

## Forward

This manual is intended to define policies and procedures to assist members and staff in the efficient and profitable operation of the Huron Country Club Golf Course and related amenities. The information herein supplements the by-laws of Huron Country Club Association, Inc. originally adopted by the general membership and is being updated in this year 2017.

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## Definitions

**Board of Directors:** Refers to Huron Country Club Association Directors

**Club:** Refers to Huron Country Club Association, Inc.

**Credit Cards:** Recognized credit cards accepted by Huron Country Club are Master Card, Visa, and Discover. Personal Debit cards are also included in this category.

**General Manager:** Administers the business of Huron Country Club Association and reports to HCC Board of Directors.

**Golf Committee:** Five Resident annual members nominated by the Board of Directors and approved by the Association at the annual meeting. Responsibilities are outlined within.

**Guests:** Any person who is not a member of Huron Country Club Association, Inc.

**Golf Course Superintendent:** A person hired by the HCC Board to maintain the golf course and maintain equipment.

**Members:** Members are divided into several classes, as further defined in this manual.

**Tournaments – Members:** Any Golfing event, which is planned and directed by the Golf Committee for Members.

**Tournaments – Outside:** Any Golfing event, which is sponsored by an individual or unaffiliated organization. Approval of Golf Committee is required and controlled by the Club.

## **Section I. General Information**

### **A. Huron Country Club Association operates the Golf Course and associated amenities, which are owned by Huron Country Club, Inc. These are:**

- 9 Hole Golf Course
- Clubhouse with Bar/Lounge, Ballroom, and Outdoor Seating.
- Practice Putting and Pitching Greens
- Outdoor Pool
- Golf Cart Rental
- Golf Cart Storage Facility

Use of these facilities is available to members of HCC, their guests, and others as permitted from time to time. Membership fees are established annually by the HCC Board.

### **B. New Member Orientation**

All new members will receive a welcome letter and a copy of the Huron Country Club Policy and Procedures Manual.

The HCC General Manager will contact the new member in order to acquaint them with the amenities and services provided. The orientation will include a walking tour of the property to include the Clubhouse and the pool. A member of the Golf Committee will also offer to the new member the opportunity to play HCC Golf Course with him or her.

The orientation is meant for the New Member to become familiar with HCC and see what it has to offer.

**C. Various levels of Memberships are offered** – depending upon individuals' interests as follows:

**Full Status:** An HCC member and family members who may enjoy all of the privileges associated with a fully paid membership at the Huron Country Club. Additional fees may apply for Cart, Trail, and Green Fees.

**Single Full Status:** A Single HCC member who may enjoy all of the privileges associated with a fully paid membership at the Huron Country Club. Additional fees may apply for Cart, Trail, and Green Fees.

**Junior Family Status:** An HCC Family where in either spouse is 35 years old or younger as of January 1 of the membership year, who may enjoy all of the privileges associated with a fully paid membership at the Huron Country Club. Additional fees may apply for Cart, Trail, and Green Fees.

**Junior Single:** A Single Junior is 35 years old or younger as of January 1 of the membership year, who may enjoy all of the privileges associated with a fully paid membership at the Huron Country Club. Additional fees may apply for Cart, Trail, and Green Fees.

**Social:** Social Members may enjoy the unlimited use of the Clubhouse and the Pool amenities. Social Members may enjoy the use of the HCC Golf Course one time per month. Additional fees apply for Cart, Trail, and Green fees.

## **Section II. Membership Privileges:**

Each category of membership entitles the member to the following privileges, based upon full payment of dues.

### **A. Individual Golf Membership:**

Golf Membership entitles the member to use all of the Club facilities. Additional fees may be required.

### **B. Privileges of Spouse and Immediate Family Members:**

Memberships permit the member to use the HCC Club Facilities. The member's spouse and dependent unmarried children, under the age of 18, may use the Club Facilities upon payment of applicable membership fees. Note: Dependents that are still continuing their higher education maybe included in the family plan.

### **C. Use of the Club Facilities by Guests:**

Members are entitled to have guests use the HCC Facilities in accordance with the privileges granted by the member's category of membership. All guests using the Club Facilities must be accompanied by the sponsoring member and must comply with the Rules and Regulations. The Club reserves the right to limit the number of times guests may use the Club facilities. Members, on behalf of their guest, shall be required to pay the applicable guest fees and charges and shall be responsible for all charges incurred by the guest, in addition to any damages caused by the guest. A particular guest may not use the golf facilities more than a cumulative total of four (4) times per Membership year unless otherwise authorized by the General Manager. The HCC Club reserves the right to require identification by each guest.

### **D. Transfer of Membership to the Club:**

Memberships are neither transferable nor assignable.

**E. Membership Year, Dues, Fees and Charges set Prior to Each Year:**

The HCC Club Membership Year shall be determined by the HCC Board of Directors prior to the start of each membership year, the HCC Board of Directors will determine the amount of the dues, fees, and charges to be payable by members. The fees that are required for the current membership year will be distributed to the membership.

**F. Refund of Dues:**

If, after paying annual dues, a member is unable to use his/her privileges due to illness, disability, or other unusual event, a request for a refund of dues may be made to the Board of Directors. The request shall be made in writing as soon as the problem is known. The reason for the request and any supporting information should be submitted.

**1. Approval & Refund**

- a. The Board of Directors will act upon the request at a regular monthly meeting, and if approved, a refund or credit toward next year's dues would be made, as follows:
  - If approval is before April 15<sup>th</sup>, a full refund or credit will be made.
  - If approval is between April 15<sup>th</sup> and June 15<sup>th</sup>, a 50% refund or credit will be made.
  - After June 15<sup>th</sup>, no refund will be made.

A Member who accepts a refund or credit forfeits all rights and privileges of membership for the remainder of the Membership year.



### **G. Disciplinary Action:**

It shall be grounds for disciplinary action if any member or guest abuses verbally or otherwise, any of HCC's employees, other members or guests of members. No member shall discipline any employee, nor shall a member request an employee to leave the HCC facilities, for any purpose whatsoever. Members are requested to report misbehavior or violations of the rules committed by employees, other members or guests to the HCC General Manager or a member of the HCC Board of Directors in writing. All violations will be addressed at the next monthly meeting of the HCC Board of Directors and will be subject to disciplinary action, as deemed necessary.

Violation of these rules, or conduct in a manner prejudicial to the best interests of HCC, will subject the violator to disciplinary action in accordance with the rules, including without limitation, fines, suspension or termination of membership privileges.

HCC reserves the right to amend or modify these rules whenever necessary and will notify the membership of any change.

### **H. Suspension and Termination of Membership:**

A member may be terminated or suspended by HCC if, in the sole judgement of the Board of Directors, the member:

- Submits false information on the Application for Membership Privileges
- Exhibits unsatisfactory behavior, conduct or appearance
- Fails to pay any amount owed to HCC in a proper and timely manner

- Treats the personnel or employees of HCC in an unreasonable or abusive manner.
- Treats any member or their guest in an unreasonable or abusive manner
- Exhibits any other conduct warranting termination of membership, as determined by the Board of Directors.

**(Suspension and Termination continued)**

HCC may at any time, restrict or suspend, for cause, described in the preceding paragraphs, any member's rights to use any or all of HCC Facilities. Dues and other charges shall continue to accrue during the restriction or suspension period of a member and shall be paid in full prior to the reinstatement of such member in good standing.

Any member for whom restriction, suspension or termination is proposed will be notified of the proposed disciplinary action and will be given an opportunity to be heard by the HCC Board of Directors to show cause why such member should be disciplined. If such member desires to be heard, the member must notify the Board of Director President within fifteen (15) days of the date of notification, not less than ten (10) days after receipt of notice from the member of his or her desire to be heard, for such hearing. While such action is being considered by the Board of Directors, the member may continue to enjoy the privileges of membership.

The member shall remain liable for any and all amounts owed to the Club, notwithstanding the termination or suspension of the member's membership. The member will not be entitled to a refund of the membership dues or charges previously paid to HCC and will not be released from any obligations to HCC, including without limitation payment of any dues due to termination or suspension.

Any member whose memberships have been terminated for any reason shall not again be eligible for membership nor permitted to use the HCC amenities under any circumstances.

#### **I. Huron Country Club Services and Activities**

HCC provides a variety of social and recreational events in which all members are entitled to participate. Activities will be publicized by HCC from time to time. Members are encouraged to monitor various social media postings such as Facebook and the Huron Country Club website.

HCC wishes to encourage the use of the Clubhouse facilities by members for private parties, on any day or evening, provided such use does not interfere with the normal operation of the Club or with the services regularly available to the members. Members are requested to make reservations with the HCC General Manager for available dates and arrangements.

The host member assumes full responsibility for the conduct of the member's guests in accordance with these rules. HCC may require the advance payment of a security deposit by the host member. The member of HCC hosting the private party shall be responsible for damages, if any, caused by any guests, or the installation or removal of party décor.

HCC shall charge a use fee for private parties, which shall be established as part of the fee schedule.

Property or furniture belonging to HCC shall not be removed from the room in which it is placed or from HCC facilities without proper authorization.

#### **J. Loss or Destruction of Personal Property**

Each member, as a condition of membership, and each guest, as a condition of invitation to HCC Facilities, assumes sole responsibility for their property. HCC shall not be responsible for any loss or damage to any private property used or stored on the HCC Facilities.

#### **K. Mailing Addresses**

Each member shall be responsible for filing with HCC in writing, preferably on the HCC form provided, the mailing address and any changes thereto, to which the member wishes all notices and invoices of HCC to be sent. A member shall be held to have received mailings from HCC five (5) days after they have been mailed to the address on file with HCC.

#### **L. Membership Applications**

Those who desire to be members must comply with the following requirements:

- Complete and execute an Application for Membership Privileges
- Deliver or mail the Application to  
Huron Country Club  
PO Box 1251  
304 22 ST NW, Huron, South Dakota 57350

#### **M. Huron Country Club Memorials**

Those wishing to have a past HCC member memorialized may do so by requesting suggestions from the Board of Directors and the Golf Committee. Once the memorial has been identified, approved by the HCC Board of Directors, and paid for, the project can move forward.

All memorials become the property of Huron Country Club and maintained and secured as such. In the event of theft or damage, for any reason, the original purchaser(s) of the memorial will have the option of replacing the memorial at their cost.

### **Section III. General Club Rules**

#### **A. Normal Hours of Operation of the Golf Course are as follows:**

Sunday	Open Golf	
Monday	Open Golf	
Tuesday	Open Golf	
Wednesday	Ladies League	8:00 AM – 12:00 PM
	Open Golf	12:00 PM – 6:00 PM
	Ladies League	6:00 PM – Close
Thursday	Open Golf	8:00 AM – 11:00 AM
	Men's League	11:00 AM – Close
Friday	Open Golf	
Saturday	Open Golf	

**B. Tee Times:**

1. Members with scheduled tee times shall check in with HCC personnel 15 minutes in advance of their time.
2. Only Members with scheduled tee times have preferential tee off times.
3. All members must start on Hole 1, unless otherwise instructed by HCC Personnel.

**Section IV. Course Rules**

**A. Dress Code:**

It is the responsibility of each member to wear appropriate golf attire at all times. Shirts must be worn at all times both on the golf course and in the clubhouse. No swimsuits may be worn on the golf course or in the clubhouse. The staff of HCC reserves the right to refuse playing privileges to anyone not properly attired. Soft spikes only on the course.

**B. Play:**

Golfers of all ages and abilities are welcome on the HCC Golf Course. HCC welcomes new golfers; and encourages families to join the great game of golf.

Allowing faster players to play through is proper golf etiquette, as well as respecting those playing at a slower pace. Please be flexible. Be courteous as you approach other players on the course.

No more than four (4) players per group are permitted, unless prior approval has been obtained from HCC personnel. In such cases, be conscientious of other golfers and pace of play.

### **C. General Rules**

1. Foul language, club throwing, or unsafe activity on golf course will not be tolerated.
2. Abuse of staff personnel is prohibited
3. Mopeds, skateboards, roller blades, bicycles, are not permitted on golf course, cart paths, or its adjacent grounds.
4. Players are expected to replace divots, smooth sand bunkers and fix ball marks on green. Keep bunker rakes outside of bunkers.
5. Slower players should allow faster players to play through.
6. All food and beverages consumed on HCC property will be furnished by HCC, unless approved by the HCC General Manager.
7. All areas designated as Non-smoking must be observed under penalty of disciplinary action.
8. Members must not request special personal services from employees.
9. No commercial advertisements shall be posted or circulated in the club, nor shall solicitations of any kind be made on the Club facilities.
10. Members must use designated restroom facilities.
11. All complaints concerning operations of the HCC facilities, its employees, and other matters are to be made in writing to the HCC Board of Directors and signed by the complainant.

12. All members are expected to pay their green fees, cart fees, and any additional expenses they have incurred before they leave the Club. HCC does not allow members to charge to a House Account unless they have made previous arrangements with the HCC General Manager.

## **Section V. Golf Rules**

### **A. U.S.G.A. Rules:**

The rules of golf of the USGA, together with the Rules and Etiquette, as adopted by the USGA, shall be the rules of HCC, except as modified by local rules. Local rules shall be those posted and additional rule sheets as provided.

All members and guest must register with HCC personnel prior to play.

Maintaining the pace of play is the responsibility of all members. Always be aware of the pace of your groups play in comparison to that of others. Allow faster groups to play through.

Search for a lost ball shall not exceed five minutes. Keep play moving.

The HCC Golf Course is not a driving range. Do not hit multiple shots to the greens, not take multiple divots from the same area of the fairway.

Fix all ball marks on the greens. Everyone's ball will mark the green when landing from a distance of more than ten to fifteen yards away. Repair your ball

marks. Fill all divots with bottles furnished by HCC containing a mixture of sand and grass seed.

No more than three (3) guests per member are permitted at any one time, unless otherwise authorized by the General Manager.

When the HCC Golf Course is busy, try to fill out your team with foursome.

All players who temporarily discontinue play after nine (9) holes for any reason must resume play and occupy the next tee before the following players arrive at the tee or they will lose their positions on the golf course.

### **B. Weather Advisory**

It is the sole responsibility of each golfer to assess weather conditions and immediately leave the course if dangerous conditions exist or are threatened. USGA Rules of Golf allow players to discontinue play if they believe there is a danger from lightning.

### **C. Handicaps**

- a. All HCC stroke play handicaps are computed according to the USGA handicap system, which is based upon the lowest 10 of the last 20 scoring differentials.
- b. Handicaps shall be updated and posted every two (2) weeks during the season by the Golf Committee.
- c. Scores of all rounds played must be submitted for handicapping purposes if 13 or more holes are played. Consecutive 9-hole scores should also be submitted.
- d. All scorecards should be signed and contain handicap.
- e. In order to play in any tournament, you must have played and turned in for handicapping purposes five (5) properly attested handicap rounds. This will allow the computation of temporary handicap.
- f. The Golf Committee shall be responsible for all aspects of the USGA Handicap System, including enforcement.

### **D. Golf Carts**



Golf carts shall not be used by a member or guest on the property of HCC without proper assignment and registration by HCC personnel.

Each operator of a golf cart must be at least sixteen years of age and have a valid driver's license.

No one is to operate a golf cart with a flat tire or any other mechanical problem that is apparent or observed. Return cart to staging area, inform HCC personnel and another will be assigned.

Golf carts are to be returned to the staging area. The member who rents a golf cart may be fined if the golf cart is left in the parking lot or any other non-designated area.

Golfers must inform HCC personnel if they are using a cart owned by a member. In this case, the golfer will be charged a trail fee.

## **E. Golf Course Etiquette**

Persons using the Golf Course should do their part to make a round of Golf at HCC a pleasant experience for everyone. Here are some suggestions:

Do not waste time. Anticipate the club or clubs you may need to go directly to your ball. Always be near your ball to play promptly when it is your turn. If a player is delayed in making his shot, it would be courteous for such player to indicate to another player to play and this should not be deemed playing out of turn.

The time required to hole out on and around the green is a chief cause of slow play. Study and clear the line of your putt while others are doing the same. Be ready to putt when it is your turn.

Be sociable, but reserve your extended conversations for the 19<sup>th</sup> hole.

When approaching a green, park your golf cart on the golf cart path on the best direct line to the next tee. If walking, leave your bag in a direct line with the next tee. This can save about ½ hour per round. Never leave the golf cart in front of the green where you will have to back to get it while the following players wait for you to get out of the way.

When play of a hole is completed, leave the green promptly and proceed to the next tee without delay. Do the scoring for the completed hole while the others in your group are playing from the next tee.

If you are not holding your place on the course, allow the players behind to play through. Do the same if you stop to search for a lost ball.

Limit cell phone calls and texting as these prove to be disrupting to the pace of the game.

Be considerate of music you might be playing in your cart. Your teammates may not enjoy the same type of music, or may prefer no music at all.

## **Section VI. Tournament Policies**

### **A. Member**

All member outings, fun nights, and tournaments shall be scheduled and approved by the Golf Committee and the General Manager. All events must be financed by fees without cost to HCC.

Member tournaments will require sign-up and payment of fees at least one week in advance so that proper arrangements for meals, etc. can be made.

### **B. Outside**

All outside agencies which request use of HCC for Golf outings or Tournaments shall submit an application for approval to the Golf Committee and the General Manager.

Upon approval and final scheduling, a deposit of \$500.00 for golf shall be paid.

Final count will be made at least five (5) days before the date of the event. The final payment will be the day of the tournament.

- Guest passes may not be used in any outside tournament.
- Outside tournaments will be limited to ten “In Season” or as approved by the Golf Committee, so as not to interfere with regular member play.

## **Section VII. Golf Committee**

In order to obtain member input concerning the operation of the Golf Course, a Golf Committee is established to serve as a liaison between HCC and the members.

The Golf Committee will also be formally charged with the supervision of:

- All Member and Outside Tournaments
- All Handicaps
- Gathering Input from Members as to the Status of the Club

The Golf Committee consists of five (5) members, nominated by the HCC Board of Directors, and approved by the membership, to serve for a two-year term.

## **Amendment 1**

### **Regarding Personal Golf Cart Policy Usage**

Individuals who own a personal golf cart pay an annual trail fee. This trail fee is specific to that individual and his or her membership.

Should the individual choose to allow another individual to use his or her personal golf cart, the individual borrowing the golf cart must still check in with HCC personnel and will be charged the applicable trail fee for 9 holes/18 holes.

## **Amendment 2**

### **Regarding NO TAB Policy**

In an effort to enhance the financial stability of HCC, it has been deemed necessary to change our customer open charging policy. House Accounts, ie "Tabbing" will only be allowed by depositing funds on account in advance of purchases or through special arrangements with management of HCC.

All tabs must be paid for prior to members leaving the premises in full.

HCC accepts cash, checks, and most major credit cards, and debit cards.

If arrangements have not been made with the General Manger to charge, bills must be paid in full by the 15<sup>th</sup> day of the month following the date of the charges. If payment extends beyond that time, interest of 9% will be charged, plus a late fee. Accounts falling 60 days in arrears will be placed on hold and privileges at HCC will be suspended until satisfactory arrangements have been made with Management and the Board of Directors. This includes trail fees and cart rental.

Membership Fees must be paid in full prior to Tabbing Privileges are allowed.

HCC Management and Board of Directors appreciate your understanding and cooperation in this effort.

## **Amendment 3**

### **Regarding Payment of Dues Prior to Start Up of League**

Individuals that wish to participate in Men's or Women's League or any of the official Tournaments of HCC must have their Club Dues and League Dues paid in full prior to the first night of golf. In those rare circumstances that this is not an option, the individual must have made arrangements with the General Manager to have dues paid within 30 days.

Dues are payable as follows:

1<sup>st</sup> half of dues are payable by April 15<sup>th</sup>

2<sup>nd</sup> half of dues are payable by June 1<sup>st</sup>