

YORK GOLF AND TENNIS CLUB

HOUSE RULES

House Rules are developed to provide clear definition and limits to the various functions associated with the operation of the York Golf and Tennis Club. These rules are normally developed by members of the cognizant committee(s) prior to submittal to the full Board of Directors for approval/. They may be subsequently modified or deleted by majority vote at subsequent Board meetings. House Rules may not revise or delete existing by-laws of the York Golf and Tennis Club whose provisions take precedence in any conflict.

The following compilation of House Rules has been taken from the minutes of past Board meetings. They have been placed in “Attachments” to provide ease of reference and revision:

- (I) General
- (II) Membership
- (III) Golf
- (IV) Tennis
- (V) Employees
- (VI) Board
- (VII) Committees

YORK GOLF AND TENNIS CLUB

HOUSE RULES

ATTACHMENT (1)

GENERAL

1. **Hours:** Unless otherwise changed by order of the Board of Directors or the Executive Committee, the Clubhouse shall be open at 7:00 AM. Closing shall be at the discretion of the Club Manager or the Grill Manager.

2. **Private Parties:** Permission for use of the old or new Clubhouses, either in whole or in part, for private parties given by a Member or Members, or by a Member and one of his or her immediate family, must be obtained from the Manager pursuant to rules established by the House Committee or the Executive Committee.
 - A. The House Committee, or the Executive Committee, may prescribe general rules or special conditions concerning such parties and change such rules or conditions from time to time, and it shall fix the charge or charges for such use of the Clubhouses which will take into consideration the extent and duration of the use of the Clubhouse and the expense to which the Club is put.
 - B. A person or persons on whose application the use of the Clubhouse for a private party is granted shall be responsible to the Club for all charges incurred and all damages, and for furnishing to the Club Manager all information required by law in connection with such functions.
 - C. Application for such use should ordinarily be made to the Manager at least forty-eight (48) hours prior to the time desired. Any member desiring to decorate the Club for private entertainment shall obtain from the Manager permission for the scheme of decoration desired.
 - D. The member rental fee for the Old Club House will be 50% of the established non-member rental fee.

3. **Damage to Club Property:** Any Club property broken, damaged or lost by a Member or his guest shall be charged to the Members account. Neither Member nor guest shall remove from the premises any property without the express permission from the Manager. Any and all property brought on Club premises are at the owner's risk. The Club is not liable for the physical loss of or damage to such property.

4. **Parking:** The Club has provided 5 parking areas for the membership:
 - A. The upper paved parking area between the golf and tennis buildings (17 marked spots).
 - B. The middle-paved parking lot (44 marked spots).
 - C. The lower gravel parking lot (72 unmarked spots).
 - D. The west side of the tennis courts (16 unmarked spots).

E. The east side of the tennis courts (26 unmarked spots primarily for functions at the Old Club House).

Please park in these designated areas only. Employees will park in the gravel lot. The Pros may use any available parking spot. If you require transportation from your parking spot to the Club House, please stop at the bag drop area and ask an employee to meet you at your car. This service will be provided from approximately Memorial Day thru Labor Day.

Violations of the policy will be noted and vehicle information recorded. The member, whose vehicle is improperly parked, will receive a letter from the Board of Directors. Repeat violations may lead to the loss of club privileges.

5. **Food and Drink**: Neither Member nor guest will bring food or drinks of any kind for consumption on Club property.
6. **Notices/Surveys**: No notices except as are related to the Club's affairs shall be posted on the Club grounds without the permission of the Manager or the Executive Committee.
 - A. Minutes of Board meetings shall be posted subsequent to approval.
 - B. Surveys initiated by Members and/or committees shall have Board approval prior to posting and/or mailing.
7. **Pets**: No dogs or other pets shall be permitted in the Clubhouse nor at large on the golf course or any other portion of the Club premises.
8. **Complaints or Suggestions**: Complaints and suggestions from Members relating to any aspect of Club operations must be made, preferably in writing, to the Chairman of appropriate committees.

YORK GOLF AND TENNIS CLUB

HOUSE RULES

ATTACHMENT (II)

MEMBERSHIP

1. FAMILY MEMBERSHIP: Use of all facilities

All immediate Family Members are included with the following exceptions:

- (1) Children who reach 24 (using 7/1 Birthday)
- (2) Children who marry
- (3) Children who reach 19 but no longer are in school full time

Children in (1) and (2) above may apply for Single or Family Membership without going to the Waiting List. The Initiation Fee in this case is 50% of the full Initiation Fee.

Children in (3) above may apply for Associate Membership at 1/2 the single rate. At age 24, Associate Members may proceed to full membership without going to the Waiting List. However, there must be no lapse of time between Family Membership and Associate Membership status. The Initiation Fee in this case is 50% of the full Initiation Fee.

Grandchildren are not considered immediate family regardless of residence.

2. SINGLE MEMBERSHIP: Single person use of all facilities

Children of Single Memberships cannot take Junior Memberships.

3. FAMILY TENNIS MEMBERSHIP: Family use of Tennis only.

All immediate Family Tennis Members are included with the following exceptions:

- (1) Children who reach age 24 (using 7/1 Birthday)
- (2) Children who marry
- (3) Children who reach 19 but no longer are in school full time

Children in (1) and (2) may apply for Single or Family Tennis without going on the Waiting List. The Initiation Fee in this case is 50% of the Tennis Initiation Fee.

Children in (3) above may apply for Associate Tennis Membership at 1/2 the single rate. At age 24, Associate Tennis Members may proceed to Family or Single Tennis Membership without going to the Waiting List. However, there must be no lapse of time between Family Membership and Associate Membership status. The Initiation Fee in this case is 50% of the Tennis Initiation Fee.

Children of Family Tennis Members may take Junior Golf Membership.

Grandchildren are not considered immediate family regardless of residence.

4. SINGLE TENNIS MEMBERSHIP: Single person, use of Tennis only

Children of Single Tennis members may take Junior Golf Membership.
Tennis Members have the same golf privileges as House Members.

5. ASSOCIATE MEMBERSHIP: Children of Members

Children of Members who reach the age of 19 (using 7/1 Birthday), who are not full time

students, may retain membership status at 1/2 the Single fee until age 24. At age 24 (using 7/1 Birthday), they may apply for full membership without going to the Waiting List. The Initiation Fee in this case is 50% of the full Initiation Fee.

Revised 2002

6. SOCIAL MEMBERSHIP: The first eighty members on the golf waiting list (1-80) are Social Members with restricted access to golf and tennis activities. This is a single non-voting membership and it is offered to House and Tennis Members on the golf waiting list when the golf waiting list is updated each spring.

The new Social Members pay 50% of the existing Initiation Fee when they accept a Social Membership and 50% of the prevailing Initiation Fee when they accept Full Membership. To avoid the impact of changes in the Initiation Fee, a Social Member may pay off the full initiation fee at any time. In addition, the Social Member pays one-half single golf dues annually and the single Grill opening credit payment. (A Tennis Member pays 25% of single golf dues.) When playing golf/tennis the Social Member pays one-half of the green/court fee. The first 15 names on the social membership list are eligible for a Family (no children) or Single membership. It would enable a husband and wife or one person to play during those times currently allotted Social Members without payment of green fees. The cost of this membership would be the same as that of a Family or Single Membership, and they would pay a full or single grill opening credit payment. **Revised 5/13/03**

Before June 15th and after September 15th, Social Members may play golf anytime on weekdays. They cannot play on Friday, Saturday, Sunday and holidays until 10AM.

From June 15th thru September 15th, Social Members may play weekdays Monday through Thursday after 10AM and on Friday, Saturday, Sunday and holidays after 1 PM.

A Social Membership may have 1 guest during their time slot. Social Members may play in birdie train, fill in the leagues, and on ladies days. Social members can't participate in club tournaments, but they can be guests of full members in member guest tournaments.

When Social Members participate in golf leagues, they pay the 9 hole green fee of 50% of the Social Green Fee.

Social Members may play tennis from opening until June 15 and after Labor Day until closing without restrictions From June 16 until Labor Day, Social Members may play between 11:00 AM and 3:30 PM. Social Members are not eligible to participate in Club Tournaments and may not be guests of Full Members for play at other times.

7. HOUSE MEMBERSHIP: A House Membership is a single non-voting membership which entitles the person listed on our membership rolls to utilize the golf range, putting green and Grill.

A House Member may attend social events with his/her spouse. No Initiation Fee is required. House Members who do not reside in York County or rent or occupy a home in the county on a full time basis or for the summer season may not transfer to the Golf Waiting List (when open). House Members joining the golf waiting list (81 to 100) pay a one-time fee equal to 10% of the full initiation fee. These 20 House Members may play golf on payment of the prevailing guest fee and a surcharge of One Hundred Dollars (\$100.00). Play is restricted to weekdays and after 2:00 PM on weekends/holidays before June 15th and after September 15th. House Members desirous of availing themselves of this privilege should contact the Business Office. House Members may be guests of Full Members for play. House Members are not eligible for play in Tournaments, Leagues and/or Birdie Train.

Revised 2/03

8. JUNIOR MEMBERSHIP:

Golf: Children of NON-members who are 10 using 7/1 Birthday and up to 19 using 7/1 Birthday.

Tennis: Children of NON-members to age 19 using 7/1 Birthday

Full time students who hold a continuous membership from age 16 may continue to age 22 using 7/1 Birthday. Both Junior Golf and Junior Tennis Memberships may be taken at 30% additional cost.

9. DISABILITY MEMBERSHIP: Subject to the Board of Directors' approval, upon receipt of a written request, disability leave of absence will be granted for a one-year duration. Requests for extensions will be at the discretion of the Board. Vacancies in active membership created by the disability leave shall be filled by moving the next candidate on the waiting list to active membership. This backfilling can occur only once. If a leave is extended for a subsequent year, no backfill can take place. Upon termination of the leave and the members return to active membership, the member is administratively filling the next vacancy occurring which otherwise would have been filled from the waiting list. If processed correctly, the filled conclusion of this process results in a neutral effect on the membership numbers. No increase will have taken place.

Single member rate is determined annually. Family Memberships with only two adult golfers/tennis players may convert to a Single Membership to accommodate one person under this rule. Family Memberships with children playing golf/tennis may not be accommodated under this rule. If a single member returns to play during the

season, he or she must make up the difference between the annual rate and Single Membership dues. Family members must make up the difference between Single and Family Memberships dues. To request a Disability Membership, submit a written request accompanied by a physician's statement to the Board of Directors for approval.

10. NON-RESIDENT MEMBERSHIP: Any Member in good standing, who has had a job related transfer 100 miles or more from York can for up to three (3) years maintain membership without paying an Initiation Fee or going on the Waiting List.

This membership applies only to the person who has have a job related transfer. Play under this category is allowed for fifteen (15) consecutive days from 1st day of play. Golf Members are allowed golf and tennis; Tennis Members are allowed tennis. Guest fees must be paid for play. To request Non-Resident Membership, submit a written request to the Board of Directors for approval.

11. EMERITUS MEMBERSHIP: Any member who has been in good standing since age 65 and who reaches the age of eighty (80) using April 15 as the cut-off date may continue membership at a reduced rate.

Single member dues will be reduced by 50% for an emeritus member. Family dues will be reduced by 25% with one qualifying emeritus member and 50% if both members are emeritus. If an emeritus member does not wish to maintain a full membership (single/family), he/she may maintain emeritus status at no charge and play golf or tennis by paying the current green fee or court fee as applicable. This category of emeritus membership is subject to the same restrictions for playing golf or tennis as described above for social members.

12. COMPLIMENTARY MEMBERSHIP: Extended to area Clergy and others identified by the Board of Directors.

13. INITIATION FEES: The Initiation Fees for golf and tennis are independent of each other and the amount is determined by the Board of Directors on an annual basis.

14. VACANCIES: Replacement of vacancies in full and tennis memberships will be on a one-for-one basis. Vacancies created by a change to emeritus status will not be filled.

15. DIVORCE: Members of an existing family membership can convert their membership to two single memberships or a family membership and single membership by notifying the Club Manager when the final divorce decree is issued. No additional initiation fee is required.

YORK GOLF AND TENNIS CLUB

HOUSE RULES

ATTACHMENT (III)

GOLF

1. **Hours and Closing**: The golf course will be open daily at 7:00 AM to 6:00 PM unless closed by order of the Green Committee or the Golf Professional or the Superintendent in accordance with procedures established by the Green Committee. When by reason of weather conditions the course is closed, a sign will be prominently posted in the vicinity of the first tee, and Members are requested to respect the closing.

2. **Guests**: The privilege of introducing guests is governed by the following rules. Any Member introducing guests shall be responsible for them and for the payment of the prescribed fees and all indebtedness incurred by the guests.
 - a. Only full golfing members and social members are permitted to introduce guests.
 - b. On Friday, Saturday, Sunday and holidays, full members can bring 1 guest after 11AM June 15 through September 15. After 1 PM, they may have three guests.

 - c. Before June 1 and after September 15, Monday through Thursday after 12, Full Members may have 11 golfers or less with prior approval of the pro shop.
 - d. A Social Membership can have 1 guest during their time slot.

3. **Members on the Golf Waiting List**: Members on the golf waiting list (81 to 100) may play golf on payment of the prevailing guest fee and a membership surcharge of One Hundred Dollars (\$100.00). Play is restricted to weekdays and after 2:00 PM on weekends from spring opening through June 15th and after September 15th through closing of the course. No play from June 16th to September 15th except as allowed in 2. above. Members desirous of availing themselves of this privilege should contact the Business Office.

4. **Golf Carts**: Golf Carts must be operated in accordance with the following rules and such others as may be posted from time to time.
 - a. No more than two (2) persons shall ride in or use each cart. No children are to ride in cart when a cart is occupied by two (2) adults.
 - b. Carts are to be kept on fairways and mowed roughs. Under no circumstances are carts to be taken into wooded, ravine, or marsh areas or within thirty (30) feet of greens or tees. Please observe signs or painted lines on the ground for the purpose of directing carts traffic away from sensitive areas. Carts are to be kept on cart paths where provided, otherwise in roughs and then fairways, in that order. Handicapped players are allowed special use of golf carts and are provided
a special flag for display on their carts for this purpose.
 - c. Carts are not permitted on tees, greens, aprons, or in bunkers.

- d. Before players are to putt, carts must be parked safely to side or back en route to the next tee (but in no event closer than thirty (30) feet from the green) in order to speed up play.
- e. Children under sixteen (16) are not permitted to operate carts.
- f. Cart damage is the Member's responsibility and must be reported to the Golf Professional.
- g. Carts are operated by Members and guests at their own risk, and the Club, its officers or employees shall not be liable for any damage or injury caused thereby.

5. Pull Carts/Motorized Pull Carts: Players must not pull or operate their carts between bunkers and greens or within thirty (30) feet of greens or onto tees.

6. Litter: Help preserve the beauty of the course and save maintenance costs by placing all refuse, especially cigarette tips, empty cigarette packages and metal snap tops from cans in refuse containers attached to ball washers on every tee.

7. Golf Attire: Attire on the golf course, driving range or putting green shall be in good taste and with forethought. For men and boys, collared shirts, tucked in, slacks or Bermuda shorts are minimally acceptable attire. Blue jeans, "cut-offs", tennis shorts, bathing suits, and tennis warm ups and tee shirts are not considered acceptable. Caps are expected to be worn with the bill facing forward. Suitable golf attire for ladies and girls include shirts, golf skirts, slacks, and Bermuda shorts. Blue jeans, "cut-offs", short shorts, tee shirts, tennis shorts, bathing suits, tennis warm ups, tank tops and halter tops are not considered suitable. Appropriate golf or tennis attire is required in the clubhouse, cafe or pro shops. Members are responsible for the attire of their guests.

8. First Tee: Players are requested not to stand on the first tee until it is their turn to begin play.

- a. Ladies scheduled to play in Ladies Day events or Women's League matches shall have preference on the first tee during hours designated and posted by the Women's Golf Committee.
- b. Men shall have preference on the first tee for Men's League matches and other Club events at times designated and posted by the Golf Tournament Committee.
- c. Fivesomes or more are not allowed. During certain busy periods the Golf Professional or Starter may request the players play in foursome only.
- d. Players shall start only on the first tee unless otherwise expressly authorized by the Golf Professional or Starter.

9. Governing Rules: USGA rules shall govern all play unless modified by any posted local rules.

10. Divots: Turf cut or displaced by a stroke must be replaced. All footprints in traps must be smoothed or raked. Ball marks on greens must be repaired.

11. Practice: Practice is restricted to the practice area and the two practice greens. There shall be no chipping or pitching to the putting green, only to the pitching green at the farthest extremity of the practice area. In the interest of preventing unnecessary damage to the practice range, Members are requested to note the position of markers to confine their practice shots to the area between such markers. Golf carts (excepting that of the Golf Professional) are prohibited from the practice area.

12. Cutting In: All golf holes must be played in succession until 10:00 AM unless permission to deviate is granted by the Pro. Cutting in is forbidden if players are visible anywhere on the preceding hole. Players who have cut in have no standing and shall give way forthwith to players in regular order (including single players notwithstanding Rule 13 below), whether or not such players in regular order give warning or ask to go through.

13. Precedence: Players participating in any tournament or official team match shall have an absolute right of precedence on the course and shall have the right to pass non participating players.

In general, foursomes and twosomes shall have the right of way over threesomes, and singles shall have no standing except as provided in Rule #12 above.

In all other cases the rule shall be that any match shall have the right to proceed so long as it keeps its place on the course, but whenever it fails to keep its place on the course, it must invite and allow those behind to pass. A match shall be deemed to have failed to keep its place on the course (1) whenever the players therein are not ready to play as soon as the players in front, if any, are out of range, or (2) whenever, if there are no players in front within range, they are delaying the game of others. In this connection it is the policy of the Club to promote a continuing awareness of the need for rapid play by all Members especially on the greens and in roughs and other hazards.

Players entitled to pass must not do so until the players in front have been warned, but warning having been given, the players in front must give way forthwith and wait until those entitled to pass have played through and are out of range before playing their next shot.

14. Tournament Participation: All male golf members over the age of 18, without limits on type of membership, may participate in the Club Championship and all other men's tournaments, i.e. Birdie Train, Breakfast Tournament, Member-Member, Member-Guest, etc.

15. Enforcement: The Golf Professionals, Club Managers or any designated Ranger are required to enforce the rules. Suggestions by Members should be addressed, in writing, to appropriate Golf Committee.

16. Stage Neck Inn: The Stage Neck Inn may make advanced tee times: for one day per week, for one hour of tee times(24 players maximum), Monday through Thursday, prior to Memorial Day and after September 15th. The Pro and Manager are to use this policy as a guideline as there may be occasions when requests may for outside these parameters. The Stage Neck Inn will pay for a ranger if one is needed and not scheduled.

17. Rules For Children:

a. Children of Family Members and Junior Golf Members 12 years of age may on application to the Golf Professional be permitted the use of the golf course. Play may begin at 10:00 AM on weekdays and 1:30 PM on weekends and Holidays. However, such children may use the course without special permission at any time, except Saturdays, Sundays, and Holidays before 1:30 PM if accompanied by an adult member, subject to the restrictions and preferences established by these rules. Exceptions will be at the discretion of the Golf Professional.

b. Children of Family Members and Junior Golf Members 11 years of age and under shall not start before 10:00 AM weekdays or before 1:30 PM on weekends and Holidays and must be accompanied by an adult member. Exceptions will be at the discretion of the Golf Professional.

c. In no event on Mondays and Wednesdays shall Children of Family Members or Junior Golf Members be on the course after 2:00 PM.

d. Children 6-8 years old may play golf with a responsible adult but will have no standing on the course while playing. Members must have a family Membership for children to use the facilities.

e. Regular Members shall have priority over Children of Family Members and Junior Golf Members on the first tee and shall have the right to go through these players at anytime upon request.

f. Parents are at all times responsible for the conduct of their children. Children are not allow to linger around the Pro Shops, the Clubhouses/Grill or the practice facilities. It is the parent's responsibility to make arrangements for transportation to avoid this problem.

18. The York Golf Lottery System: The York Golf Lottery System is a process where all the Membership has an equal chance to get a preferred tee time. Lottery slips are available in the Pro Shop and may be made out at any time for the following Friday, Saturday, Sunday and holidays. You may call the Pro Shop to have your ballot filled out over the phone. Mark a ballot either Friday, Saturday, Sunday or Holiday, your desired time, (i.e., 0630, 0700, 0730, etc.) right up to 11:00. Mark the slip whether or not you want a later or earlier than your desired tee time if your exact time is not available when your name is drawn, and provide at least 2 names. Then place the ballot in the lottery box. If you are a twosome or threesome the Pro will try to match-up anyone that in the lottery or that may be looking for a game on your chosen day. If by chance you get "shutout" and all the tee times are taken by the time your name is drawn, (this should be very rare since we eliminated guests on weekends until after 11:00), you would get first chance at any tee time for the following weekend.

The tee times are drawn on Wednesday, after 5PM. You can then stop in at the Pro Shop or call to see when your tee time is posted. Tee times are taken for all times after 11:00 on weekends and any time during the week. The lottery system is only used for the crunch of Friday; Saturday, Sunday and Holiday mornings.

Note: For the respect and benefit of all club members, if some in your foursome cancels, notify the Pro Shop within 24 Hours so that "the tee time is filled by another member". Failure to follow this policy may result in possible loss of weekend privileges.

TEE TIME BALLOT

Circle Day: Friday Saturday Sunday Holiday
 Circle Time: 6:30 7:00 7:30 8:00 8:30
 9:00 9:30 10:00 10:30 11:00

Do You Prefer: _____ Earlier To Time Selected
 _____ Later To Time Selected

NAMES OF PLAYER IN GROUP

A single player may/will be placed in your group. Failure to notify the Pro Shop of cancellations may result in possible loss of weekend privileges.

| TEE TIME BALLOT | | | | | |
|--|---------------------------------------|---------------|---------------|----------------|--------------|
| Circle Day: | Saturday | Sunday | Sunday | Holiday | |
| Circle Time: | 6:30 | 7:00 | 7:30 | 8:00 | 8:30 |
| | 9:00 | 9:30 | 10:00 | 10:30 | 11:00 |
| Do You Prefer: | _____ Earlier to Time Selected | | | | |
| | _____ Later to Time Selected | | | | |
| Names of Players in Group | | | | | |
| _____ | | | | | |
| _____ | | | | | |
| A Single Player may/will be place in your group. Failure to notify the Pro Shop of cancellations may result in possible loss of weekend privileges. | | | | | |

YORK GOLF AND TENNIS CLUB

HOUSE RULES

ATTACHMENT (IV)

TENNIS RULES

1. **Tennis Court Availability:** Tennis courts are to be open daily from 7:00 AM to 8:00 PM weather permitting. The courts shall close at 5:30 PM Sundays for calcium and court maintenance. Rain date plus dry season second calcium application will occur Tuesdays at 5 PM. Tennis court maintenance (e. g. watering, rolling, application of chemical treatment, etc.) will be provided by the Green Superintendent of the Club and his staff in the early morning, noon and late evening (before and after tennis play) as necessary. The playability of the courts shall be subject to the approval of the Green Superintendent.

2. **Guests:** Any Member introducing tennis guests shall be responsible for them and for the payment of the prescribed fee and any indebtedness incurred by the guests. Guests must be registered before entering the court. The privilege of introducing tennis guests is governed by the following rules:

- a. The Tennis Member is not required to play with his/her guests, however, the Tennis Member must be in attendance.
- b. There is no minimum age requirement for tennis guests.
- c. Non-members may be tennis guests two (2) times per month up to a total of eight (8) times per season.
- d. Houseguests are limited to eight (8) consecutive play times per season. Guest fees are for one and one-half (1 1/2) hour playtime.

3. **Dress:** Attire on the tennis courts shall be in good taste. Flat (uncorrugated) rubber-sole shoes, (no cross-trainers or running shoes), must be worn on the courts at all times. For men and boys, collared shirts or tennis tee shirts, above the knee sport shorts or tennis shorts. Suitable attire for ladies and girls include appropriate tennis tank tops or shirts/tops, tennis skirts, dresses or shorts. Tennis warm ups may be worn. Appropriate golf or tennis attire is required in the clubhouse, cafe or pro shops. Members are responsible for the attire of their guests.

4. **Pets:** Dogs and other pets are not permitted anywhere in the tennis court area.

5. **Children:** Children age six (6) and under are not to be left unattended.

6. **Court Priority:** The following priorities will prevail:

- a. Players must surrender a court after one and one half (1 1/2) hour if another Member is waiting to play.
- b. On Saturdays, Sunday, and holidays from 8:00 AM to 11 AM senior Members seventeen (17) and over shall have priority. Junior Members may play on an

- open court.
- c. Senior Members shall have priority Monday thru Friday (holidays excepted) after 5:00 PM
- d. The foregoing priorities notwithstanding, the Tennis Committee may designate day and hours, in accordance with a posted notice, for the holding of regular Club tennis events such as Ladies Doubles, Mixed Doubles, Men's Doubles, team matches, clinics etc. and establish priorities therefore.
- e. Senior Members have priority over Juniors unless otherwise provided by Junior events.
- f. Junior members may play on an open court at any time and may reserve a court during non prime time hours.
- g. Juniors with a junior membership may bring a guest and pay the guest fee in cash.

7. Etiquette: In the interest of more enjoyable tennis for everyone:

- a. Players are requested not to call across courts or to walk behind players when a point is in progress.
- b. Balls entering and adjoining court should be returned promptly but not in a manner as to interfere with play.
- c. Members, Senior and Junior, who are waiting for courts are requested to maintain reasonable quiet in the vicinity of the court area.
- d. Good sportsmanship is expected on the courts at all times.

8. Rainy Day Policy: On days when the soft courts are closed, the hard court reserved for use and reservation for non-lesson play shall be available for reservation up to one hour prior to each play slot. Members may call the Pro Shop to inquire about availability of courts and make early reservations.

9. Members on the Tennis Waiting List: House Members on the tennis waiting list (1 to 30) may, by paying an annual fee of \$100, play unlimited tennis from opening to June 15th and from the day after Labor Day until closing. These members must pay the court fee and, during these periods only, they have full guest privileges. They may not participate in tennis functions such as leagues, mixers and men's night and Club Championships. From June 15th until Labor Day they may "only walk on" an open court between the hours of 11:00 am and 3:30 pm. They must sign in at the Pro Shop and pay the court fee. They may not bring guests during this time. They may not be guests of Members for play at other times. Members desirous of availing themselves of this privilege should contact the Business Office. **Revised 5/13/03**

10. Enforcement: The Tennis Professional and his/her assistant are required to enforce these rules and to report violations to the Tennis Committee. Suggestions are welcome and should be submitted in writing to the Tennis Committee.

11. Non-Member Lessons: Prior to June 15th and after Labor Day, non-members may schedule tennis lessons as long as this does not interfere with court or lesson availability for the members. From June 15th through Labor Day, non-members may schedule tennis lessons with the professional 48 hours prior to the lesson as long as this scheduling does not interfere with member lessons or special events.

12. Pro Shop Hours of Operation: The Pro Shop will be open from May 1st through September 30th. The hours of operation in May and after Labor Day are from 8:00 AM to 5:30 PM. From June 1st until Labor Day the shop will be open weekdays from 7:30 AM to 6:30 PM and on weekends from 8:00 AM to 5:30 PM. On rainy days, the shop will be open from 7:30 AM to 12:30 PM and will re-open according to the weather.

13. Lessons and Clinics: Teaching hours are from 7:30 AM to 6:00 PM on weekdays. On Saturdays and Sundays prior to June 15th teaching hours are a maximum of 4 hours/day on two courts and after June 15th, a maximum of 4 hours/day on one court. During prime playing times (8:00 AM to 11:00 AM and after 5:00 PM) the Professional shall only use a maximum of one hard court and one other court for teaching lessons. During the weekday time slot 3:30 - 5:00 PM, teaching and clinics shall only use a maximum of 2 hard courts and one other court. During all other non-prime playing times, lessons and clinics may use up to 4 courts as long as this does not interfere with scheduled events. Times and schedule may vary as weather and special events dictate. On wet days when the other courts are unplayable, the Tennis Professional may teach on one hard court as outlined in the Rainy Day Policy.

14. Court Reservations: Tennis courts may be reserved either by telephone or in person two days prior to the day of play with the following exception. All court reservations made between 8:00AM and 8:30AM for the Monday through Friday time slot of 8:30AM to 10:00AM must be made by telephone. After 8:30AM court reservations for this time slot may be made either by phone or in person as outlined above.

15. Social Member Tennis Privileges: From opening until 15 June and after Labor Day until closing, there are no restrictions. From 16 June until Labor Day, Social Members may play between 11:00 AM and 3:30 PM. Social Members may participate in mixers, leagues and men's night.

YORK GOLF AND TENNIS CLUB

HOUSE RULES

ATTACHMENT (V)

EMPLOYEES

1. **GRATUITIES:** A gratuity shall not be given by any Member or guest to any person employed by the Club. Members may contribute at any time to the employees' fund, which shall be distributed at Christmas. Members are requested not to criticize or rebuke Club employees or to discuss Club affairs in their presence, but to address such matters to the Club Manager.

2. **CHRISTMAS BONUS POLICY:** All employees are eligible for the Christmas bonus including employees of the tennis pro. To qualify, employees must be in good standing and work a minimum of 80 hours.

Employees who qualify for the bonus are classified in two categories: those who work more than the equivalent of 18 full weeks and those who work more than 80 hours and less than the equivalent of 18 full weeks. The first category would receive one share and the second category would receive one half of a share.

3. **EMPLOYMENT:** Club members should not be marshals/rangers. Members should not fill other employee positions but the final determination must be made by the manager concerned on a case by case basis. This policy does not apply to children of members.

4. **RANGERS:** Rangers can play a round of golf for each shift the ranger works. They can play in the birdie train.

5. **EMPLOYEES:** Employees who work in the morning can play anytime after 1PM. They can play in birdie train and participate in leagues.

YORK GOLF AND TENNIS CLUB

HOUSE RULES

ATTACHMENT (VI)

BOARD POLICIES

1. **CLUB SURVEYS**: All surveys must be reviewed and approved by the Board of Directors before they are distributed to the general membership.
2. **NOMINATING COMMITTEE PROCEDURES**: A member of the Tennis Committee will be included on the Nominating Committee. The Nominating Committee will recommend to the Board between 5 and 10 members to be placed in nomination on the ballot. The Board of Directors will then confirm the recommendations of the Nominating Committee or make changes. Any candidate for election will be notified about his/her numerical standing in the election and the total votes received if they inquire.
3. **THE ANNUAL ELECTION PROCESS**
 - Each member will receive a short letter announcing the Annual Meeting, with a ballot, an envelope to put the ballot in with space for name and club number and an envelope marked “ballot” to enclose the envelope.
 - The ballot shall have the names of the candidates with the check block to the left of the name to facilitate counting.
 - The ballot shall indicate that a person may vote for up to five (5) people but if the person votes for more than five (5) people or fails to put name and number on the enclosed envelope the ballot will be declared void.
 - The member will be asked to make selections, put the ballot in the envelope, seal, print name and number on envelope and put the envelope in another envelope marked “ballot” with no indication who it is from and mail or deliver to the Club office.
 - Ballots must be received by close of business day, (4:00 PM) on the Tuesday before the Thursday Annual Meeting. There will be no voting at the Annual Meeting.
 - As the ballots are received they are not to be opened but put into a box for opening and counting later. In this way no one knows who had voted or not voted.
 - Five (5) Board members, most recently elected, will assist the office staff in the counting process on Wednesday before the Annual Meeting.

- On the day of counting, 2 people will open the ballots, checking names and numbers off a master list for validity. Envelopes with no name or number will be set aside and not counted.
- The ballots will be given to the counters for compilation and to check for validity.
- The ballots will be double counted by a different person to verify accuracy.
- Following the counting, a summary will be made that indicates the number of ballots counted, the number of invalid ballots and reasons, and the number of votes for each person.
- At the Annual Meeting the Nominating Committee spokesperson will announce the winners as well as the aforementioned summary.
- The counted ballots will be stored in a secure place in case a recount is requested.

YORK GOLF AND TENNIS CLUB

HOUSE RULES

ATTACHMENT (VII)

COMMITTEES

1. Budget
2. Nominating
3. Green
4. Grill
5. Social
6. Tennis
7. Rules/By-Laws
8. Building/Grounds
9. Membership
10. Men's Golf/Tournament
11. Women's Golf/Tournament