

GOLDENDALE GOLF CLUB

POLICY MANUAL

SEPTEMBER, 2016

**REVISED AND APPROVED BY BOARD OF
TRUSTEES**

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GP - GENERAL CLUB POLICIES

- GP-1 Club continues to operate under a Pro Management System
- GP-2 No liquor will be sold on the premises by the club as per WAC. No beer or wine is to be brought onto the course or into the clubhouse.
- GP-3 Pro will take the responsibility for cashing checks.
- GP-4 A \$25 charge shall be made for all NSF checks and the person responsible for writing the check will be put on a cash only basis for the remainder of the year.
- GP-5 The President of the Board is in charge of any physical change to the course and will come to the entire Board for a decision.
- GP-6 Former employees back on the premises, in the shop area, must have a present employee in attendance.
- GP-7 All players must sign at the Pro Shop.
- GP-8 Any damage to the course caused by a member is to be paid for by the member.
- GP-9 5 –Somes will be allowed during open play but each group must have at least 3 carts and permission from the Pro Shop to play. 3 or 4 somes will have the course right of way.
- GP-10 Club property of any type of description must stay on the premises and not be loaned out.
- GP-11 There will be no dumping of debris on the course property other than that generated on the course.
- GP-12 All areas in and around the clubhouse and Pro Shop including front concrete patio are Non-smoking areas per Washington State Law RCW 70.160.075.
- GP-13 Proper golf attire shall be worn at all times.
- GP-14 No carts, trailers, or equipment which is not property of the golf club or Pro shall be stored on golf property except in carhouses.

- GP-15 Course playing rules shall be approved by the Board and posted on the first tee, in the clubhouse and in the pro shop. The professional is responsible to administer rules and marshal the course.
- GP-17 To drive a golf car, drivers must be age 16 or accompanied by a parent or legal guardian at all times. This includes rental carts and private carts.
- GP-18 The USGA Handicap System and handbook will be the governing body of the handicap committee. All club-sponsored tournaments will be governed by the USGA golf rules.
- GP-19 Membership dues are due upon receipt of statement and all payments must be completed by June 1 or a \$50 late fee will be assessed. Playing privileges will be suspended May 1 to all who have not made payment arrangements.

ADM-ADMINISTRATIVE

- ADM-1 Roberts Rules of Order shall be used to conduct meetings.
- ADM-2 Minutes of Board meeting shall be posted on the clubhouse bulletin board.
- ADM-3 Potential stock purchaser's effective date is the date the name and a check for the stock purchase is received by the secretary.
- ADM-4 Payroll is to be paid from signed time cards only.
- ADM-5 All club bills will be paid on a timely basis
- ADM-6 The President of the Board is responsible for Board meeting agenda.
- ADM-7 Polling of the Board will be allowed but must be kept to a minimum.
- ADM-8 Initiation fee will be \$75.
- ADM-9 Signature card at the bank must have two signatures.
- ADM-10 Grounds Employees making purchases for the club must be approved by the President of the Board if purchase is less than \$250. Any purchase over \$250 must have Board approval.
- ADM-11 Pro/Pro-Shop Manager is responsible if any green fees are stolen.
- ADM-12 Green fee rates shall be clearly posted.
- ADM-13 The Director of Maintenance and the Golf Professional/Pro-Shop Manager are to be evaluated on an annual basis by the Board of Directors. Evaluations are intended to assist and motivate employees and to attain improved performance. The evaluation will be conducted with the use of forms provided by the Board and completed prior to the end of December.

MEB – MEMBERSHIP

- MEB-1 Non-Members, as described in Article IX of the Bylaws, shall be referred to as “associate members”. All reference to the generic terms “member” or “membership” shall apply to certificate holding members and associate members alike unless specifically defined.
- MEB-2 A family membership shall consist of people who live together as a family unit.
- MEB-3 A separate category for single junior members shall be established. Any member 16 and under is also considered a junior member. An applicant must be enrolled in High School or College as a full time student and be no more than 23 years of age. All Junior Members will be screened by the Pro for knowledge of golf etiquette and local rules of play. Junior Membership privileges apply only to the junior player and do not include special rates for their guests.
- MEB-4 Application forms for new associate members are available from the club professional.
- MEB-5 **ANNUAL DUES:** Refer to **GP-19**
- MEB-6 Social Membership (minutes of 4/18/16) (see rate schedule for fee): social members are allowed at monthly social events but are not allowed to play in member tournaments or before 2:00 pm on weekends. These conditions may be waived at the discretion of the Club Pro or as approved by the Board of Directors.
- MEB-7 Non-Resident Membership: Available to those living 25 or more miles away and/or living outside the Goldendale & Centerville Zip Codes; playing privilege will be Monday thru Thursday with limited play Friday thru Sunday after 2 pm. This membership does not allow for playing in GGC tournaments or cart house rental. These conditions may be waived at the discretion of the Club Pro or as approved by the Board of Directors.
- MEB-8 Individuals that were not members the previous year may pay green fees and play unlimited rounds of golf through the month of March. After April 1st those individuals that were not previous members, and living within the Goldendale or Centerville Zip Code, may play only three times before being required to join Goldendale Golf Club and pay full annual dues.
- MEB-9 A Corporate Membership may be purchased for \$855. Rules for the Corporate Membership are as follows. Four people can be named on the membership, which includes only playing privileges. The four named can bring guests for the prevailing guest rate.

RTL – RENTAL

- RTL-1 **GGC SPONSORED EVENTS TAKE PRECEDENT OVER RENTALS**
- RTL-2 The Clubhouse will be available for rental throughout the year. Clubhouse rental will be \$200 with a \$150 refundable cleaning and damage deposit required, except wedding receptions. The Clubhouse may be rented out for wedding receptions at \$300, on a case-by-case basis, with a damage deposit of \$300 that is refundable if no damage occurs to the Golf Club facilities.
- RTL-3 Renters must sign a rental agreement.
- RTL-4 Set up cart house rental prospective rental list. Members cannot purchase cart and receive cart house automatically but must add name to rental list, which will be kept current in the Pro Shop. Cart house changes must be requested and are subject to board approval.
- RTL-5 The cost of renting the golf course is \$900.00. Board approval must be obtained and the board reserves the right to refuse rental for any reason. Rental agreement and fee are to be submitted at time of rental request.
- RTL-6 Cart house rent is due and payable by February 1st of each year unless other payment arrangements have been requested and approved by the board.
- RTL-7 Cart houses may be rented by playing members only.
- RTL-8 Any one renting the clubhouse will not decorate by attaching anything to the walls or ceiling.
- RTL-9 Rentals can be made 1 year in advance as long as the date/dates do not conflict with annual golf club calendar of events.
- RTL-10 Cleaning and damage deposit will not be refunded if event date is cancelled by renting party.

PLT – PLAYING TIME

- PLT-1 You must be over 16 or be accompanied by an adult before 3:00 PM unless the Pro has information that the junior has a well rounded knowledge of the game and has been approved for play without an adult.
- PLT-2 Non-member children under 7 will not be allowed on the course. An adult must accompany member's children under 7 on the course.
- PLT-3 Green fee players allowed anytime except during a tournament and on a gender basis on Men's and Ladies day.
- PLT-4 Ladies day is Thursday from sunrise till 1:00 pm. Mens day begins at 1:00 pm on Thursday. The pro shall use his discretion in allowing out-of-town greens fee paying guests to play outside of the listed times concerning gender. The pro must be present to monitor the course in any special situation.
- PLT-5 Non-members using the facilities after April 1 and living within the Goldendale or Centerville zip codes, may pay green fees 3 times but will be required to become a member or discontinue the practice.
- PLT-6 No player shall start play while there is frost on the greens.

TRN – TOURNAMENTS

- TRN-1 A green fee of \$10 per non-member entry fee shall be added to the entry fee for each tournament except for Member Guest and Go for the Gold.
- TRN-2 Women may play in men's tournaments provided they play from the men's tees with the exception of the Men's Club Championship and the Men's Spring Handicap tournament.
- TRN-3 All Pro Shop credits must be used by the end of every year. Should the credits not be used by the end of each odd year, the account will be zeroed out.
- TRN-4 A player must be 18 and out of high school to participate in club tournaments and if alcohol is available free gratis the player must be 21, except when the tournament is specifically for juniors.

GF – GREEN FEES

- GF-1 Course is open to green fee players until April 1st, then those living within a 15-mile radius of Goldendale must pay annual dues or purchase a Social Membership with the 10 greens fee packet. Those living 25 miles away or more may purchase a Non-Resident membership (See rate schedule on page 10). Green fees paid do not apply towards dues. New associate members must pay a minimum down payment of \$150.
- GF-2 Green Fee rates are set by the board.
- GF-3 Guests of members are allowed to play on Saturday evening, however, green fee players may be restricted from play at that time.
- GF-4 A member paying green fees for a guest must play with the guest to receive the guest rate of \$20.00. Members are allowed to pay for a maximum of three golfers per day.

TREE - Goldendale Golf Course Tree Management Policy

Trees may be removed from grounds of Goldendale Golf Club for reasons including but not limited to:

- Dead trees
- Diseased and/or dying trees
- Tree presents a danger to people and/or equipment. (split trees)
- Tree presents a safety hazard to expected and reasonable play
- Tree prevents needed light from reaching ground. (near tee boxes)

Trees may be trimmed on grounds of Goldendale Golf Club for reasons including but not limited to:

- Tree branches prevent safe and/or timely grounds maintenance.
- Tree branches present safety hazard to reasonable cart travel
- Tree branches interfere with reasonable and expected golf shots from tees
- Tree branches prevent needed sunlight from reaching ground

-NEW TREES – Newly planted golf course trees shall be required to maintain growth characteristics including deep rooting and high branching to allow for the ability to maintain quality turf conditions and allow for play from under their canopies.

Prior to planting, a well thought out plan shall be conducted giving consideration to the future of the course and to the advancing golf equipment technology, in addition special consideration shall be given to line of site (protection of views) and golf course play.

RATE SCHEDULE

Green Fees:

18 holes	\$ 30.00
9 holes	\$ 20.00

Membership Guest Fees:

All day	\$ 20.00
9 hole rate	\$ 15.00
Winter Rate	\$ 10.00

Winter Green Fees:

18 holes	\$ 20.00
9 holes	\$ 10.00
Guest	\$ 10.00

New Membership Fees: (Incl. social dues & tax)

Initiation Fee	\$ 75.00
Family Membership	\$830.00
Single Membership	\$680.00

Half-Year Rates (After August 1): (Incl. social, initiation fee, tax)

Family Membership	\$435.00
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Social Membership Fee	\$143.00
Allows for purchase of a package of ten green fee rounds for:	\$200.00

Non-Resident Membership Fee	\$360.00
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Junior Fees:

Single	\$ 99.00
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Rental Fees:

Clubhouse Rental	\$200.00
Clubhouse Damage Dep.	\$150.00
Wedding Reception Rental	\$300.00
Wedding Rec. Damage Dep.	\$300.00
Golf Course Rental	\$900.00

GGC COURSE RULES

All players and guests must sign in at the Golf shop.

The Golf shop will let you know your starting position if course is busy. Starting on any hole besides #1 is allowable only with permission from the Golf shop.

Players must have their own set of clubs.

Keep power carts at least 30 feet from putting greens. No pull carts or Golf bags on Greens.

Fix ball marks and replace divots.

Green Fee Players children under 7 are not allowed on the course.

Junior golfers 16 and under must have permission from the golf shop to play before 3 PM on weekends.

Greens Fee players need to carry their receipt of payment..

Any alcohol consumed on the course must be purchased in the golf shop as required by Washington State Law. 5-Somes are permitted with permission from the golf shop and with 3 golf carts.

Players are expected to complete 9 holes in 2 hours when course is full and 1:45 when course is not busy.

Players finishing the 9th hole have priority on the 10th tee.

Slower players allow faster players to play through.

Use of foul language is discouraged. Please be considerate of other players and their families.

No play until the frost is melted.

Keep carts on paths where possible.

Proper golf attire is required. No tank tops or sleeveless, low hanging armhole t-shirts for men. No swimwear or tube tops. Golf shoes or tennis shoes are acceptable. No work boots or cowboy boots.

EMPLOYEE EXPECTATIONS

1. Employees must dress appropriately. Outside workers must have shoes. Clothing without holes and shirts with sleeves.
2. Employees are expected to check the schedule themselves to see when they are to work and what their tasks are.
3. Employees will report their hours daily on their time sheets
4. Call as soon as possible if you are unable to work.
5. Ask as far ahead as possible about time off.
6. Employees cannot work under the influence of alcohol or drugs.
7. Must report any injuries immediately to supervisor.
8. Communicate with supervisor about any equipment breakdowns or any other problems regarding equipment.
9. Either blow off dirt or rinse off all equipment when done using. Return all tools, shovels, etc to their place when done using.
10. Make note on board for anyone else who may need to know something that is going on with equipment or the course on the dry erase board on the shop.
11. Communicate with supervisor about any issues or ideas that you may have! We are a team and together we all do a great job!

