

# Operating Guidelines & Procedures



Revised June 2018

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**GLOCESTER COUNTRY CLUB**  
**OPERATING GUIDELINES AND PROCEDURES**

The following guidelines and procedures pertaining to the effective operation of the Gloucester Country Club are issued for the benefit of all members. In recent years at Gloucester it has become apparent that, with an influx of new members, procedures and practices have to be re-evaluated for applicability today. The Board recognizes the heterogeneity of our membership and the variety of interests which need to be accommodated. These procedures attempt to be responsive to the wide range of interests of our membership. In order for members, their families and guests to derive maximum enjoyment and pleasure from our Club the Board requests everyone's cooperation in complying with these rules. However, it is impossible to address every contingency. In most cases using common sense and respecting the rights of other members will suffice. These procedures may be changed from time-to-time by the Board. Any questions may be referred to any member of the Board.

**I. GENERAL RULES**

- A. Guests – Members are responsible for registering guests before using the facilities.

Golf guests must be registered at the pro-shop.

A sign-up sheet is usually available outside of the pro shop when the shop is closed. The same guest, other than a house guest, is limited to using the golf course a maximum of 4 times a month no matter how many members sponsor the guest. This rule does not apply to guests participating in club tournaments. House guest privileges for using the golf course may be granted by the President, or designee, for a maximum of fourteen (14) days. Guests must be accompanied by a member. The course will be closed to guests from November 1<sup>st</sup> through March 31<sup>st</sup>.

Tennis guests may be registered at the pro-shop or with the lifeguard.

Beach guests may be registered with the lifeguard.

**Grove Guest Guidelines**

- All members and their immediate families have access to the grove.
- Members may bring up to 8 adult guests without gaining Board approval. Parties including 9 or more adult guests must be approved by the Board.
- Members must sign-in with the lifeguard and include the number of guests attending.
- Members will be charged a \$2 per guest fee.

- Approved parties of 9 or more may be subject to additional fees as the Board deems necessary including but not limited to additional lifeguard(s) and clean-up.

### **Beach**

- Members will be charged a \$2 per guest fee.

### **Tennis**

- Members will be charged a \$2 per guest fee.

- B.** Children – Children under the age of twelve (12) must be attended by an adult when using G.C.C. facilities. (See Article IX – Guidelines for Juniors).
- C.** Pets of any kind are not allowed on G.C.C. property.
- D.** G.C.C. is a family oriented club relying, more than most country clubs, on the efforts of the Board and the general membership to manage the Club's affairs. It is important to recognize the limitations of a 9-hole course and the sometimes conflicting demands of no tee times, golf tournaments, leagues...etc. Mutual cooperation is essential.
- E.** The golf professional is charged, by the Board, with responsibility and authority for managing golf play in accordance with these procedures.
- F.** If a member's son or daughter jumps to the top of the membership list, then refuses membership, they will have to wait one (1) full year before filing new application.

## **II. GOLF**

- A.** Women's (18 hole) League – On Wednesdays the course is used by the Women's 18 Hole League. League play begins at 8:00 a.m. on the first hole with tee times. The course will be open.
- B.** Women's (9 hole) League – On Thursdays the women's 9 hole league will play. The course will be open.
- C.** Moonlight League – Moonlight League is a mixed league held on alternate Tuesday evenings during the season. League play normally begins at 4:00 p.m. The course will be closed from 4:00 pm until the final league group has teed-off.
- D.** Twilight League – Twilight League is a man's league held on Thursday during the season. League play normally begins at 4:00 p.m. The course will be closed from 4:00 pm until the final group has teed off. On Thursday evenings during the Twilight League season, use of the Common Lounge and Lower Deck are reserved for Twilight League participants, league substitutes and their guests from 5:00 p.m. to 11:00 p.m.

- E. Golf Tournaments** – The tournament schedule is printed in the calendar of events. The schedule indicates whether or not the course is closed.
- F. Entering Tournaments** – Tournament entry procedures are established by the golf committee. Tournaments require entry by signing-up in the pro shop. Special tournaments may require registration by mail. Entry fees are usually collected the day of the tournament by the tournament directors.
- G. Weekend and Holiday Play** –Players who do not normally, when playing in a foursome, finish a round of 18 holes in four hours or less are strongly discouraged from teeing-off before 11:30 without the permission of the professional.
- H. Juniors with a 15 or less handicap** are not restricted on tee-off times. Juniors with a greater handicap are not to tee-off before 2:00 p.m. on weekends and except, that with the approval of the Professional, they may tee-off after 11:30 a.m. (See Article IX – Guidelines for Juniors).
- I. Shotgun Tournaments** – The course will be closed during shotgun tournaments. These tournaments will be identified as shotgun tournaments in the calendar of events. In the event that there are fewer than 32 players participating in a shotgun tournament, at the discretion of the professional, players not participating in the tournament may be allowed on the course.
- J. Sunday Mixed Tournaments** – Sunday mixed tournaments are usually scheduled in the calendar of events. Tee-off time for these tournaments will be 12:30 unless an earlier time has been approved by the Board and the general membership has had advanced notice.
- K. Rules of Golf** – All play will be conducted in accordance with U.S.G.A. Rules except as modified by published local rules and/or posted temporary rules.
- L. Golf etiquette** is an essential part of playing golf and of particular importance for a 9-hole course. Foursomes always have priority; however, faster players or groups, regardless of their age or sex, should be permitted to play through if their play is delayed.
- M. Proper golf attire** is required at all times. No tank tops, no tee shirts, no jeans, no tennis shorts, soft spikes only. Ladies sleeveless shirts permitted ONLY if it has a collar.

### **III. CARE OF THE GOLF COURSE**

- A.** Ball marks on the greens must be repaired and care should be taken to avoid scuffing the surface of greens with spikes.
- B.** Players should replace divots caused by them or others with whom they are playing.
- C.** Practice is not permitted on or to the regular greens. A practice tee and green is provided between the 7<sup>th</sup> and 9<sup>th</sup> fairway for short irons.
- D.** Avoid littering. Pick up litter. Use litter baskets throughout the course.
- E.** Enter and leave traps from the rear. Rake footprints and restore rake to upright position adjacent to the trap.
- F.** Carts should be driven with care. (No more than two occupants). Obey signs throughout the course and drive in rough as much as possible. Carts should not be driven within 30 feet of the greens.
- G.** Children are not to drive carts. Operators must have an automobile driver's license.
- H.** Remove trash from carts upon completion of your round.

### **IV. HANDICAPS**

Participants in all tournaments must have an established club handicap. If guests for tournaments do not have established club handicaps the tournament chairperson should be informed so that an equitable handicap can be established. Handicaps of new members may be established by (a) a letter from a former club confirming handicap or, (b) posting five (5) 18 hole scores or, (c) posting ten (10) 9 hole scores or, (d) discussion with handicap chairperson to set a temporary handicap.

### **V. BEACH**

- A.** The lifeguard is responsible for discipline on the beach, in the water, and on the tennis courts. The lifeguard is authorized to request people violating the rules to leave the area.
- B.** Rules of conduct, attire...etc., are posted by the Beach committee.
- C.** Horseplay is prohibited on the beach, in the water and on the raft.

- D. Beach guests must be accompanied by a member and are to be registered with the lifeguard.
- E. Children under sixteen (16) must be supervised at all times when swimming, by the lifeguard, by their parents or someone authorized by their parents.
- F. Children under twelve (12) must always be supervised by their parents or other adult regardless of whether or not the lifeguard is on duty.
- G. No one is permitted to swim alone.

## **VI. TENNIS**

- A. The golf professional is responsible for overseeing tennis activity at G.C.C.
- B. Tennis guests are to be registered at the Pro-shop or with the lifeguard before playing.
- C. Proper attire, tennis clothes and tennis shoes must be worn on the courts at all times.
- D. Guests must be accompanied by the member.

## **VII. BOAT DOCKS AND BOAT RACKS**

- A. The Beach, Tennis and Docks Chair are responsible for overseeing boat dock and boat rack activity at GCC.
- B. Dock/Rack Renters are required to sign a GCC Dock Agreement. Renters who fail to abide by all rules contained in the agreement shall be subject to dock/rack forfeiture and/or other sanctions determined by the Board.
- C. Of the 10 dock spaces, one will remain for the use of transients. Such space shall be used on a "first come, first served" basis. Said transient dock cannot be used overnight.
- D. Docks/Racks are rented on a yearly basis with previous year's renters having right of first refusal. A waiting list will be established by the Beach Tennis and Docks Chair. Order of membership seniority will be used as the basis for the next available dock followed by a lottery for the second, continuing in that order until all docks/racks are rented.

## **VIII. HOUSE**

- A.** Members are responsible for damage done to club property by their families, guests or by organization parties sponsored by them.
- B.** The common lounge is primarily for adult usage. Young children (under 12) are discouraged from lingering unattended by an adult in the lounge.
- C.** Club towels are not to be removed from the clubhouse.
- D.** The ice machines are for the use of our members while enjoying the Club's facilities. Restraint and judgment should be exercised when using ice.

## **IX. RENTAL OF CLUB FACILITIES**

Individual requests by members to rent the facilities will be evaluated by the Board on a case-by-case basis. Consideration will be given based on criteria such as size of the party and degree of inconvenience to the general membership.

## **X. GUIDELINES FOR JUNIORS**

(See Article II, Section I.)

- A.** A Junior is a boy or girl 18 years old or younger.
- B.** Junior usage of G.C.C. facilities has increased, golf in particular, and this is to be encouraged at a family oriented club. Such usage places a responsibility on juniors, parents and the Board to monitor and control the use so as not to adversely affect the enjoyment of other club members.
- C.** Juniors are not to tee-off before 1:00 p.m. without permission from the Golf Pro.
- D.** Juniors are not to use the course during regularly scheduled golf activities.
- E.** Junior guests must be registered at the Pro-shop before play.
- F.** Juniors may use the putting green with the approval of the Pro, provided that the greens superintendent has opened the green.
- G.** Juniors are discouraged from looking for balls in the pond as this is a distraction to other golfers as well as creating a potentially dangerous situation.
- H.** Juniors under 12 years old must be attended by an adult while utilizing Club facilities.



- I. The locker room, shower and bathroom facilities may be used by juniors, preferably with a parent or other attending adult present, however, juniors are not to lounge or linger in these areas.
- J. Members have priority when teeing off 1<sup>st</sup> tee.
- K. No profanity, no smoking, no gambling on golf course or at facilities.
- L. Dress code will require shirts and proper footwear. No bathing suits allowed on the golf course. Juniors shall carry their own bag and play from their own bag.
- M. All divots shall be replaced, all traps will be raked and ball marks repaired.
- N. All juniors shall use practice areas only. Under no circumstances shall they use the course greens or traps to practice.
- O. Juniors should not be at the golf course before their designated time.
- P. All juniors will pick up a score card at the Pro-shop and after completion of the round they will sign, date and attest it, and put it in the box in the Pro-shop. (This will enable the Handicap Committee to properly establish their handicap).
- Q. All new juniors must turn in five score cards for a handicap.
- R. Juniors should cross Route 44 through the tunnel.

## **XI. SOCIAL MEMBERS**

- A. Up to a maximum of 36 social memberships may be allowed.
- B. Social memberships will first be available to present members who have been members at least 10 years.
- C. After consideration of all present members, those on the membership waiting list may be offered the opportunity to join the Club as a social member. It will not be mandatory for anyone on the waiting list to accept a social membership, and the prospective member who does not accept the offer of a social membership will not lose his or her position on the waiting list.
- D. Should a social member be offered a full membership, it must be accepted. Only members with at least ten years of membership will be eligible for a permanent social membership.

- E.** There will be a non-refundable fee of \$ 500.00 for each new social member (excluding those eligible for permanent social membership). This will be applied to the initiation fee when becoming a full member. The social member will be responsible for the monthly kitchen and Pro-shop fees, but will not be responsible for any capital improvement fees. Other assessments may be levied at the discretion of the Board of Governors.
- F.** Preference will be given to full members for openings in leagues and tournaments.
- G.** A social member may join a league or enter a tournament only if there are openings remaining after full members have been given the opportunity to participate.
- H.** Golf play for a social member will be limited to a maximum of five times per month whether it is nine holes or eighteen holes per outing.
- I.** A social member will be restricted to one round on a weekend or holiday per month. However, additional weekend play will be allowed if that play is part of a tournament. For example, a social member may play in a two-day tournament one weekend and, say, an ABCD tournament the next weekend in the same month. This will count as three rounds of golf for the month with the weekend play allowance used up unless another weekend tournament is entered during that month.
- J.** Social members may play in any league or tournament, except the Club Championship, subject to the five rounds of golf per month limit.
- K.** Social members will not be allowed additional rounds of golf in a month as the guest of a full member, another social member, or honorary member.
- L.** Social members may bring golfing guests subject to the standard guest limitations outlined in the By-Laws and payment of applicable fees.
- M.** Spouses of social members may play golf subject to the same restrictions as their social member spouse. All other family members, including children, are allowed to play golf subject to the standard guest guidelines and applicable fees.

Only permanent social members may sponsor members. Children of permanent social members will be given priority on the membership waiting list per Article IV, Section 2 (3) of the By-Laws

## **XII. Memberships**

### **SECTION 1. FAMILY MEMBERSHIP**

A Family Membership shall entitle a family to all of the privileges of the Club. Only one member per household has the right to vote, hold a Club office, and to dissolution rights. Upon the death of either spouse, the surviving spouse may continue uninterrupted membership, either Family or Individual, as appropriate.

Only one Member per household has dissolution

rights. A family is defined as:

- (1) A member
- (2) A member's spouse
- (3) Any unmarried child under the age of 22 as of January 1<sup>st</sup>, providing such child resides with the member.

### **SECTION 2. INDIVIDUAL MEMBERSHIP**

An Individual Membership shall entitle one person to all of the privileges of the Club and the right to vote and hold a Club office. An Individual Member has dissolution rights.

Only the Individual Member will have golf privileges. A registered significant other will have use of the club's facilities other than the golf course including beach, tennis, the kitchen, etcetera.

### **SECTION 3. HONORARY MEMBERS**

Honorary Members may be elected by the Board of Governors as a tribute to those long term members or their spouses for reasons judged worthy by the Board.

Honorary Members are responsible for the Social Assessment.

Honorary Members do not have the right to vote or hold club office.

#### **SECTION 4. NEW MEMBERS**

All new members elected by the Board of Governors as provided in **Sections 2**

**& 3** above will serve a probationary period of one year. When

this period is complete, the Board may invite probationary

members to enjoy full membership privileges or terminate

such members without prejudice to future consideration

#### **SECTION 5. SOCIAL MEMBERS**

Any member who has maintained a membership in good standing in the club shall be entitled to elect to change his or her membership status to that of a Social Membership, and the member upon election shall then be entitled to those membership rights as set forth in the Club Operating Guidelines and Procedures for Social Members.

(1) In no event shall the total number of Social Members

exceed thirty-six (36).

(2) Social Members do not have the right to vote or hold club

office

#### **SECTION 6. LIFETIME MEMBERS**

(1) Lifetime Members may be elected by the Board of Governors for reasons judged worthy by the Board. *Generally*, the Board will not elect Full Members to Lifetime status unless there are applicants available to fill the open membership position. Lifetime Members may enjoy the use of the club facilities. Lifetime Members do not have golfing privileges unless **Subsection 2** below applies, but may enjoy the use of the course as a guest of a member according to guest rules:

The same guest may only play once every two weeks.

- (2) Lifetime Members who attain the age of 75 may play golf as often as they wish at guest rates. Their spouse will be allowed the same privilege. They will also be allowed to bring guests. The guest rule will apply: The same guest may only play once every two weeks.
- (3) Lifetime Members do not have the right to vote or hold club office.
- (4) Lifetime members are responsible for the social Assessment.

### **SECTION 7. LEGACY MEMBERSHIP**

- (1) A child of a member may apply for membership as a legacy member up to age thirty (30).
- (2) Legacy Members will be charged the rate of 50% of the **current** Individual Membership **dues**.
- (3) Legacy members are responsible for all assessments and charges levied to an Individual Member.
- (4) Only the legacy member will have golf privileges. The legacy member may play golf with his or her spouse, children or guests under guest rules.
- (5) The spouse and children of a legacy member will have use of club facilities other than the golf course, such as beach, tennis, kitchen etcetera.
- (6) Legacy Members will not have voting or ownership privileges and may not hold office, nor have rights in club property upon dissolution of the club

(7) Family and Individual Members will take precedence over legacy members.

(8) The year a member turns thirty-one (31) years old, he or she must apply for a Family or Individual Membership if thirty-one (31) as of January 1<sup>st</sup>.

### **SECTION 8. LIMITED MEMBERSHIP**

- (1) A New Applicant may apply for a limited membership at 50% of the full membership current dues for the *first* year.
- (2) In the *second* year of a membership under this section a limited member will be charged 60% of a full membership rate of the then current year.
- (3) In the *third* year a limited member will be charged 70% of the current year's full membership dues.
- (4) In the *fourth* year a limited member will be charged 80% of the current year's full membership dues.
- (5) In the *fifth* year a limited member will be charged 90% of the current year's full membership dues.
- (6) In the *sixth* year a limited member will be charged 100% of current dues and will be a full member.
- (7) Limited Members will be responsible for paying the minimum kitchen assessment.
- (8) Current members are not eligible to apply for membership under this section.

- (9) Limited Membership allows only the limited member golfing privileges. His or her spouse and children may play golf under the guest rules.
- (10) Limited Members and their spouse and children will have use of the club's facilities other than the golf course including beach, tennis, the kitchen, etc.
- (11) Limited Members are not allowed voting or ownership rights and may not hold office.
- (12) Family & Individual Members will take precedence over limited members.
- (13) The first year of an application must be accompanied by a check for 50% of the total with the balance due June 1<sup>st</sup>

#### **SECTION 9. SEASONAL MEMBERSHIP**

- (1) A Seasonal Membership is for current and new members that will golf only during the peak summer/golf months of June, July, August, *and* who have a legal residence more than 500 miles from Gloucester Country Club.

Seasonal Members may add the months of May and/or September for a fee per month.

If a Seasonal Member chooses to play additional months, the minimum kitchen assessment will be due for those months.

- (2) Only the Seasonal member will have golf privileges. The Seasonal member may play golf with his or her spouse, children or guests under guest rules.

- (3) The spouse and children of a Seasonal member will have use of club facilities other than the golf course, such as beach, tennis, and kitchen
- (4) Seasonal members will not have voting rights and may not hold office.
- (5) Full & Individual Members will take precedence over Seasonal members

(6) Seasonal members will be responsible for paying the minimum kitchen

assessment for June, July, and August, and for additional months as

applicable. (7) Seasonal Member dues are due in full.

(8) Seasonal Memberships are limited to ten

### **SECTION 10. JUNIOR MEMBERSHIP**

A Junior Membership is for new individual members between 12 and 18 years old.

- (1) A Junior Member may play during the week without interfering with leagues, club activities, or any events on calendar.
- (2) A Junior Member is restricted to play on weekends and holidays until after 2 pm.
- (3) Junior Member dues are due in full.

### **XIII. VIOLATIONS**

Violations of these guidelines and procedures should be brought to the attention of a Board Member.





Mailing Address:  
P.O. Box 547  
Greenville, RI 02828

Physical Address:  
156 Putnam Pike (Route 44)  
Chepachet, RI 02814

Pro Shop:	949-3330
Kitchen:	949-9830
Beach:	949-5538

All locations are accessible by dialing 949- 3330 then choosing an extension from the menu of choices offered.