

GOLDENDALE GOLF CLUB

POLICY MANUAL

August 2022

REVISED AND APPROVED BY THE 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-16 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-17 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-18 Membership dues are due upon receipt of statement and all payments must be completed by June 1. Playing privileges will be suspended June 1 unless board approved payment arrangements have been made prior to the start of the golf season.

ADM-ADMINISTRATIVE

- ADM-1 Roberts Rules of Order shall be used to conduct meetings.
- ADM-2 Approved minutes of the most recent Board meeting shall be posted on the clubhouse bulletin board.
- ADM-3 Potential certificate purchaser's effective date is the date the name and a check for the certificate purchase is received by the treasurer.
- 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 Signature cards at the banks must have at least two Board member signatures.
- ADM-9 Grounds Employees making purchases for the club must be approved by the President of the Board if purchase is less than \$500. Any purchase over \$500 must have Board approval.
- ADM-10 Pro/Pro-Shop Manager is responsible if any green fees are stolen.
- ADM-11 Green fee rates shall be clearly posted.
- ADM-12 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 Family Membership: A family membership shall consist of people who live together as a family unit.
- MEB-3 Junior Executive Membership: Restricted to residents under age 36.
- MEB-4 Junior Student Membership: 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 Student Members will be screened by the Pro for knowledge of golf etiquette and local rules of play. Junior Student Membership privileges apply only to the junior player and do not include special rates for their guests.
- MEB-4 Application forms for new members are available from the club professional.
- MEB-5 Annual Dues: Refer to rate schedule. (RATE)
- MEB-6 Social Membership: Social members are allowed at monthly social events but are not allowed to play in member tournaments or before 2:00pm on weekends. These conditions may be waived at the discretion of the Club Pro or as approved by the Board of Directors. Social Members are allowed to buy one 10 round punch card per year.
- MEB-7 Non-Resident Membership: Available to those living outside the Goldendale/Centerville Zip Codes: playing privilege will be Monday through Thursday with limited play Friday through Sunday after 2:00 pm. This membership does not allow for playing in GGC tournaments or cart house rental. These conditions may be waived by 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 living within the Goldendale or Centerville Zip Code, may play only three more times before required to join Goldendale Golf Club and pay full annual dues.

MEB-9

Pro-Rated Membership: One time only. A person may join as a member for the first time at any point in time. The value of the current membership to be pro-rated based on the number of whole months left to play in WSGA nine month golf year (March – November).

RTL – Rental

- RTL-1 GGC Sponsored events take precedent over rentals.
- RTL-2 The Clubhouse will be available for rental throughout the year.
- RTL-3 Renters must sign a rental agreement and provide insurance as stipulated in the rental agreement form.
- RTL-4 A current cart house rental list is available in the Pro Shop. Priority for cart house space is set by membership status. 1st certificate holder, full members. 2nd non certificate, associate members. 3rd junior executive members. 4th out of area members. 5th social members. If there is a waiting list for cart house space, Last in First Out principle will be used. Cart house changes must be requested in writing and are subject to board approval.
- RTL-5 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 Any one renting the clubhouse will not decorate by attaching anything to the walls or ceiling.
- RTL-8 Request for club house and course rentals (AKA save the date) can be made 1 year in advance. Dates cannot be confirmed until the GGC annual event calendar is set.
- RTL-9 Rental fee is non-refundable if canceled within 30 days of event date.

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 An adult must accompany 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 until 1:00 pm. Men's day begins at 1:00 pm on Thursday. The pro shall use discretion in allowing out-of-town greens fee paying guests to play outside the gender specific times. 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 per year but will be required to become a member or discontinue the practice.
- PLT-6 No player shall start play while there is frost.

TRN – TOURNAMENTS

- TRN-1 A green fee of \$10 per non-member entry fee may be added to the entry fee for each tournament except for Member Guest.
- TRN-2 With the exception of the Men's Club Championship, women may play in men's tournaments provided they play from the men's tees.
- 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 year, the account will be zeroed out and the funds dedicated to the Goldendale High School Golf Team.

GF – GREEN FEES

- GF-1 Course is open to any green fee players until April 1st. There after residents of Goldendale or Centerville zip codes are only allowed to play three more times in a year. (PLT-5)
- GF-2 Green Fee rates are set by the board.
- GF-3 A member paying green fees for a guest must play with the guest to receive the guest rate. Members are allowed to pay for a maximum of three golfers per day.

TREE - Goldendale Golf Course Tree Management Policy

Trees may be removed, with the Board of Directors approval, 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 and greens)

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 - RATE SCHEDULE

Green Fees:

18 holes	\$ 30.00
9 holes	\$ 20.00

Membership Guest Fees:

All day	\$ 20.00
9 holes	\$15.00
Winter Rate	\$10.00

Winter Green Fees:

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

Membership Fees:

Family Membership Certificate Holder	\$950.00
Family Membership	\$1000.00
Junior Executive Membership	\$550.00
Junior Executive Membership w/partner	\$660.00
Out of Area Membership	\$600.00
Out of Area Membership with partner	\$710.00
Social Membership	\$175.00
Social Membership with 10 rounds	\$375.00
Corporate Membership	\$1030.00
Junior Student Membership	\$110.00

New members are allowed a prorated membership fee based on our golf season April 1st to October 31st one time only.

Cart House Annual Rental:

Gas powered carts	\$220.00
Electric Carts	\$286.00

GHIN Handicap:

Member	\$40.00
Non-Member	\$55.00

Rental Fees:

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

RULES - Goldendale Golf Club Course Rules

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

The Golf shop determines starting position if the course is busy.

Starting on any hole other than the first is allowable only with permission from the Golf Pro.

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.

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. No underage drinking is allowed.

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, lowing hanging armhole t-shirts for men. No swimwear or tube tops. Golf shoes or tennis shoes are acceptable.

EMP - Employee Expectations

- Employees must dress appropriately. Outside workers must have shoes. Clothing without holes and shirts with sleeves.
- Employees are expected to check the schedule themselves to see when they are to work and what their tasks are.
- Employees will report their hours daily on their time sheets
- Call as soon as possible if you are unable to work.
- Ask as far ahead as possible about time off.
- Employees cannot work under the influence of alcohol or drugs.
- Must report any injuries immediately to supervisor.
- Communicate with supervisor about any equipment breakdowns or any other problems regarding equipment.
- Either blow off dirt or rinse off all equipment when done using. Return all tools, shovels, etc to their place when done using.
- 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.
- Communicate with supervisor about any issues or ideas that you may have! We are a team and together we all do a great job!

COND - MEMBER CODE OF CONDUCT

The By Laws and Club Policy govern the operation of the Goldendale Golf Club, and are agreed to by all members when they join the Club.

The Code of Conduct is an integral part of the Rules and Regulations and establishes guiding principles for compliance with these provisions. The Code is also critical in setting expectations for acceptable behavior to ensure the peaceful enjoyment of the Club by all.

At the core of our values are integrity, teamwork, mutual respect, civil behavior, courtesy and personal responsibility. Through a common set of shared values we will enhance our commitment to excellence, provide the best possible membership experience, ensure that we continue to attract and retain high performing employees, protect the reputation of the Club and create a financially sustainable future for the Club.

When a violation occurs, the goal of the Club is not to be punitive, but rather to improve the Member's behavior and protect the Members' peaceful enjoyment, the welfare of employees, and the reputation and health of the Club.

BOARD OF DIRECTORS PRACTICES

The Board has established various procedures and protocols to be followed in the execution of its assigned duties. These procedures and protocols, which are consistent with the practices of other clubs throughout the country, include the following:

- All Members, upon payment of membership dues, accept and will abide by all Club Policies.
- Rules and policies should be clear and well communicated.
- Rules should be applied in a fair manner through a process that is communicated to the Members.
- The Club should investigate every incident that is reported to it in a manner that is appropriate in light of the nature of the incident.
- Members charged with a violation should receive appropriate notice and an opportunity to be heard.
- All disciplinary matters should be kept confidential.
- The Club should regularly review and update the Rules and Regulations, the Code of Conduct, the Compliance Guidelines and the disciplinary procedures to ensure they are enforced and adjusted as necessary.

HOW THE DISCIPLINARY PROCESS WORKS

Complaints and Violations:

Members or employees who observe or are affected by any behavior of a Member or guest that violates the Code of Conduct and/or Rules and Regulations may make a complaint. Complaints may be verbal or in writing and directed to the Club Professional or a Board Member. A timely complaint is encouraged and will be held in confidence.

The Board has the role of investigating all reported misconduct and, in appropriate situations, meeting with the Member accused of misconduct in an effort to improve the Member's behavior going forward. If necessary, the Board's role also includes conducting hearings with Members who are allegedly in violation, the disposition or sanctions, if any, to be imposed. The Board's decision is final.

The Disciplinary Process:

When the Board receives a complaint or otherwise becomes aware of an alleged violation, the typical process is as follows:

- Members of the Board will cooperatively investigate the incident to determine the facts of the case and the concerns of the affected Members or employee(s).
- The individual(s) accused of the alleged violation may be invited to have a discussion about the incident with two or more Members of the Board.
- This discussion determines whether the incident can be resolved at this stage, or referred to the full Board for a hearing.
- If a hearing is necessary, the Board will notify the accused Member of the date and time for the hearing, during which the Member will have the opportunity to present his or her position to the Board. The hearing is a peer-to-peer process and is generally closed to all except Club Management and the Member who is the subject of the hearing.
- The decision will then be communicated in writing to the Member.

The Types of Disciplinary Sanctions

The determination whether to impose a sanction and the severity of the sanction to be imposed is entrusted to the discretion of the Board:

- Dismissal: The Club may dismiss the alleged violation and take no action.
- Reprimand Letter: When a violation is sustained, the Club may send a letter of reprimand to the Member and place such letter in the Member's file for future reference.

- Probation: When a violation is sustained, the Club may place the Member on probation for a specific period of time. During this time, if a further incident occurs, an immediate additional penalty may be imposed, the severity of which may be more extensive.
- Suspension: When a violation is sustained, the Club may suspend the Member for a specific period of time. During the period of suspension, all Club use privileges may be suspended for the Member, family and guests. Dues payments and cart storage fees continue to apply.
- Expulsion: When a violation is sustained, the Board may expel a Member from the Club, permanently forfeiting all their membership privileges.

KEY PROVISIONS OVERVIEW

It is not possible to identify specifically every variant of improper conduct that may result in disciplinary action. The Club may determine that a Member's conduct may warrant discipline even though the particular form of that Member's misbehavior does not fit precisely within the description of proscribed conduct. The guiding principle is that Members should, at all times, behave in a civil and respectful manner toward other Members, Club employees and Club Management. The failure to do so constitutes conduct that may subject a Member who engages in such conduct to discipline.

Conduct Detrimental to the Reputation of the Club

- Originating, forwarding or distributing emails or other written or electronic materials to Members or non-Members that (1) include harmful gossip, erroneous, malicious, threatening, disparaging, disrespectful, offensive or non-constructive critical comments of the Club, its Members or employees and (2) are otherwise damaging to the reputation of the Club, its Members or employees.
 - Engaging in or supporting emails or other communications and activities that damage the reputation of the Club, its Members or employees.
 - Actively financing, promoting or supporting individuals or groups who are perpetrating actions detrimental to the Club, its Members or employees.
- The Club welcomes constructive comments from its Members regarding ways in which the Club could improve the membership experience.

Conduct That Interferes With the Operations of the Club

Members of the Club are not permitted to interfere with the operation of the Club. In addition, it is the role of Club Management, with support of the Board, to define the operating policies and practices deemed most beneficial to the enjoyment of the entire membership when operating the facilities and programs. The following are examples

of conduct that does not comply with the Code of Conduct and/or Rules and Regulations:

- Attempting to direct, influence, manage or interfere with an employee's activities.
- Encouraging an employee to do anything that violates Club rules or policies.
- Interfering with, contacting or attempting to influence by any means the Club service providers, vendors, or other entities doing business with the Club, including but not limited to, individuals or entities that provide any sort of service, whether professional or otherwise, or products to the Club.
- Interfering with or attempting to negatively affect the Club's relationship or reputation with other clubs, realtors, news organizations, publications or other interested third-parties that might tarnish the Club's reputation and brand.

Conduct that impairs the enjoyment of the Club

- Threatening, disparaging or reprimanding an individual Club employee in any way to include verbal, written, by actions or attitude, or by other means.
- Engaging in any conduct generally accepted as harassment, sexual or otherwise, or by creating a hostile workplace.
- Attempting to direct, influence, manage or interfere with an employee's activities.
- Encouraging an employee to do anything that violates Club rules or policies.
- Using rude, vulgar, threatening, harassing, defamatory, ridiculing, or otherwise offensive or inappropriate language (written or oral) or using similarly offensive or inappropriate gestures toward or in the presence of Club employees.