hours of Service

- The golf course and Golf Pro Shop are open for play Tuesday through Sunday except on Christmas Day. Memorial Day to Labor Day Mondays will become Maintenance Days, therefore no golfers will be allowed on the course
- The course may be closed in part or in whole to permit required maintenance or repairs, as well as to protect the golf course due to inclement weather conditions. The golf course superintendent will determine if the golf course should be closed for the above reasons and will notify the Golf Pro Shop staff of such closures. Notice of such closures will be posted in the golf shop and at the tees on holes # 1 and # 10 whenever possible. Advance notice of such closures will be given whenever possible. When the golf course is closed the golf shop may also be closed.
- In the event the golf course is closed the golf staff will give notice that the golf shop will close. Golf shop will remain open 2 hours after superintendent has closed course.

	April 1- October31	November 1- March 31
Golf Pro Shop	7:30am – 7:00pm	8:00am – 6:00 pm
Locker Area	7:30am – Dark	8:00am – Dark
Tee Times	8:00am -	8:30am –
Bag Storage	7:30am – Dark	8:00am – Dark
Turn Window	8:30am – 7:00pm	9:00am – 4:00pm
Range	7:30am-7:00pm	

\*All times may change due to inclement weather

## **Dress Code**

The pride in your Club dictates the dress code.

- Gentlemen- collared shirts or tight fitting mocks with 1"band. Shirttails must be tucked in at all times except in the locker room. Slacks or shorts are permissible with shorts not to be shorter than mid-thigh length. Slacks and shorts must have a hemmed finish. No gym wear or denim of any kind is permissible. Golfers must have a collar on at all times. Only proper golf hats are allowed and must be worn in the forward position.
- Ladies- skirts, slacks, golf shorts and golf shirts or blouses are required. Golf athletic wear must conform to LPGA trends and must have a collar or sleeves. No denim of any kind is permissible. Only proper golf hats are allowed and must be worn in the forward position.
- With the changing of golf wear the professional staff has the right to approve or disapprove of golf athletic wear.
- Junior Golfers- ages thirteen (13) years of age or older must abide by the dress code as set out above for men and ladies.
- Junior golfers aged twelve years or younger may wear tasteful shirts with or without collars, slacks, or appropriate shorts as determined by the golf shop staff. Shirttails must be tucked in at all times and shorts must have a hemmed finish. No denim of any kind is permissible. Only proper golf hats are allowed and must be worn in the forward position.
- Highland Country Club is a soft-spike facility and must be non-aggressive in nature. Any shoe that could damage the greens is prohibited. Certain tennis shoes may be permitted. Please check with the professional staff for details.

## **Etiquette and Course Care**

- All golfers are expected to follow the proper rules of etiquette as stated in Section 1 of the U.S.G.A Rules of Golf.
- Golfers entering a bunker shall rake and smooth all depressions they may have created before completion of the hole. Rakes are left on the grass outside the bunker.
- Golfers must enter bunker from the back (low side) and exit from the back (low side)
- All divots shall be filled from the sand bottles provided. Refilling stations are located between 3 green and 4 tees, to the right of 7 tee, and the restrooms behind 13 green. Always repair your ball mark upon reaching the green.
- Please use the trash receptacles located at various areas of the golf course when disposing of trash in order to keep your golf course litter free.
- Music may be played but it must be ok with the entire foursome. The noise level must be low enough where it does not bother other golfers. The professional staff has the right to tell anyone playing music to silence the music if it becomes a problem or someone complains.

## **Greens**

New Bent grass greens need extra care and attention, therefore:

- Repair all ball marks.
- Pick up your feet when walking on the green.

## Check In

- All golfers must check in at the golf shop before each round of play. Golfers are expected to sign a sales ticket for services and properly register and introduce their guests.
- The staff is authorized to refuse service to anyone who is:
  1. Not a member or improperly introduced guest
  2. Improperly attired
  3. Under the apparent influence of alcohol or drugs
  4. Bearing a weapon
  5. Unwilling to conform to the Club norms, rules and regulations

## Guest Policy

- Guests must be properly registered to use the club's facilities. Accompanied guests must be introduced personally by the member, their spouse or dependent children. Unaccompanied guests must hold a club-issued Visitor Card.
- Visitors who are not resident of Cumberland County shall be furnished with a Visitor Card signed by the President, Secretary or Manager, certifying that such visitor is entitled to the privileges of the Club for two weeks from the date of issue upon payment of all fees and accounts by said member with the privilege of one renewal for a like period. No visitor whose invitation has been once renewed shall again be introduced within ninety (90) days from the expiration of the renewal period. Members shall be responsible for the conduct and indebtedness of guests introduced as required herein.
- A single member may not accompany more than seven (7) guests during any round of golf. Unaccompanied guests' round may not exceed a foursome. Guests residing in Cumberland County, NC may not play the golf course more than five (5) times per calendar year. No guest fee is charged if the visit is part of a sanctioned club or association tournament that includes an entry fee. Tournaments are not counted towards the five-time rule. Practice rounds are not considered tournament activities. The Board or Management may refuse service to any guest and at any time. No member may reserve the entire facility without a formal Board of Directors approval.
- All guests must pay a guest fee regardless of whether they ride or walk. Please check the fee schedule for Accompanied Guest Fees, Unaccompanied Guest Fees, Former Dependent Guest Fees and Junior Guest Fees.

## Tee Time Policy

- Tee times are always preferred to ensure proper course access.
- Tee times may be reserved through the golf shop no more than seven (7) days in advance.
- Members may not reserve more than two (2) tee times for eight players.

The times are as follows:

Monday:	12:00pm Open-Closed-Memorial Day-Labor Day
Tuesday:	No tee time is required but preferred.
Wednesday:	No tee time is required but preferred.
Thursday:	No tee time is required but preferred.
Friday:	11:00 a.m. to 2:00 p.m.
Saturday:	8:00 a.m. to 2:00 p.m.
Sunday:	10:00 a.m. to 3:00 p.m.
Holidays:	8:00 a.m. to 2:00 p.m.

- Golfers are expected to be on the tee and ready to play at their designated tee time.
- All golfers are required to start play from the 1<sup>st</sup> tee. From time to time the golf shop staff may start golfers on both 1<sup>st</sup> and 10<sup>th</sup> tees to expedite play. No golfer may start from the 10<sup>th</sup> tee without permission from the golf shop staff.
- Junior golfers may play the course subject to availability and at the discretion of the golf staff so as not to affect adult play.
- Juniors ages 11-15, may play the course subject to availability and at the discretion of the golf staff so as not to affect adult play.
- Juniors age 10 and under must be accompanied by an adult to play the golf course or use the practice facility.
- Juniors 11-15 may play without adult supervision with authorization from the golf professional.
- After 2 pm juniors under the age of 16 may accompany a paying adult member in a cart for no charge.

### **Pace of Play**

- A single player, twosomes or fivesomes are not permitted to play during the times of the days that tee times are required as shown above without prior authorization and approval from the golf shop staff.
- The Recommended maximum time allotted for turning at the ninth (9) hole turn is five (5) minutes.
- Undue delay at the ninth (9) hole may result in loss of position.
- If you lose your position at the ninth (9) hole turn, resumption of play is at the discretion of the golf shop staff.
- All golfers are expected to maintain the proper pace of play as defined by the U.S.G.A of no more than.
  - 14 Minutes on Par 5's
  - 13 Minutes on Par 4's
  - 12 Minutes on Par 3's
- Proper pace of play dictates letting faster players and groups to play through. It is the responsibility of the group to keep up with the group in front. If it loses a clear hole and it is delaying the group behind, it must invite the group behind to play through, irrespective of the number of players in the group.
- The golf shop staff has the express authority to warn slow players; require players to allow faster players or groups to play through; or require players to advance their position on the golf course in order to maintain proper pace of play.
- During busy tee time periods, do everything possible to fill your group. Gold Staff may pair you up if you don't have a full group.

### **Cart Policy**

- Golf carts are available on a first come first served basis.
- You must have a valid driver's license in order to rent and operate a golf cart.
- Children under 16 years of age are not permitted to drive golf carts.
- Only carts owned/leased by the club or by grandfathered members are permitted on the golf course.
- No more than two (2) persons and two (2) golf bags are permitted per cart unless prior approval is given by the golf shop staff. This policy applies to all privately owned carts as well.

- Golf carts must stay on the paved golf cart paths surfaces or straw areas around tees and greens at all times. Please keep carts in straw areas by greens and use paths wherever possible. When on path please keep all four wheels on path. The golf course superintendent and/or the golf shop staff will determine and properly notify each golf cart user of current cart rules prior to play.
- Golf carts must stay on the paved golf cart paths on all par three holes.
- The 90-degree rule requires that all golf carts remain on the paved golf cart path surfaces until it reaches the players ball at which time the cart may leave the paved golf cart surface and proceed direct to the players ball. Upon playing the shot the golf cart must return to the nearest point of the paved golf cart surface.
- On all Holes the golf cart must return back to the paved golf cart surface upon reaching the posts with the white painted tops.
- Pushcarts---motorized and manual walking caddies are not permitted on the greens, on the fringe of the greens, between the greens and their adjacent bunkers or on the teeing areas.
- A flag will be provided on your golf cart if you have a medical reason that requires little or no walking. The Golf Committee must approve each flag cart player. Flagged carts are allowed to drive the golf cart inside the posts with the white painted tops when necessary. At no time shall any cart be allowed on any green, bunker or teeing area.

#### **Red Flag Cart Rules**

- The cart must stay 15 feet away from every green complex on the course.
- The cart must stay off any upslope going to the green.
- The driver of the cart with the red flag must know the flag is the benefit of the disabled person only.
- On Hole #6 the cart may not go in front, left of, or behind the green at any time. The cart is also not allowed on the driving range.
- Carts must stay on paths by 18 green, practice putting green, and clubhouse.
- Remember, all red flags must be authorized by the pro shop.

#### **Use of Facilities**

##### **Locker Room and Club Facilities**

- No golf bags may be stored in the locker room.
- No golf bags may be carried through building.
- No smoking inside the clubhouse in any area.
- Only authorized personnel in the Bag Room.
- Storage of fuel, weapons, alcohol or any illegal substance in the lockers is prohibited.
- You must be 16 years of age or older to enter the locker rooms.
- Juniors age 10 and under must be accompanied by a parent.
- Juniors age 11-15 may enter the locker rooms only if they register with the golf shop.

## **Turn Window**

- For your convenience, the Club offers a variety of snacks, cold sandwiches, hot dogs and drinks at the turn window. All purchases must be charged to a current member account. A limited selection of beer and liquor is available.
- Please keep in mind the pace of play rules when stopping by the turn window. (5 minutes maximum.)
- Our Turn Window ticket writing process is similar to that used in hotels where a signature is obtained in advance of being charged. To obtain a copy of your charges, please stop by the window at the conclusion of your round and ask the clerk for a printed copy.
- Please keep in mind that the staff is not responsible for controlling children's spending at the turn window.

## **Course Facilities**

- Practicing is permitted only at the designated practice areas. Practice area use is regulated as posted or stated by golf staff. Use of all range/practice balls is limited to the designated practice areas only.
- No motorized vehicles other than golf carts and club-owned maintenance vehicles may be driven on the golf course without the express permission of the golf course superintendent, general manager or Board of Directors.

## **Fees**

- Green fees and golf cart rental rain check policy due to inclement weather or medical emergency is as follows: Guest green fees will be refunded if only six (6) holes or less have been completed. Golf cart rental charges will apply at the 9-hole rate if 1 to 9 holes have been completed or the 18-hole rate if 10 or more holes have been completed.
- All golf fees are subject to change from time to time. The Golf Committee and the Board must approve all golf fees.

## **Tournaments Policy**

- All tournaments must be approved by the Golf Committee and scheduled by the Director of Golf. The Golf Committee has the final decision in tournament eligibility rules.
- Member-Member
  - Players must be members who are 21 years of age or older and in good standing.
- Member-Guest
  - All playing members must be in good standing and their guests may not be current members.
  - All players must be 21 years of age or older.
  - The Golf Committee may, at its discretion, disqualify any guest who is a former member who was not in good standing at the time their membership was terminated.



## Club Championship

### Format, Categories and Eligibility

Stroke-play tournament held annually. The tournament is played in these five categories:

Category	Eligibility
Men's Club Championship	Members and spouses
Senior Club Championship	Members and spouses whose age is 50 or greater
Super Senior Club Championship	Members and spouses whose age is 60 or greater
Junior Club Championship	Dependents who are 18 years or younger
Ladies Club Championship	Members and spouses

### Flights

- The Men's Club Championship will be flighted. The Championship flight will be 54 holes from the Gold Tees. All other flights will be determined at the discretion of the Golf Committee. Participants who are eligible to sign up for more than one flight must declare their initial flight at sign up.

### Other

- Dependents who are 19 years of age, or older, as of the date of the tournament are not eligible to play. All players' age qualification is based on the tournament beginning date. The Golf committee reserves the right to review all entries for accuracy and eligibility and could reject those entries not in accordance with the tournament rules.

### Handicaps

- All scores must be posted by the player or his/her designee at the handicap computer terminal located in the golf shop at the completion of each round of golf. Please follow the directions as noted on the computer screen.
- U.S.G.A rules must be followed, except when local rules dictate differently, in order to have a valid handicap.
- You can post:
  - On the handicap computer
  - Internet @ Ghin.com or Phone App
  - Or call the golf shop
- You have 24 hrs. to post your score, if not posted committee may post your lack of posting on wall and or post a 72. Play Today, Post Today
- The scoring adjustments outlined below should be followed by each golfer as established by the U.S.G.A prior to posting of their score; net double bogey

The golf committee and/or various tournament committees have the authority to adjust an individuals' handicap up or down before play and also to require satisfactory evidence that individual handicaps were obtained through strict compliance with current U.S.G.A standards

### Violations

- Failure to adhere to the above golf rules by any golfer is subject to disciplinary action as may be determined by the golf shop staff, golf committee and/or Board of Directors.

# POOL RULES

## Department Overview

- The pool department is in charge of all member activities associated with the pool. The department is headed by the Pool Manager.
  - The Pool Committee and the Board set pool rules with input from the staff. The rules are subject to change from time to time as may be determined by these entities.
- The pool and associated facilities are for the exclusive use of members their families, and properly introduced guests.

## Pool Management and Rules Enforcement

- The Pool Manager is in charge of the swimming pool. The Manager's decision is final in matters of safety and enforcement of the rules. The Pool Manager or the Head Lifeguard will apprise the host member and the party group of the rules and restrictions. The staff is authorized to refuse service to any party not willing to abide by the established safety rules. Any complaints should be directed to the General Manager and the Chairperson of the Pool Committee. Violation of the rules could result in suspension of pool privileges. **First** offense: written warning and notification of parents. **Second** offense: written warning and time out for the rest of the shift. **Third** offense: revocation of pool privileges for the season.
- The pool rules are subject to change at any time by the Pool Committee.
- The Club staff is not responsible for the control of children's spending at the Pool Concession Window.

## Hours of Operation, Breaks and Closings

- The Pool Committee and the General Manager determine the pool operating hours. Clinics, lessons, social functions and other scheduled pool activities will be posted in the Club's newsletter, the Club's Web site and on the bulletin board by the serving window.
- There will be a ten-minute break before each hour to clear the pool for young kids to rest. Adults 18 years or older may swim during these rest periods and they are allowed to have their young children (diaper-dependent) with them provided the child is within arm's reach of the parent.
- When the weather is deemed unsuitable for swimming and with no sign of clearing, the pool will be closed until the next shift. Parents are responsible for picking up their children. The pool will be cleared during thunder, lightning or heavy rain periods. Bathers may enter the pool 30 minutes after the last sound of thunder or the last sighting of lightning (at the discretion of the Pool Manager or Head Lifeguard).
- The pool will be closed if a chemical imbalance is detected or following fecal or biohazard contamination or if the water temperature is below 75 degrees.

## For Your Safety

- All bathers must shower before entering the pool.
- Use of glassware at the pool is prohibited.
- No talking to the lifeguards while they are on the lifeguard stands.

- No running in pool area.
- No splashing, hard playing in the shallow end of the pool.
- No horseplay (chicken fighting, dunking, hanging on shoulders, etc.).
- No bicycles or skateboards inside of pool gates.
- No balls of any type allowed in the pool (tennis balls, footballs, golf balls, soccer balls, basketballs etc.). Koosh balls will be allowed.
- No pets of any description are permitted in the pool areas.
- Persons with fever, cold, inflamed eyes, infectious skin diseases or open sores are not allowed to use the pool.
- Entry to the chemical area, pump house and guardroom is limited to the pool staff.
- Personal electrically operated equipment (hair dryers, curlers, etc.) is not allowed within the pool fenced area. Use of battery-operated electronic devices (iPods, cell phones, etc.) is allowed, however, the Club is not responsible for damage to such equipment by the action of bathers or any other cause. Use of electronic devices is prohibited within six feet of the pool. Members must be mindful of the loudness of the ring tones and the volume of their cell phone conversations, as that may be disruptive to other pool users.

### **Pool Use**

- Children under three (3) years of age are not permitted in the pool area unless directly supervised by an adult.
- Children who still require diapers are permitted in the main pools only if they are wearing approved "swimsuit diapers."
- No child under the age of 11 is allowed to enter the pool unless accompanied by their parent or a declared supervising care provider appointed by the child's parents who is at least 14 years of age and registered at the gate.
- Persons in the domestic employment of members and complying with the age requirement will not be charged a guest fee when they accompany members' children
- Only one baby-sitter per family is allowed per day free of charge.
- Toys, water guns, boogie boards, inflatable rafts and large tubes are not permitted. At the discretion of the Pool Manager or the Head Lifeguard, use of any water toy may be revoked depending upon the number of bathers currently using the pool.

### **Property**

- The cost of any property destroyed or damaged by members, their families or guests will be charged to the host member.
- The Club is not responsible for any damage or fading of swimsuits or other articles brought into the pool area. The Club does not provide secure attended storage, and thus is not responsible for the loss or theft of personal property of pool users.
- Lost and found swimmers' property will be stored unsecured in the guardroom for a period of two weeks and then discarded if unclaimed.
- Pool furniture and other equipment may not be removed from pool area.

## **Swimming**

- All persons using the swimming pool do so at their own risk.
- Anyone who wishes to swim in the deep end must take a swim test administered by the pool staff.
- Infants must be within arm's reach of a supervising adult in any water body.

## **Diving**

- All persons using the diving board do so at their own risk.
- Only one person on the diving board at a time.
- Only one bounce on the diving board.
- Anyone going off the diving board must jump/dive straight off and away from the board.
- No inward or reverse dives are permitted.
- No diving allowed until bathers reach the ladder.
- No aggressive diving or high bouncing allowed.
- No diving is allowed in the deep end until the previous diver has reached the ladder.
- No throwing or pushing people in the water from the pool deck.
- Diving is only allowed in the deep end.

## **Guests**

- The pool is for the exclusive use of members of Highland Country Club, their dependents and eligible guests. To be eligible, guests must be accompanied by a member or their dependent subject to the minimum age requirement and other house rules.
- When accompanied by a member or their dependent, residents of Cumberland County are permitted to use the pool. The guest fee is \$10.00 per person per day non-prorated. Residents of Cumberland County may use the Club as guests five (5) times per calendar year.
- Members' guests whose primary residence is outside Cumberland County may use the pool. The guest fee for out of town guests is \$10.00 per visit. The guest fee is waived for members' grandchildren whose primary residence is outside of Cumberland County.
- Guest privileges may be temporarily suspended if pool facilities become overcrowded as determined by Management Staff.

## Conduct and Attire

- **General:** Common courtesy and respect to other bathers is expected at all times. Running, playing tag, Playing ball, horseplay, running dives from the sides of the pool or use of offensive language or gestures may result in suspension of pool privileges. All bathers must wear suitable safe attire for the sport. To maintain harmony and order, the management may refuse entry to the pool if the user is dressed in a manner that is not acceptable to the general membership. No bathing suits or exposed bathing suits under clothing are permitted in the non-pool area of the Club. Bathers are not allowed to enter the non-pool area of the Club while wearing their swimsuits or damp clothing covering their swim attire. No shirts, shorts or hats with offensive language or graphics objectionable to the general membership are allowed.
- **Females:** No thongs, cutoffs, street shorts, extremely abbreviated bathing suits, or see-through bathing suits are allowed.
- **Males:** No thongs, cutoffs, street shorts, or see-through bathing suits are allowed. Abbreviated male shorts are not permissible unless the bather is participating in a sanctioned competition at the time deeming such attire necessary for an entire group.

## Food, Beverages and Parties

- A minimum \$10.00 per person is charged for pool birthday parties.
- All food and beverages must be purchased through the Club with the exception of birthday cakes. Serving of member-provided ice cream cakes is discouraged.
- Private pool parties can be arranged through the Banquet Director and must be hosted by a member.
- The entire pool may not be closed for private parties during posted normal hours; however, members may book their private parties after normal scheduled hours subject to certain safety requirements and payment of appropriate fees.
- Food and beverages will be served using non-breakable cups and plates.

# RULES & REGULATIONS

## Court Reservations for Individuals and Leagues

- Any member in good standing may make a non-recurring reservation for individual or league practice in person, telephone or e-mail up to seven days in advance. Phone and e-mail reservations are not confirmed until acknowledged by the tennis staff.
- Court reservations may only be made in the name of the member that is calling or his immediate family.
- Some courts may be closed from 11:00am – 3 p.m. for required maintenance.
- Courts may be reserved for one-half hour increments not to exceed 2 hours per day. Courts will not be played past 11 p.m.
- Leagues may not book more than two courts at a time for team practice. A third court may be made available with approval from the tennis staff.
- The court reservation sheet will be maintained by the tennis staff only. Members may make only one court reservation per day. Members may, however, play more than once per day if court time is available.
- All players and their guests must sign in at the tennis Pro Shop before going on the courts.
- Any player with a court reservation, who does not sign in within 15 minutes following their reservation time, will forfeit that court time.
- Courts are reserved on first come, first served basis and any member who cannot reserve a requested court and time will be placed on an alternate list.
- The Tennis Pro Shop staff will call those members if a cancelation occurs for the requested court time. Members are strongly urged to call the tennis Pro Shop to cancel a court reservation at the earliest possible time.
- Above booking guidelines may be waived by the Director of Tennis for official league matches, annually scheduled tennis events, maintenance, and sanctioned tennis tournaments.

### General

- All players must register with the Tennis Pro Shop staff for assignment of courts prior to play. At least two partners must be present before the court will be assigned.
- The last player to use a court in the evening is requested to turn off their court lights.
- The ball machine may be used on all courts fitted with power outlets.
- No food or beverage other than non-alcoholic drinks or water is allowed inside the fenced areas.
- Pre-school children are not allowed on the courts at any time and parents are solely responsible for the behavior of their children at all times.

### Dress Code

- Only approved tennis shoes may be used on any courts and must be worn at all times, No running shoes are permitted.

- Appropriate tennis clothing must be worn at all times. No bathing shorts or suits, cutaway shirts or cut-off jeans are permitted.
- Shirts must be worn at all times.

### Play and Regulations

- Players are asked to enter and exit through the gate nearest to their assigned court.
- If players are waiting, singles play is limited to one hour and doubles play is limited to 1-½ hours.
- Courts must be surrendered immediately at the expiration of the time reserved.

### General Guest Fees

- Court Fee - \$10 per guest up to 5 times per year.

### Services

- The professional staff offers a complete line of lesson and clinic plans for all ability levels. Programs for juniors, men and women are offered on a year round basis. The Tennis Committee will assist the staff in offering social programs as well as competitive tennis events.
- The Tennis Pro Shop offers a practice ball machine and racket rentals.
- A list of fees for all Pro Shop services is displayed at the Tennis Pro Shop.
- There will be a 24 hour cancellation policy in effect for clinics and lessons, in which 24 hours prior a notice must be given to the Tennis staff or the member account will be charged unless illness or extenuating circumstance.

### USTA Leagues

The Club supports the formation of member tennis teams partaking in sanctioned leagues activities whose goals are to promote competitive tennis play and enhancing the social bonds among tennis players. Any member in good standing, who is USTA rated, may participate on a Highland team subject to the following guidelines.

For rules on how teams are formed review “Guidelines for Team Signups and Formation.”

#### 1)Cost

a)A \$75 fee is charged to all participating guests on a Highland Country Club Tennis team. The entry fee covers one officially scheduled team match and practice per week. It does not include private lessons or court time with members.

2)Guest participation on a tennis team does not affect the five times per year guest rule.

#### 3)Appeals

a)Club members may appeal the captain or the tennis staff decisions to the Tennis Committee.

b)A written letter detailing the grievance must precede all appeals.

c)The Tennis Committee’s decision in these matters is final.

# HIGHLAND TENNIS

## SOCIALS/TOURNAMENTS/TEAM FORMATION

### LEAGUES

Teams are formed out of HCC for the USTA Singles, Spring, Mixed, Tri-Level, Combo, and Junior Team Tennis leagues as well as the local PALTA league. Sign-ups are done in the Tennis Shop following the club's sign-up policy.

### **Tennis Guidelines For Team Sign-Ups & Formation**

1) The Director of Tennis shall set a 2-week, member-only, sign-up period for the spring, summer, fall, and winter seasons of adult, senior, and junior league play. The club newsletter, flyers, website, and email shall publicize the dates of this sign-up period.

- Mixed season sign-up last 14 days of March
- Tri-Level season sign-up last 14 days of March
- Combo season sign-up first 14 days of May
- Singles season sign-up first 14 days of May
- Spring season sign-up first 14 days of December
- Spring season of Junior Team Tennis first 14 days of February

2) Each member shall be required to sign up for teams at his/her current NTRP rating by the published deadline in person at the Tennis Shop or via email ([jeff@highlandcc.us](mailto:jeff@highlandcc.us)). Members signing up after the deadline shall be placed on teams as space permits with no guarantee of participation.

3) Each member may sign up for a team above his/her current NTRP rating in addition to playing at his/her rating. The Director of Tennis shall accommodate these requests only if space on the upper level exists. If multiple members request to play up and only limited spots are available the Director of Tennis, with input from the team captain, shall decide which member(s) may play up.

4) Each member may sign up for a team above his/her current NTRP rating instead of playing at his/her rating. The Director of Tennis shall accommodate these requests only if space on the upper level exists and removal of the member from the lower level will not injure the lower level team (provide too few players or eliminate a team for other players).

5) If a player does not adequately fulfill his/her commitment to a team, the Tennis Committee may apply sanctions for the next season and future seasons at their discretion.

6) After the 2-week sign-up period, non-members shall be allowed to sign up for a period of 5 days. The Director of Tennis shall accommodate these requests only if space exists. If multiple non-members sign up, the Director of Tennis, with input from the team captain, shall decide which non-members are allowed on the team. At no time shall a team have more than 25% non-members without approval from the Director of Tennis.

- Non-members participating on an adult team will pay a \$75 guest fee to Highland Country Club.
- Non-members participating on a junior team will pay a \$25 guest fee to Highland Country Club.



7) The Director of Tennis shall have the authority to place, rank, and divide players into teams at his/her discretion.

8) The Director of Tennis shall divide sign-ups into teams based on strength if more than one team will be formed at a given level. Other considerations may be factored into dividing teams such as commitment level for practices and matches, availability for the state championships, doubles partners, singles players, couples, and friendships.

#### 9) Captain Selection

- During team sign-ups members shall state their willingness to be captain by marking “yes,” “if needed,” or “no.”
- After the Director of Tennis has finalized team rosters, the Director of Tennis will designate a captain for each team based on the responses of the team members during sign-ups (selecting from those that stated “yes” first).
- The Director of Tennis shall use the following criteria when selecting captains-
  - NTRP level
  - Previous captaining experience
  - Organizational skills
  - Familiarity with league play
- If no player is willing to captain the team shall be dissolved.
- At the 2.5 level there will be a captain and co-captain selected.

#### Rule for USTA Captains at Highland Country Club

If two players request to be captain and one of the players was captain in the previous two seasons, then the player who was not captain in the previous two seasons will be assigned to be captain.

If two players request to be captain and neither of the players have been captain in the past two seasons, then the captain will be chosen by a coin flip or the two players can be captain and co-captain if they agree.

If only one player volunteers to be captain, then that player is the captain

Example 1: Player A was captain of the 5.5 Spring Team in 2016. In 2017, Player A and Player B both volunteer to be captain. In this case Player B will be captain

Example 2: In 2018, if Player A and Player B volunteer again to be captain of the 5.5 team, then Player A will be captain

Example 3: In 2018, if Player A, Player B, and Player C volunteer to be captain of the 5.5 team, then Player C would be captain

10) Once Captains are selected, Captains will create the team on TennisLink and the Director of Tennis will hand over the rosters and player contact information for each team.

11) Captains will make every accommodation to play each member on the team that is of the level of the team

the minimum number of times in order to qualify for the State Championship. Captains are not required to play members of the team “playing up.” Captains may require team members to travel to meet the minimum number of matches.

12) Each player must pay all applicable team fees before the first match in order to be eligible to play.

13) Any appeals may be made in writing to the Tennis Committee within 7 days of team selection. The Tennis Committee’s decision is final.

14) After the member signup period, in the event that a team does not fill the roster with members at level, the team may choose to add guest players or members from a lower level to help fill out the roster. The order of priority will be as follows:

- a) Members at level (during member signup period)
- b) Guest at level (eligible after member signup period) or Members below level (pending approval from Director of Tennis and Team Captain)

The team captain has the discretion to choose either guest players at level or members below level for the remaining spots. The captain can also choose neither option and keep the team as members at level. The team must still be comprised of no less than 75% members, unless approved by the Director of Tennis. Guest players are also still required to pay the guest fee of \$75 before being added to the team.