

# **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. On Tuesday's, the Golf Course and the Restaurant will open at 8 am. This is to give maintenance personnel time to wash down the deck, clean in the parking lot and generally clean the area around the clubhouse. This will also give course maintenance added time for mowing, spraying and general maintenance on the Golf Course. The Tennis courts will be open at regular times but general maintenance will take place in and around the courts. The Board of Directors asks for cooperation and understanding.

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 General 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 April 2009

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 (Associate status) until age 24. At age 24 (using 7/1 Birthday), they may apply for full membership without going to the Waiting List or they may remain Associate Membership Status. The member child is obligated to pay the (**Associate**) Initiation Fee, which is set at \$3,000 until the Board of Directors changes the amount.

Associate Members will be given a 5 year program for payment of their initiation fee. When the Child of a Family Membership is no longer a student or reaches his/her 24<sup>th</sup> birthday (using 7/1 birthday), they will automatically become an Associate Member. As an Associate Member they may pay under the 5 Year Program:

- A. Years 1-4, payment of the Associate Dues, Bar/Grill Credit, and \$375 credit towards your Initiation Fee.
- B. Year 5, payment of the Associate Dues, Bar/Grill Credit, and the balance of \$1,500 for the Initiation Fee.

The Associate Member may pay the Associate Initiation Fee and may become a Full Member at any time after he or she reaches their 19<sup>th</sup> Birthday using 7/1 as the cut off.

ASSOCIATE MEMBERSHIP: Tennis Children of Members April 2009

Children of Tennis 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 (Associate status) until age 24. At age 24 (using 7/1 Birthday), they may apply for full tennis membership without going to the Waiting List or they may remain Associate Membership Status. The member child is obligated to pay the (**Associate**) Initiation Fee, which is set at \$1,500 until the Board of Directors changes the amount.

Associate Tennis Members will be given a 5 year program for payment of their initiation fee. When the Child of a Tennis Family Membership is no longer a student or reaches his/her 24<sup>th</sup> birthday (using 7/1 birthday), they will automatically become a Tennis Associate Member. As a Tennis Associate Member they may pay under the 5 Year Program:

- A. Years 1-4, payment of the Associate Dues, Bar/Grill Credit, and \$187.50 toward your Initiation Fee.
- B. Year 5, payment of the Associate Dues, Bar/Grill Credit, and the balance of \$750 for the Initiation Fee.

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 fees.

The Social Membership (1-80) now may include spouses. It will allow both to play in Men's and Women's League. Both members would be following the Social rules. The cost will be a full single Membership and a single bar/grill credit. Children are not allowed on the membership. **Apr/2006**

Before June 15<sup>th</sup> and after September 15<sup>th</sup>, Social Members may play golf anytime on weekdays. They cannot play on Friday, Saturday, Sunday and holidays until 10a.m.

From June 15<sup>th</sup> thru September 15<sup>th</sup>, 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 spot. Social members may play in Birdie Train, fill in Leagues and on the Ladies Day. When a social member participates in golf leagues they pay a 9-hole rate of 50% of the social green fee. Social members may play in all club tournaments except Presidents Cup, Emerson Cup, Four Ball Championships and Club Championships.

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 joining the golf waiting list pay a one-time fee equal to 10% of the full initiation fee. These 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 a 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 had 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 (Emeritus 2) is subject to the same restrictions for playing golf or tennis as described above for social members. 11/8/05

12. WAITING MEMBER: Number 151 and up on the golf waiting list with no privileges at the club. 11/8/05

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

14. 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.

15. 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.

16. DIVORCE: At the time of Final Divorce Decree execution, the existing Club Membership may continue in force. One of the two spouses will be awarded the Original Membership per Divorce Decree Stipulations....the Divorce Decree should specify which member will retain the original Membership.

The spouse not awarded the original Membership through the Divorce Proceedings may be granted a "new" membership position upon request to the General Manager and the Membership Committee. The new Membership will be assessed ½ of the prevailing Initiation Fee for the privilege without interruption of continued Full Membership status.

Revised 12/17/2010

17. Annual Billings: All Membership bills are mailed during the first week of January. All bills are due and payable in full by January 31<sup>st</sup>, unless the three (3) payment plan is elected. The three (3) payment plan requires 3 equal payments to be made no later than January 31, March 31, and April 30. If payment is not received in full by January 31 or on the 3 payment plan schedule, Membership may be terminated and no monies refunded. This is at the discretion of the General Manager and Treasurer. 12/17/2010

18. Category of Membership i.e.: Family, Single, Social, etc will need to be established as of October 31 of each year (beginning October 31, 2011), so that the Budget/Finance Committee can finalize the next year's budget. Once the Membership category is selected it cannot be downgraded (i.e.: Family to Single) until the following year, unless there is a disability hardship or a relocation. A Member may also appeal the Board of Directors (BOD) under special circumstances. The BOD reserves the right to deny. 12/17/2010



**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.

a. Beginning on Tuesday, May 15, 2007, the golf course and the restaurant will open at 8 AM. This is to give maintenance personnel time to wash down the deck, clean in the parking lot and generally clean the area around the clubhouse. This will also give course maintenance added time for mowing, spraying and general maintenance on the golf course. The tennis courts will be open but general maintenance will take place in and around the courts. The Board of Directors asks for cooperation and understanding. May 8, 2007

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 150) 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. See 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. Carts have 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 Rangers 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 15<sup>th</sup>. 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 11:00 AM on weekdays and 1:30 PM on weekends and Holidays. Juniors are allowed to make a tee time 24 hours in advance. However, such children may use the course without special permission at anytime on weekdays if accompanied by an adult member.

- b. Children of Family Members and Junior Golf Members 11 years of age and under shall not start before 11:00 AM weekdays or before 1:30 PM on weekends and Holidays and must be accompanied by an adult member.
- 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 allowed to loiter 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.
- g. Proper attire must also be worn at all times. Collared shirts, tucked in slacks or Bermuda-shorts are examples of acceptable attire. Blue jeans, tennis shorts and tee shirts are not acceptable attire. Caps are expected to worn bill facing forward.
- h. Proper etiquette and behavior is expected at all times. Any inappropriate behavior or abuse of the golf course will not be tolerated.
- i. Practice will be limited to the Driving Range and is not allowed on the golf course. Having more than 1 ball in play during a round of golf is prohibited, unless allowed to do so under the rules of golf. Juniors are expected to take care of the golf course such as replacing divots, repairing ball marks and raking bunkers.

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
	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.

<b>TEE TIME BALLOT</b>				
Circle Day:	Saturday	Sunday	Holiday	
<b>Circle Time:</b>	<b>6:30</b>	<b>7:00</b>	<b>7:30</b>	<b>8:00</b>
	<b>9:00</b>	<b>9:30</b>	<b>10:00</b>	<b>10:30</b>
				<b>11:00</b>
<b>Do You Prefer:</b>	<input type="checkbox"/>	<b>Earlier to Time Selected</b>		
	<input type="checkbox"/>	<b>Later to Time Selected</b>		
<b>Names of Players in Group</b>				
_____				
_____				
<b>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.</b>				

1. Tennis Court Availability: Tennis courts are open daily from 7:00 AM - 8:00 PM weather permitting, with the following exceptions:
  - a. The soft courts closed Sunday 6:30p.m.for maintenance.
  - b. In prime season, soft courts close from 1:00 – 2:00 PM daily for watering.

Playability of the courts shall be subject to the approval of the Green Superintendent.

- b. **Guest Policy:** Guest fees are \$15, with local guests being welcome to play twice a month, up to a total 8 times/season. House guests are welcome up to 8 times/2 week period.

Privilege subject to the following rules:

- a. Tennis Member not required to play with guest, but must sign in as guest's sponsor.
- b. There is no minimum age requirement for tennis guests.
- c. Guest must be registered prior to play.

3. **Dress:** Attire on the tennis courts shall be in good taste. Only non-marking tennis shoes are allowed; no cross-trainers or running shoes are allowed on the soft courts. Men and boys must wear collared shirts/tennis tees with sleeves and above the knee sport shorts. Women and girls may wear shirts, skirts, dresses or shorts that are designed for tennis. Appropriate tennis attire is required in the clubhouse, cafe or pro shops.

4. **Court Priority:** The following rules will prevail:

- a. Players must surrender a court after 90 minutes (1 1/2) hour if another Member is waiting to play.
- b. On Saturdays, Sundays, and Holidays from 7:00 AM to 11:30 AM, Senior Members age seventeen (17) and up shall have priority. Junior Members may play if there is an open court.
- c. Junior members may reserve a court between 10:00 AM and 5:00 PM.
- d. Junior members may sponsor guests and pay the guest fee in cash.
- e. The Tennis Committee may designate times for regular club events. Events will be noted on the club calendar and b postings.

5. **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 play is in progress.
- b. Balls entering an adjoining court should be returned promptly but not in a manner as to interfere with play.
- c. Members waiting for courts are requested to maintain quiet near the courts.
- d. Cell phones must be placed on a silent setting on the tennis premises. No cell phone conversations are allowed on the courts or in the pro shop.
- e. No pets are allowed on the tennis premises.
- f. Good sportsmanship is expected on the courts at all times.

6. **Members on the Tennis Waiting List and Social Golf Members 1-80 on the Golf Waiting List:**

Privileges apply only to the name on the list (Tennis Wait List Golf Social List). These individuals may, by paying appropriate fees, enjoy the following privileges:

Non-Prime Season: (Opening to June 15; September 15 to close)

- a. Unlimited tennis
- b. May sponsor guests (following sponsorship rules)

- c. May participate in tennis functions on a fill-in basis or as requested by the tennis professional
- d. May not participate in Club Championships

Prime Season: (June 15 – September 15)

- a. Unlimited tennis between the hours of 11:30 and 5:00 on weekdays, and between 11:30 and 3:30 on weekends and holidays.
- b. May not sponsor guests
- c. May play 8 times per year as a guest (per the Tennis guest policy.)
- d. May participate in tennis functions on a fill-in basis or as requested by the tennis professional
- e. May not participate in Club Championships

Fee Structure:

- f. 50% of full Tennis initiation fee
- g. 50% of single tennis dues annually
- h. Current single grill fee
- i. 1/2 court fee
- j. If both spouses want to have tennis waiting list privileges, you will pay 100% of a single tennis membership.

**These fees would be applied to all on the wait list (1-15) - no options.**

7. Pro Shop Hours of Operation: (weather permitting)

- a. From opening to June 15 and from September 15 to close – hours are 8:00AM – 5:30PM.
- b. June 15 to September 15 – weekday hours are 7:00AM – 6:30PM – weekend hours are 7:30AM – 5:30PM.

8. Lessons and Clinics:

- a. 7:00 – 10:00AM and after 5:00PM – the Professional may use a maximum of one hard court and one soft court for teaching lessons, unless there is an open court.
- b. Weekdays from 3:30 –5:00PM, the Professional may use a maximum of two hard courts and one soft court.
- c. All other non-prime playing times – the Professional may use a maximum of four courts, as long as this does not interfere with scheduled events.

9. Court Reservations: From Memorial Day through Labor Day, tennis courts may be reserved either by telephone or in person two days prior to the day of play with the following exceptions:

- a. Reservations for the 7:00 AM time slot may be called in beginning at 7:30 AM.
- b. 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.



- c. After 8:30AM court reservations for this time slot may be made either by phone or in person as outlined above.
- d. A court will be held for 10 minutes after the reservation. After that time, the court will be open for a waiting member.

10. Other

- a. While maintenance of the areas surrounding the courts will be kept to a minimum during prime play time, occasionally mowing, weeding and other chores must be done. The membership is requested not to interfere with this necessary work.
- b. The Tennis Professional and assistants are required to enforce these rules and to report violations to the Tennis Committee.
- c. Suggestions are welcome and should be submitted in writing to the Tennis Committee, the General Manager or sent by email to [tennis@yg&tc.com](mailto:tennis@yg&tc.com).

**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 total 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