

## **RULES, REGULATIONS, AND DEFINITIONS**

### **MEMBERSHIP**

Hidden Valley Country Club offers several classifications of Membership and the By-Laws of Hidden Valley Country Club provide that each applicant for membership in the Club and each member of the Club shall have agreed to abide by the By-Laws and such rules governing or pertaining to membership in the Club as the Board of Governors may from time to time adopt.

**NON-DISCRIMINATION STATEMENT** - Hidden Valley Country Club does not discriminate on the basis of age, national origin, race, religion or sex.

Classifications of Membership are as follows:

#### **RESIDENT MEMBERSHIP**

##### **FULL**

Entitles members to all facilities of the Club.

##### **YOUNG ADULT FULL**

Entitles members under the age of 35 to all facilities of the Club.

Payment of 1/2 of initiation fee is due upon joining and payment of remaining initiation fee is due upon reaching age 35. If young adult is a Legacy member in good standing, 1/2 of initiation fee is waived. Stock ownership is not required; however, dues are 67% of Full w/5 shares.

##### **SENIOR FULL**

Entitles members 65 years of age and older to all facilities of the Club. Members in this classification may play golf Monday through Friday. No weekend or holiday play permitted. Dues are 75% of Full w/5 shares.

##### **GRANDFATHERED PRIVILEGED FULL**

Limited to members 65 years of age or older who have been members for 10 years. Entitles members to all facilities of the Club. Members in this classification may play golf Monday through Friday. No weekend or holiday play permitted. Dues are 80% of Full w/5 shares. This category is closed to new members and status changes.

##### **GRANDFATHERED SENIOR FULL**

Limited to members 75 years of age or older who have been members for 20 years. Entitles members to all facilities of the Club. Members in this classification may play golf Monday through Friday. No weekend or holiday play permitted. Dues are 50% of Full w/5 shares. This category is closed to new members and status changes.

##### **SOCIAL**

Entitles members to all facilities of the Club except golf. Members in this classification may play golf once a month as a guest of a full member in accordance with Local Guest Rule with payment of applicable fees. Use of the practice range and practice greens is allowed.

### YOUNG ADULT SOCIAL

Entitles members under the age of 35 to all facilities of the Club except golf. Payment of 1/2 of initiation fee is due upon joining and payment of remaining initiation fee is due upon reaching age 35. If young adult is a Legacy member in good standing, the remaining 1/2 of initiation fee is waived. Members in this classification may play golf once a month as a guest of a full member in accordance with Local Guest Rules with payment of applicable fees. Use of practice range and practice greens is allowed. Stock ownership is not required; however, dues are 67% of social w/3 shares.

### SENIOR SOCIAL

Entitles members 65 years of age and older to all facilities of the Club except golf. Members in this classification may play golf once a month as a guest of a Full member in accordance with Local Guest Rules with payment of applicable fees. Use of the practice range and practice greens is allowed. Dues are 75% of Social w/3 shares.

### GRANDFATHERED PRIVILEGED SOCIAL

Limited to members 65 years of age or older who have been members for 10 years. Entitles members to all facilities of the Club except golf. Members in this classification may play golf once a month as a guest of a Full member in accordance with Local Guest Rules with payment of applicable fees. Use of the practice range and practice greens is allowed. Dues are 80% of Social w/3 shares. This category is closed to new members and status changes.

### GRANDFATHERED SENIOR SOCIAL

Limited to members 75 years of age or older who have been members for 20 years. Entitles members to all facilities of the Club except golf. Members in this classification may play golf once a month as a guest of a Full member in accordance with Local Guest Rules with payment of applicable fees. Use of the practice range and practice greens is allowed. Dues are 50% of Social w/3 shares. This category is closed to new members and status changes.

### LEGACY

Parents/Grandparents must be active members in good standing at date of application. Parents/Grandparents must have been members for five consecutive years at some time preceding the application date. The applicant must meet standard criteria for acceptance into the Club. The applicant must be 23 years of age or older. Initiation fees for the Full Legacy and Social Legacy classification are at a reduced rate; however, dues will remain the same for each membership category. After reaching the age of 35, the applicant will be required to upgrade but will not be charged for the difference in initiation fees.

**SPONSORED**

For the children and/or wards of members who are between the ages of 18 and 23, unless a full-time student at an accredited college or university. The Sponsored member is restricted to the same category as his/her Sponsor (i.e. Full or Social). This membership terminates upon marriage of the sponsored member. Eligibility will end as of the end of the calendar year in which the sponsored member becomes 23 years of age.

**NON-RESIDENT MEMBERSHIP**

**FULL**

Available to those permanently residing beyond a 75-mile radius of Hidden Valley Country Club and who, during the yearly dues period will spend no more than thirty (30) days in this area. Entitles members to all facilities of the Club.

**SOCIAL**

Available to those permanently residing beyond a 26-mile radius of Hidden Valley Country Club and who, during the yearly dues period will spend no more than thirty (30) days in this area.

**RESPONSIBILITY OF MEMBERS**

As a condition of membership, each member assumes full responsibility for his/her children and/or wards, guests, and the associated use of the Club facilities.

## **APPLICATIONS FOR MEMBERSHIP**

All applications for membership must be made using the approved form and forwarded to the Club office for Membership Committee and Board of Governors approval. Each application requires a proposer and two other members as references. The proposer and references must be active members in good standing of Hidden Valley Country Club and shall have been members for at least one year.

The application must be signed by both applicants (if married).

To be eligible for membership, applicants must have attained the minimum legal age as determined by the laws of the Commonwealth of Virginia.

All applicants for membership will be voted on by secret ballot by the Board of Governors. Approval of applicants requires a 2/3-majority vote of the Board Members present and voting. This 2/3 majority vote must equal at least 50% of the total members of the Board of Governors.

Admission to active membership shall be by invitation only, and shall be accepted by applicant within thirty (30) days. Invitations not accepted by applicant within the specified time can be renewed within three (3) months.

Any applicant whose application is rejected may renew the application after a three-(3) month waiting period.

No more than one (1) Board member shall serve as proposer or reference on an application of membership. The Board member serving as proposer or reference on an application shall not participate in the Board of Governors decision.

When a single member marries, an application must be submitted for the person married.

Sponsored members may apply for full membership upon meeting the following conditions:

- (a) Application for Club membership must be made in writing within ninety (90) days after termination of Sponsored Membership.
- (b) Applicant must have been a family member or a sponsored member for two (2) consecutive years prior to application.
- (c) Upon acceptance into membership, pay an initiation fee of one-half (1/2) the regular initiation fee.

When a resident member wishes to become a non-resident member a request in writing to the Board of Governors must be made giving address of new residence.

When a non-resident member wishes to become a resident member a letter requesting change of status must be submitted to the Board of Governors for approval.

MEMBERSHIP DIRECTORY - The Club publishes a Directory of members, which is revised periodically.

Upon discretion of the General Manager, the Club may assign an applicant in progress a temporary number. The applicant will be responsible for all charges and the temporary status of the number will not exceed 30 days.

#### **REINSTATEMENT POLICY**

- (a) This Policy is extended to former members of Hidden Valley Country Club. The following criteria is set to govern this opportunity:
- (b) The opportunity is extended only to those members who resigned from Hidden Valley Country Club in good financial standing and do not currently owe monies to the Club.
- (c) Former members wishing to re-enter HVCC must have paid their entire initiation with no reimbursement made back to them by the club. If the entire amount was not paid, the difference of such will be charged upon their reinstatement.
- (d) Reinstated members must re-enter the category from which they resigned, or pay the difference in current initiation fees to upgrade. i.e. A former Social member may not re-enter our Full category unless they pay the initiation fee difference. Credit is given for their previous initiation fee payment.
- (e) Application and credit check will be made on behalf of re-entering member and their application will come before the Board for approval.
- (f) All re-entering members will undergo a file check, enabling the Club to determine the reason for their previous resignation. Any questions as to disparaging remarks and actions taken against the Club will be presented to the Board at the time of the member's reinstatement review.
- (g) Re-entering members will be obligated to pay all current structured dues, food minimum and assessment charges as are currently billed to membership.
- (h) One quarter (1/4) of the category initiation fee will be charged each approved reinstated member.

### **INITIATION FEE**

The initiation fee and method of payment will be established by the Board of Governors. In the event of any change in status representing an upgrade, initiation fee will be the difference in the fee at the time of change.

If within three (3) years after acceptance a member is transferred by his/her company to a location more than 75 air miles from the Club and moved with his/her family, then the initiation fee paid shall be refunded pro-rata on a three (3) year basis considered in six (6) month increments. (i.e. if a member is transferred in two (2) years, 1/3rd would be refunded; if transferred in thirty (30) months then 1/6th would be refunded).

### **CHANGE OF STATUS**

Change in membership status requires application to and approval of the Board of Governors and will be granted only on January 1 and July 1.

When a full member requests a status change to social membership there will be no refund on initiation fees previously paid. If a member has ever been a full member and paid the initiation fee in full at that time, then receives approval for a change in status to a social member for whatever reason, and has been a member in good standing; the member may apply for full membership reinstatement. If the application is approved, the member will owe a one-time fee, which is the difference in dues between a full and social member for one full year based on the fees charged at the time of reinstatement. There will be no additional initiation fee charged.

When a member who joined as a social member requests a status change to full membership, he/she shall pay the current difference in initiation fees.

It is the duty of the member to notify the General Manager of the club in writing, of any change that might affect the member's membership classification.

### **DUES**

The schedule of dues will be approved by the Board of Governors and will be scheduled in accord with number of shares of stock owned. A schedule of the dues structure will be provided members upon request. Anyone who is accepted for Full membership and is placed on a waiting list will have the opportunity to join as a Social member and pay Social membership dues until a place becomes available.

Non-resident and sponsored dues are payable in advance on an annual basis only. All other dues are payable in advance and may be paid annually or semi-annually. A quarterly payment option is available with the member choosing this option being assessed an extra \$50 per quarter.

Dues statements will be mailed on or before, December 10 and June 10 and must be paid by January 15 or July 15 to avoid posting. If dues are unpaid by February 1 or August 1, the member will be suspended and 10% penalty added. After thirty-30) day's suspension, if dues and penalty are not paid, the Board of Governors will expel the member at its next regular meeting. Notice of posting will be sent by certified mail at time of posting. Notice of suspension will also be sent to member by certified mail.

In the event an account is turned over to attorneys for collection, members are responsible for all costs of collections including reasonable attorney's fees.

#### **MONTHLY BILLING**

Club charges will be billed monthly and are due upon receipt. The statement may show a past due balance. If past due balance is not paid within fifteen (15) days the member shall be posted. Once posted no further charges are allowed. If the past due balance is not paid within fifteen (15) days of posting, a 10% penalty will be added and the member will be suspended. After a member has been suspended, he/she will have thirty (30) days in which to pay all dues and/or monthly charges (including penalty) or he/she will be expelled by Board action at its next meeting. **EVEN THOUGH EXPELLED FROM THE CLUB THE MEMBER IS RESPONSIBLE FOR ALL AMOUNTS BILLED.**

In the event an account is turned over to attorneys for collection, members are responsible for all costs of collections including reasonable attorney's fees.

The Club adds a gratuity charge for food and beverage service to members charge tickets; any further tipping for extraordinary service is permitted but not obligatory.

#### **MINIMUM CHARGE**

The Board of Governors has an established monthly minimum house charge applicable to all members.

\*Exception may be granted in case of extended illness or vacations of thirty (30) days or more. Requests for exemption must be sent to the Board of Governors in writing. No other requests will be considered.

Monthly minimum charges are applied to the membership by dividing in alphabetic sequence. Members whose last names begin with the letters indicated are charged the unused minimum as listed below:

- |          |  |
|----------|--|
| A thru G | Month beginning on the first and ending on the last day of the month.                        |
| H thru P | Month beginning on the 11 <sup>th</sup> and ending on the 10 <sup>th</sup> day of the month. |
| Q thru Z | Month beginning on the 21 <sup>st</sup> and ending on the 20 <sup>th</sup> day of the month. |

### **LEAVE OF ABSENCE**

Members may request a leave of absence by writing the Board of Governors. The Board of Governors may ask for substantiation of the request. On approval of the request, the member may use the Club facilities as a guest under normal guest rules of a regular member only. The Leave of Absence member may not charge expenses on his/her account, it must be charged to the member of whom they are a guest. Leave of absence will only be granted on a twelve (12) month basis, either on January 1<sup>st</sup> or July 1<sup>st</sup> (i.e. reinstatement prior to the end of twelve months requires dues and minimum charges be paid in full for the entire year.)

An annual fee will be charged, payable semi-annually, at a fee to be set by the Board. Reinstatement will be on a space available basis, with priority given to returning Leave of Absences. A maximum of 50 Leave of Absences will be permitted.

### **DIVORCES**

It is the responsibility of members involved in a divorce proceeding to notify the Club.

In the event of a divorce or marriage annulment of a member, the membership of all effected persons shall continue through the calendar year in which the divorce or annulment becomes effective. This continued membership is subject to maintaining currency in all outstanding dues, assessment and other Club charges.

At the end of such calendar year, the membership shall continue in the name of the member in whose name the membership was applied for and accepted. The former nonmember spouse shall be granted membership, if requested, subject to payment of all applicable dues, assessments and other charges applicable to the membership classification. Both members shall be required to hold stock as required by the membership classification.

Should either member resign at the time of divorce finalization the remaining member would not be required to pay the additional initiation fee upon remarriage.

Correct address of both parties must be furnished to the Club.

### **DISCIPLINARY ACTION**

The Board of Governors shall have the power to reprimand, suspend, or expel any member of the Club who shall willfully violate any of the Club's rules, regulations, or by-laws, or for any act or behavior either on or off the Club's premises which the Board of Governors deems prejudicial or harmful to the Club or detrimental to the standing, reputation or character of its membership.

Prior to taking any of the above actions, the Board shall notify the member of the accusations being made against him/her and provide him/her with an opportunity to appear before the Board and present his/her version of the facts.

Any of the above actions require a vote by the Board of Governors through secret ballot. The action must have seven (7) affirmative votes. This action may be taken at any regular or special meeting of the Board of Governors.

All of the above actions are subject to appeal by the member at the next regularly scheduled meeting of the Board. If not appealed at that time, the right of appeal is forfeited. Should the appeal be made, seven (7) affirmative votes are required to reverse any prior action by the Board of Governors.

### **GENERAL CLUB RULES**

A member under suspension, for any reason, is not permitted to use Club facilities, either as a suspended member or as a guest of another member.

Stock in the name of the member who has been expelled shall be redeemed in accordance with redemption procedures followed when membership has been terminated by death or resignation.

1. The Clubhouse and all the facilities of the Club are for the use, entertainment and enjoyment of the members and their families. This should be a prime factor in considering any request for use of the Clubhouse.
2. Each member may be required to present his/her membership card upon entering Club property.
3. All fees are to be established by the Board of Governors.
4. All purchases by members must be charged by signing tickets with name and membership number.
5. The use of any part of the Club property will not be permitted for any entertainment, dance, benefit performance or gathering of any nature, other than Club activities, for which an admission charge is made, whether for charity or otherwise without specific permission from the Board of Governors.
6. Advertising in any form is forbidden on the Club premises or Club property without specific approval of the Board of Governors.
7. Unmarried members will be allowed to bring a guest of the opposite sex as often as they wish to Club functions and to further fully utilize Club facilities when accompanied by the unmarried member, to the extent provided by that member's classification, without being assessed charges normally fixed for such guest privileges. This privilege does not apply to Sponsored members or children under eighteen (18) years of age. (One designee per year, per member). This does not include person related by blood or marriage.

8. Intoxicating beverages will not be kept, served or consumed on the Club premises in violation of the ABC laws.
9. Pet animals are not allowed on the Club premises at any time.
10. Fishing is not allowed on Club property at any time. No swimming is allowed in the lake on #12.
11. Property of the Club must not be taken from the premises, or abused, at any time.
12. Offensive language will not be permitted on the Club premises.
13. Powered vehicles are allowed on approved roadways only. Bicycles, skateboards, etc. are not to be ridden on any part of the golf course at any time
14. No children under fourteen (14) years of age are permitted on the Club property unless accompanied by their parents, or other responsible member, or unless engaged in supervised activities. Members shall bring no food, beverage, or coolers onto Club premises from the outside. (See Swimming Rules for one exception).
15. Suggestions or complaints as to condition of Club property or service should be addressed in writing to the chairman of the appropriate committee or the Club President.
16. All members are required to use marked parking spaces. Failure to do so may prompt the removal of your vehicle and result in paying a towing charge to reclaim it.
17. Members are responsible for the actions and conduct of their children, while on club property. Parents or other adults are not to leave their children, who are fourteen (14) years of age or younger, unattended on Club property except during such times children are involved in Club sponsored activities such as Swim Team practice, Tennis lessons, Golf lessons and Club athletic events.
18. Alcoholic beverages may not be sold, purchased or consumed by ANY person on the Club property in violation of Virginia's ABC laws.
19. The Club will not under any circumstances be responsible for articles lost or missing in the Clubhouse or on the premises. The finder of any lost article is requested to leave it in the Business Offices.
20. Members shall not reprimand or discipline any employee of the Club. Abusive language will not be directed to any employee for any reason. Complaints of any nature should be directed, in writing, to the chairman of the appropriate committee, the Board of Governors or the General Manager.

21. Appropriate attire is expected at all times.

#### **FOOD & BEVERAGE FACILITIES**

1. The Club's banquet facilities can accommodate groups from 10 to 300 persons for meals, meetings, cocktail parties, wedding receptions, etc. Reservations may be made up to 1 year in advance.
  - (a) Members are encouraged to have their group function at the Club. Banquet income is an important source of revenue for the Club.
  - (b) Please contact the Banquet Office for menus, prices and other information.
  - (c) Any member (Resident or Non-Resident) may sponsor non-member groups to use the Club's banquet facilities.
  - (d) Reservations for member's personal functions may be made up to 1 year in advance. A personal function is defined as a function for which the member is not being reimbursed by another person, business or organization.
  - (e) Members may sponsor a group, business or organization function up to one year in advance.

#### **VIRGINIA LEGAL DRINKING AGE**

Persons must be at least 21 years of age to possess or consume wine, mixed drinks and beer.

#### **POLICY ON ALCOHOL CONSUMPTION**

The Club's Board of Governors has established policies and regulations to help assure the comfort and safety of Hidden Valley members and guests. The Club recognizes increased public concern about the serious consequences that may result from the excessive use of alcohol. Reflecting these concerns, the Board wishes to inform all members of the following policy:

1. Compliance with ABC Laws: The Club will comply with all Federal, state and local laws pertaining to the sale and service of alcoholic beverages. Some of these laws are briefly summarized as follows:
  - a. Alcoholic beverages will not be served, sold or consumed on Club property except during such hours as are permitted by law.
  - b. Alcoholic beverages will not be served to, sold to or consumed by minors (persons under 21 years of age) on Club premises.

- c. Alcoholic beverages will not be served or sold to an intoxicated person. The definition of an intoxicated person under the Virginia Alcohol Beverage Control Act is as follows: Any person who has drunk enough alcoholic beverages to so affect his/her manner, disposition, speech, muscular movement or general appearance or behavior as to be apparent to observers, shall be deemed to be intoxicated.
  - d. No person may be served more than two drinks of mixed beverages at any one time. A person may have more than two drinks during an entire evening, but only two drinks at a time. The definition of a "drink" by the ABC Board is determined by the amount of liquor served in one drink.
2. Private Parties and Club Events - Brown bagging is not permitted at the Club. This includes private parties and Club events.
3. Program for Training of Beverage Servers - It is the policy of the Club that all food and beverage serving employees be trained to detect evidence of intoxication of members and guests and to otherwise carry out the provisions of this policy. The Club employees will be trained to assist members or guests in finding a driver or a taxi as an alternate to operating a motor vehicle while in an intoxicated condition. The Club employees may, at their discretion, refuse to serve alcoholic beverages to any person who appears to be intoxicated or on the verge of becoming intoxicated.
4. Responsibility of Members - Members will continue to be responsible for their acts and for the acts of their family and guests, including acts in violation of this policy. It shall be the responsibility of each member to inform his or her family and guests of the provisions of this policy. A violation of this policy shall be grounds for disciplinary action, including expulsion from membership, as provided in the Club's Bylaws. Members are requested to report any violations of this policy to the Club's General Manager. Any member who feels offended by a refusal of alcohol by a Club employee is not to take issue with the employee, but may file the grievance with the Club's General Manager.

### **GUEST RULES**

1. Out-of-town guests (those residing outside a 75-mile radius) will be allowed to visit no more than twenty-four (24) times in a calendar year, the exception being the use of the Clubhouse dining facilities.
2. Local guests (those residing within a 75-mile radius) are limited to one (1) visit per month. Exception will be allowed for meetings, parties, or prearranged special functions. The same person may be a guest at the tennis facility two times a month, but not more than twelve times a year, the exception being the use of the Clubhouse dining facilities.
3. Members are required to accompany their guests while at the Club and must sign for fees and purchases of their guests and are responsible for their conduct.
4. No member may entertain more than ten (10) guests in any calendar month, the exception being the use of the dining facilities. Exception will be allowed for meetings, parties, or prearranged special functions.
5. Members extending guest privileges will be liable and responsible for all debts and acts of their guests.

### **HOUSE RULES**

1. If in the opinion of the General Manager the facilities of the Club are sufficient and services to the other members will not be impaired, a member may entertain a party to be given in the Clubhouse provided the member is present. Private parties of over twelve (12) persons must have a prearranged fixed menu.
2. Members and guests must not enter any part of the Clubhouse with spike shoes on, with the exception of the locker rooms and entrances to locker rooms, golfer's card rooms, grill room and the golf shop.
3. CHILDREN UNDER THE AGE OF 18 ARE ALLOWED IN THE LOUNGE DAILY PRIOR TO 5 PM & WITH ADULT SUPERVISION.
4. Members will not use the Main Entrance wearing shorts.
5. Swimsuits are allowed only in the Locker Rooms and the pool area.
6. Hats worn in the Clubhouse must have the bill of the cap pointed forward at all times. Hats are not to be worn in the Lounge or Dining Room.
7. No Denim may be worn in the Dining areas or the Main Lounge.

8. For purposes of clarification, the following are not considered proper attire in the Clubhouse: Bathing suits, cut off shorts, running shorts, tank tops, halter tops, tee shirts and untucked shirts.
9. Members are responsible for insuring that their guests follow dress code policies.

#### **LOCKER ROOMS / LOUNGE RULES**

1. The Club will not be responsible for any articles placed in lockers or the locker rooms.
2. Request for rental of a locker must be made to the Club office.
3. A fee will be charged for replacing locker keys which have been lost or misplaced.
4. Articles should not be left outside of the lockers. Exceptions are drying umbrellas and shoes left for cleaning.
5. Storage of wet clothing in lockers is not permitted.
6. No food or beverages will be kept in lockers.
7. Members shall maintain clean and orderly lockers at all times. Golf bags and clubs are not permitted in the locker rooms or lockers.
8. Locker room attendants should be tipped as a part of their compensation for their personal services.
9. The locker rooms are prohibited to those less than eighteen (18) years of age unless accompanied by an adult.
10. Men's and Ladies' locker lounges are prohibited to those under eighteen (18) years of age.
11. Lockers are subject to unannounced inspections at the direction of the Board of Governors.
12. Locker Rooms facilities shall not be open beyond posted times.

### COURSE RULES

The golf program is administered by Golf Professional and staff in conjunction with the Golf Committee and under the direction of the General Manager. The golf course is maintained by the Golf Course Superintendent in conjunction with the Grounds Committee and under the direction of the General Manager.

1. U.S.G.A. Rules of Golf apply at all times unless amended by local rules.
2. Members are responsible for the conduct of guests and children, and must ensure that proper golf etiquette and course rules are observed, including proper dress.
3. All members and their guests must register at the Pro Shop before beginning play.
4. Members must sign tickets for all fees before beginning play.
5. All members must have a HVCC tag on their golf bags.
6. Children under fourteen (14) years of age are not permitted on the golf course unless accompanied by a parent or other responsible adult member, or by approval of the Golf Pro.
7. Starting times are required at all times.
8. No mulligans are allowed on the course.
9. Unless specifically authorized by the Golf Professional or his representative, players must start at the #1 tee and play the holes in sequence.
10. Players coming from the 9th green to the 10th tee must hold their position on the course. Failure to do so shall result in forfeiture of playing order.
11. Practicing shall be done on designated practice ranges and putting greens only.
12. Scores from every round played should be posted in the Pro Shop, including scores from other courses along with their U.S.G.A. handicap rating and slope.
13. The Golf Professional or his designee is responsible for enforcing the Club rules relating to the course, times of play and cart operation. Each member is responsible for cooperating with the Golf Professional in adhering to his decision.
13. Members should cancel reserved tee times whenever their games are canceled. Repeated failure to do so could result in forfeiture of preferred tee times.

### **TIMES OF PLAY**

15. Monday starting times after 12:00 noon.
16. Saturday morning tee times are reserved for men golfers. All other requests for Saturday morning tee times will be honored beginning Thursday at noon prior to Saturday play.
17. Tuesday mornings are reserved for women golfers. No male golfers will be allowed to play before 12:00 PM or one (1) hour after the last starting time for women golfers, whichever is earlier.
18. No singles or twosomes will be permitted to tee off between the hours of 7:00 AM and 1:00 PM on Saturdays, Sundays, and holidays from March 15th to November 15th without permission from the Golf Professional or his representative.
19. Fivesomes are permitted between November 15th and March 15th with permission from the Golf Professional or his representative.
20. Without prior approval of the Board of Governors, the maximum number of golf guests a member may have at one time is as follows:
  - a) Saturdays, Sundays, and Holidays: Three (3) guests and the member must play in the foursome.
  - b) Other times: Seven (7) guests and the member must play in one foursome.
21. Green fees – Green fees are established annually by the Board of Governors.
22. NO ONE MAY BEGIN PLAY PRIOR TO THE REGULAR GOLF SHOP HOURS.
23. Any match not holding its place and falling one clear hole behind the match in front, MUST allow the following match to play through.
24. Players enjoying refreshments at the 10th Tee between Nines may be required to yield their place to those whom they would otherwise delay.
25. Rangers - The Golf Course Rangers monitor play on the course. The Rangers may require a match to speed up play or stand aside to allow a faster match to play through.

### **LADIES GOLF ASSOCIATION**

26. A varied and extensive program of golf and social activities for ladies is administered by the Ladies Golf Association. In addition to scheduling different events each Tuesday during the reserved ladies' tee times, the Association arranges team matches with other country clubs as well as several tournaments throughout the year. Hidden Valley Country Club ladies interested in golf are encouraged to join and participate in the Association's programs and activities.

## **JUNIOR GOLF RULES AND REGULATIONS**

1. Juniors (golfers under the age of 17) will not be allowed to make tee times until 2:00 the day before play.
2. Play is not allowed on Saturday or Tuesday mornings until 1:00.
3. All juniors must follow HVCC guidelines for proper dress while on the course or practice facilities regardless of age.
4. If a junior is 12 years or younger, they must have adult supervision while using the course or the practice facilities unless authorized by the professional staff.
5. **ALL** juniors must be approved for unsupervised course play by the head professional and must have a junior bag tag identifying their qualifications. In order to attain the tag, they must make an appointment with the head golf professional, pass a golf etiquette test, and be able to maintain an adequate pace of play.
6. Juniors whose family are social members will be allowed golf privileges as their membership states: Once a month and they must pay the green fee (junior fee is ½ of adult fee) as long as they play with a full member.
7. Any misconduct on the course will result in suspended golf privileges for a time period designated by the golf committee.

## **JUNIOR PROGRAM**

**“Juniors on Course”** is a weekly program held on Tuesday afternoons. There are 3 different seasons with each lasting approximately six weeks. Juniors will be charged the following in addition to participation fees to cover green fees:

Full Members: no additional charge for green fees

Social Members: \$30 per season

Grandchildren of Full Members: \$30 per season

Guest of Members: \$30 per season

**Junior Golf Camp** – A one-week golf camp is held during the summer months. Members (Full & Social), their guests and grandchildren are invited to attend. Juniors will be charged fee stated in junior golf brochure.

**Sneak and Cleat** – A one-week golf and tennis camp is held during the summer months. Members (Full & Social), their guests and grandchildren are invited to attend. Juniors will be charged fee stated in junior golf brochure.

## **JUNIORS CART USAGE**

1. Full Cart Fee will be charged for juniors 10 years or older.
2. Juniors 9 and under will not be charged for cart fee unless the group has to take an extra cart in order for the junior to ride.
3. Juniors 9 and under may ride three to a cart with an adult but all passengers must sit on the seat.
4. Juniors are strictly prohibited from driving golf carts even if supervised by an adult. If a junior caught driving a golf cart under age, he/she and the adult will lose **all** cart privileges and not be allowed to ride as a passenger for a one-month period.

## **PROCEDURE FOR ISSUING TEE TIMES**

### *Weekdays*

Monday through Thursday: Tee times for these days are issued at 12:00 pm two days prior. One member can sign up for two tee times. Member requesting more than two times must get permission from the Board, all requests must be made through the golf committee.

***Tuesday mornings:*** Reserved for Women's Golf Association (HVWGA). Tee times will be handled through the HVWGA. Other golfers will be granted tee times after 12:00 or one hour after the last HVWGA tee time, whichever is earlier. When the HVWGA is out of season, ladies may still reserved tee times one week in advance, however, men will be allowed to fill in open tee times by calling Monday at 12:00 noon.

***Saturday mornings:*** Saturday mornings are reserved for the Men's Golf Association until 12:00. Other members will be allowed to play after all men's requests have been filled. Other members desiring to tee off before 12:00 on Saturday may make a tee time the Thursday before at 12:00 noon.

### *Weekends & Holidays*

**Friday, Saturday, and Sunday:** Tee time request sheets are available on Friday one week previous until the following Wednesday at 5:00 p.m. The lottery system will be performed on Wednesday at 5:00 pm. Members not in lottery can make tee times by contacting the golf shop or reserve a time using the Club's online tee time reservation system.

**Holidays:** Request sheets will be available one week in advance. A drawing will be done two days prior.

**Out of Town Guests:** Members may schedule tee times in advance when playing with out of town guests.

**The Lottery System works as follows:** Members make a request for tee times by entering their name onto the tee time request sheets, which are posted in the golf shop one week in advance. The drawing process works as follows: Each request is issued a number via a random drawing process. Beginning with the lowest number first, each request is then granted a tee time as close as possible to the original request. Groups wishing to play together are restricted to two (2) groups. Players will be notified by email or they may call the Golf Shop.

**Monday-Thursday** – Tee time requests may be made one week prior to play. Two days prior to play, a lottery will be performed at 12:00 Noon. Members not in lottery can make tee times by contacting the Golf Shop or reserve a time using the Club's online tee time reservation system.

### **PACE OF PLAY POLICY**

When a group plays at a slow pace the groups behind them are forced to play at the same pace. In order to maintain an acceptable pace of play, the Board of Governors has adopted the following policy:

If a group falls behind the group in front of them by more than 1 hole, and 20 minutes behind the club's desired pace (printed on scorecard) – they will receive a verbal warning from the Professional staff.

If the group fails to close the gap and fall more than 2 holes behind, and 30 minutes behind pace – the group will receive a written warning from the golf committee detailing the pace of play policy and suggestions for faster play.

#### **In any round following the written warning:**

The group will be given a verbal warning from the professional staff if they fall behind the group in front of them by more than 1 hole and 20 minutes behind pace.

On the second warning, they will be asked to pick up their balls and skip holes to catch up with the group in front of them.

Everyone's cooperation with the pace of play policy is needed for all members to enjoy the club. If you believe your group will have a problem maintaining a 4 hour and 15 minute pace, please work with the staff in arranging a tee time during the less active times.

The policy will be strictly enforced on Wednesday, Friday, Saturday morning and Sunday afternoons because of the large amount of play during those days.

The "Pace of Play" is printed on each scorecard.

Again, please cooperate with the staff as they enforce the pace of play policy created by your Board of Governors.

\*\*\* If a group takes more than 10 minutes at the turn they must wait till the #10 tee is completely clear and the group in front of them is on the green (may not fall back in line) before resuming play.

### **LOCKERS AND CLUB STORAGE**

1. Lockers are available for rent. Please contact the Locker Room Attendant.
2. Golf club storage service is available. Please contact the Golf Professional for information.

### **CART OPERATION**

1. No one under sixteen (16) years of age is allowed to operate a golf cart, even in the presence of an adult.
2. No more than two (2) persons with their clubs will be permitted to ride in a golf cart.
3. Members leasing golf carts are responsible for any damage or personal injury incurred during their use.
4. Members and their guests shall be responsible for obeying all signs and markers on the golf course, which have been posted for the control and directions of golf carts.
5. A 90-degree crossing rule is in effect at all times. Golf carts must remain on cart paths when leaving the tee area until the golfer reaches the approximate position of the ball at which time he exits the path at a ninety-degree angle. Carts should return to the cart path in the same manner whenever practical to do so. When not practical to return to the cart path, carts should be driven in the "rough" only. At the Superintendent's discretion, carts may occasionally be restricted to cart paths only. If this situation exists, there will be no exceptions. Failure to obey cart operation rules will result in suspension of cart use privileges.
6. Carts must remain on paths on all Par 3's.
7. Carts shall not be driven onto tees, nearer than 30 feet to greens, onto steep slopes, into hazards, wooded areas, or operated in any manner which may cause injury or damage to the cart or Club property.
8. Specific exemptions to cart rules may be granted by the Golf and Grounds Committees on request and are subject to annual review.

9. Handcarts shall not be taken onto greens, pulled across fringes, between greens and traps, or across tees.
10. Failure to adhere to golf cart rules may result in suspension of cart and/or golf privileges. This applies to both power and handcarts.
11. The Club reserves the right to refuse a cart to any person at any time.
12. Cart fees for one or two persons will be charged for a full nine or eighteen holes and any portions thereof according to a fee schedule set from time to time by the Board. Cart fees will also be charged for use by spectators observing play.

### **DRESS CODE**

1. Members and guests must use the Locker Rooms for changing clothes.
2. Members, guests and spectators are expected to adhere to the Club Dress Code while on the golf course and practice areas.
  - a) Gentlemen must be attired in golf shirts with sleeves and a collar, golf slacks, or shorts not more than 4 inches above the knee and proper footwear.
  - b) Ladies must be attired in golf dresses, or golf shirts or blouses and slacks, skirts, culottes or shorts not more than 4 inches above the knee, and proper footwear.
  - c) Shirrtails must be tucked in pants, shorts, skirts, etc. unless banded at the bottom and made to be worn out.
  - d) Hats worn on the course must have the bill of the cap pointed forward at all times.
  - e) No denim may be worn on the golf course, driving range, and the putting green.
  - f) ALL DRESS CODE rules apply to the golf course, driving range and the putting greens.
  - g) Members are responsible for insuring that their guests and children follow dress code policies.

For purposes of clarification the following examples are not considered proper attire: Bathing suits, surgical scrubs, cutoffs, short shorts, tennis shorts, running shorts, tank tops, halter-tops, T-shirts, and blue jeans.

3. Violations of the above rules and dress codes may result in removal from the golf course.

## TENNIS RULES

### USE OF COURTS

1. All members must reserve and register for use of all courts [Har-tru (clay) and hard surface] at the Pro Shop before beginning play. Call-in reservations are accepted.
2. Members are required to register their guests and sign a ticket for guest fees before beginning play.
3. Guest fees are applicable on indoor courts in addition to court fees.
4. A member can reserve only one court for a maximum of 1-1/2 hours with no more than three (3) guests during this time. No court may be reserved more than six (6) days in advance.
5. Children under fourteen (14) years of age are not permitted on the courts unless accompanied by a parent or other responsible adult member or upon approval by the Tennis Professional.
6. Only tennis shoes allowed on tennis courts. No running shoes, cross training or soft-soled shoes.
7. Indoor courts are open for use from 9:00 AM to 9:00 PM. Har-tru (clay) courts are open for use from 9:00 AM to 9:30 PM except when being watered.
8. The indoor courts are rented to members on a yearly basis from October 1 through September 30. Court times which are not taken on a yearly basis may be utilized by the members through payment of current court fees.
9. Call-in reservations are permitted on indoor times. Should a time be reserved and not be used, the court fee will be charged to the member making the reservation. No fee will be charged if the reservation is cancelled twenty-four (24) hours prior to the reserved time.
10. The Har-tru (clay) and indoor courts are available for private parties on Saturday evenings from 6:00 PM to 10:00 PM. Members should make reservations through the Pro Shop for private parties. There is a court charge plus a food minimum. All fees are to be established by the Board of Governors.
11. A NON-MEMBER IS RESTRICTED FROM BEING A REGULAR PLAYER IN ANY SLATED INDOOR COURT TIME.
12. Young non-tennis playing children (under age 10) are to be under adult supervision while at the courts.

Tennis Pro Shop, Lounge, Indoor Courts and Restrooms are non-smoking areas.

### TENNIS ETIQUETTE

1. Proper tennis attire must be worn. A tennis shirt must be worn at all times on the courts. Bathing suits, cut-offs, tank tops, T-shirts, basketball or street shoes are not permitted on the courts. Sleeveless shirts are acceptable for ladies. Members and guests must use locker rooms for changing clothes.
2. Throwing of rackets, or other misconduct, will NOT BE tolerated. Players will receive one warning and upon second offense will be asked to leave the courts.
3. Profanity will NOT BE tolerated either on the courts or in the Players Lounge or Pro Shop. Use of profanity will result in appropriate disciplinary action by the Board of Governors. Members are responsible for the conduct of their guests and children and must ensure that proper tennis etiquette is observed.

### POOL RULES

The following rules have been adopted by the Board of Governors to ensure maximum enjoyment of the pool, to provide a competitive swimming environment, and to provide a safe swimming facility. **The pool staff is given full authority to enforce the following rules and regulations.**

1. NO children under twelve (12) years of age are permitted at the pool unless accompanied by a parent. A responsible member over the age of sixteen (16) can be designated at sign-in to accompany children under the age of twelve (12).
2. Members are required to register their attendance at the pool.
3. Members are required to register their guests. All guest fees shall be approved by the Board of Governors on an annual basis. Guests may attend two (2) times a month and all guests must be accompanied by a member.
4. House guests may use the swimming pool facilities. Accompanying member will be charged a weekly fee (maximum 2 weeks) to be set by the Board of Governors and reviewed annually.
5. Swim meets are held on several days during the summer. The pool may close early on these days. Additionally, certain areas of the pool may be restricted for swim team use.

6. Safety Rules:
  1. NO Running.
  2. NO horseplay (dunking, chicken fights, pushing, shoving, etc.)
  3. Do NOT distract lifeguards on duty.
  4. NO profanity.
  5. Diving is permitted ONLY in 5 feet and deep end area only.
7. Swimsuits are not permitted in the Clubhouse. Dressing for swimming is not permitted in locker rooms of the Clubhouse or Tennis Facility. Members and guests may use the pool dressing rooms for this purpose.
8. The Club cannot be responsible for lost or stolen articles. It is recommended that valuables not be left in dressing rooms.
9. For health reasons:
  1. It is recommended that all persons take a shower before entering the pool.
  2. No diapers allowed in the pool. Appropriate “swimmies” or plastic pants are required while children are in the pool.
  3. No excessive splashing or spitting of water.
10. No pets allowed in the pool area.
11. No glass containers of any kind will be permitted in the pool area. Bringing in of food or beverage is not permitted in the swimming pool area. No food in the pool.
12. Items left unattended for an extended period of time may be removed at the discretion of the pool staff.
13. Head phones are required on all music devices.
14. Appropriate swimwear is required. No cutoffs, shorts, or thongs.
15. The pool staff reserves the right to remove any floatation devices and /or pool toys at their discretion.
16. In the event of thunder, lightning, or any other threatening condition, the pool staff may clear/close the pool until conditions are deemed safe.

**Rule infractions will result in disciplinary measures, including LOSS OF POOL PRIVILEGES at the discretion of the pool manager.**

### **HIDDEN VALLEY SWIM TEAM**

The swim team is for all members and their children. The team practices and competes in the Roanoke Valley Aquatics Association during June and July. See Newsletter about specific dates and special swimming events.

### **VEHICLES - PARKING**

Members operating vehicles in the Hidden Valley Country Club area are urged to use caution and follow the directional signs as well as posted speed limits at all times. Members and guests should park in the designated spaces and avoid parking vehicles on the grass or unpaved areas.

### **CHANGES**

The foregoing material is intended to be current; however schedules, events and arrangements may change from time to time. Members are urged to read the Newsletter, calendar and bulletin boards for information to keep abreast of programs, activities and other matters of interest.

### **DISCLAIMER**

In the event of a conflict between the information contained in this booklet and the Bylaws, the Bylaws will supersede.

THE PRECEDING RULES ARE SET FORTH TO PROTECT THE MEMBERSHIP AND THEIR ENJOYMENT THERETO. IF ANY MEMBER REQUIRES SPECIAL CONSIDERATION THEY MAY PETITION THE BOARD, SETTING FORTH THE CIRCUMSTANCES SURROUNDING THEIR REQUEST.

