



Policy, Rules & Guidelines

2023

(Effective April 21st, 2023)

Clarksburg Country Club hereby adopts the following Policy, Rules, and Guidelines under which the operations of the Club will be governed.

This Policy has been established to ensure the enjoyment, safety, and protection of the Members and Guests of the Club and to assure safe and enjoyable visit to Clarksburg Country Club.

The Club reserves the right to cancel or modify such rules and regulations whenever it deems necessary. It is the duty of all Members and Guests to familiarize themselves with these rules.

General Rules, Regulations & Policies

Hours of Operation: Operating hours of the Club will be determined by the Board and will be set with the sole purpose of serving the Members and Guests in mind. Please refer to the monthly newsletter for changes in the Clubs hours of operation throughout the season. During the golf season, **the Golf Shop will be closed on Mondays. If guests are brought out to play while the shop is closed, you must contact the shop at your earliest convenience to handle the billing of guest(s) play.** Throughout the months of January and February, the Pro Shop will be closed.

Children: Except as otherwise stated herein, all children under the age of 12 must always be accompanied by an adult when the child is on the Country Club grounds. The adult is responsible at all times for the behavior and safety of the child. Adult shall mean a person 21 years of age or older.

Non-Smoking Facility: All buildings at Clarksburg Country Club are non-smoking. Please look for designated areas allowed for smoking.

Conduct: Good conduct must always be observed by Members and Guests at the Club. All Members are responsible for the conduct of their Family and Guests. Members and their Guests are expected to conduct themselves in a manner which will reflect the standards of a country club. Serious breaches of conduct or displays of poor behavior will result in prompt and

appropriate disciplinary action. Courtesy must always be extended towards other members.

Employees: No Member shall reprimand or in any way abuse an employee of the Club but shall report all instances of misconduct or other complaints to the respective supervisor or Board Chair. Employees are not permitted to leave their work area, and Members are requested not to send employees on errands without consulting the appropriate supervisor or Board Committee Chair. Any employee not rendering courteous and prompt service should be reported to the respective supervisor or Board Committee Chair.

No Liability for Injury or Loss: The Club assumes no liability for injury occurring in any areas of the club or the golf course. Members and Guests who use the Club facilities at their own risk, including, but not limited to, during inclement weather and lightning activity. All persons using or entering the Club premises assume the risk of personal injury and the loss of personal property and release the Club and its affiliates from any and all liability for such injury and losses. Members and Guests using a golf cart accept and assume all responsibility for liability connected with operation of the golf cart. Members and Guests expressly indemnify and agree to hold harmless the Club and their officers, directors, employees, affiliates, representatives and agents from any and all damages, whether direct or consequential, arising from or related to the Members or Guests use and operation of the golf cart.

Loss or Damage: Damage to or loss of property of the Club, or of its Members or Guests, caused by a Member or a Member's Guest or Family, will be the responsibility of the Member and shall be charged to the Member. The Club will not be responsible for any loss of, or injury to, any property of Members or Guests. The Club will not be responsible for loss of valuables, clothing, golf bags, clubs or other property.

Parking: Parking will only be allowed in designated areas and please do not park on any part of golf course. Members and guests are reminded that it is not appropriate to change clothes, to include golf shoes in the club parking lots. Space is available in the clubhouse restrooms and are designated for this purpose. Parking is not permitted in front of the clubhouse or pro shop of any vehicles or golf carts unless dropping off passengers, clubs or for food pick up. Golf carts

may be parked in the grassy area between the clubhouse and Pro Shop. Please Park straight into the chain link fence side by side.

Vehicles: The Club will not be responsible for loss of or damage to any automobile, motorcycle or golf cart on Club property.

Personal Coolers: Personal coolers are not allowed anywhere on club property unless needed for a medical reason or small children and approved by the Restaurant Manager or attached to golf cart.

Alcoholic / Non-Alcoholic Beverages & Food: Beverages & food not purchased on club property are prohibited. Staff reserves the right to make you remove any personal coolers/beverages & food not purchased at the Club. The Restaurant Manager and staff have the absolute right to refuse service to any Member or Guest based on the individual's apparent state of intoxication anywhere on the club property or request they leave the club property especially if affecting the enjoyment of other members and guests.

Americans with Disabilities Act: The Club will comply in all respects with pertinent applicable provisions of the Americans with Disabilities Act.

Notices: Only notices covering Club business shall be posted. Removal or defacement may be cause for suspension or termination of Membership.

Amendments: These rules and regulations may be amended, supplemented, or changed in any regard at any time by The CCC Board.

Membership

Memberships are based on the calendar year (January – December) with automatic renewal at the beginning of each new year unless the member notifies the club office in writing or by phone by January 31.

Annual rates and monthly rates are shown on the application with monthly rates being based on 12 months (Jan. – Dec.) for payment.

All members are required to have a current membership application on file and are responsible for all dues and all other charges made by the member and/or guest.

Members will notify the club in writing by June 30th of non-renewal otherwise they will be considered a dues' paying member for the remainder of the calendar year.

Credit Policy:

- Members are required to submit a current credit card number to be kept on file.
- Monthly billing statements for the prior month will be mailed within the first 5 business days of the month.
- Statement balance is due by the 20th of that month.
- Balance is considered past due if payment is not received in the club office by the last day of the month.
- Finance charges of 2% per month are incurred on all past due balances.
- Members' whose past due balance has not been received in the club office by the 15th will have charges posted on their credit card on file.
- If the credit card charges cannot be processed the office staff will make every effort to notify the Member of the past due balance.
- If the balance is not brought current by the 25th of the month Membership privileges will automatically be suspended until such time as the account becomes current.
- A suspended Member will be reinstated when all past due charges are paid in full.
- Monthly dues charges continue to apply during a suspension.
- A Member who has been suspended twice within a 12-month period will have their Membership terminated. Such Member would be required to reapply, and be subject to Board approval, to obtain Membership to the club.
- Legal action to collect an outstanding balance of a suspended Member may be pursued at the discretion of the Board of Directors.

General Golf Rules

The Rules of Golf as adopted by the USGA together with the Rules of Etiquette as adopted by the USGA shall be the rules of the Club, except when in conflict with local rules or with any of rules herein.

Golf Attire: Proper golf attire is required for all players. Proper attire shall mean the following:

Men: Shirts with collars and sleeves and slacks or Bermuda shorts of mid-thigh length are considered appropriate attire. Tank tops, tee shirts, sweatpants, swimwear, cut-offs, cargo shorts or gym shorts are not considered proper golf attire. Traditional Blue jeans are allowed during the off season (Nov 1 - Mar 31).

Women: Dresses, skirts, slacks, mid length shorts and blouses are considered appropriate attire. Tank tops, tee shirts, sweat pants, swimwear, cut-offs, or gym shorts are not considered proper golf attire. Traditional Blue jeans are allowed during the off season (Nov 1 - Mar 31).

Golf Shoes: Soft spike golf shoes are considered appropriate including dimpled soles and flat soled golf shoes. Football, soccer or other large knobby spikes are not allowed.

All Members and Guests MUST REGISTER in the Golf Pro Shop before starting play.

- All players must check in with the Golf Pro Shop prior to beginning play.
- Membership guest by individual golf play is allowed for up to six times each calendar year.
 - All players must start play from the first tee unless otherwise permitted by the Director of Golf Operations or Pro Shop Staff.
- Please make sure the group ahead of you has cleared the landing area before hitting. Players assume all risks.
- There will be no practicing on any part of the golf course except the practice range or practice green. Removal of range balls from the practice area is prohibited.
- Fivesomes are allowed ***ONLY IF*** given permission by the Director of Golf Operations or Golf Pro Shop Staff in approved form from Pro Shop. Considered not allowed if Pro Staff is not available.
- All food and beverage must be purchased from the Club. No beverage coolers are permitted

on the course unless provided by the Club.

- Each Member and his/her Guests are required to have their own set of golf clubs.
- All children under the age of 12 must be accompanied by an adult at all times when the child is on the golf course or practicing at the practice facility. The adult is responsible at all times for the behavior and safety of the child.
- During normal hours of play and for your safety, jogging, bicycling, fishing or recreational walking shall be allowed but at your own risk.
- If lightning is in the area, all play shall cease. Although the golf staff may warn players about lightning in the area, of which it is aware, the Club does not assume any duty to detect lightning and warn them. If Club personnel warn players about potential lightning in the area, players must stop play immediately and seek shelter.

Rain / Inclement Weather Policy

When rain or other inclement weather causes termination of play, Guests will receive a 9-hole rain check if they have started their round and are playing 18-holes of golf. For those that are paying and playing only 9-holes, no rainchecks will be given out once they proceed to tee-off on hole #1. It is the responsibility of the Member and Guest to apply for a rain check or credit at the golf pro shop immediately after his or her play has been terminated by weather conditions. In any event, all players shall assume the risks associated with potential lightning activity and the consequences arising thereof.

Winter Season:

During the winter season, the Board has approved the following policy. The Course will be closed if 1) Previous overnight low was not predicted to be 33 degrees or higher. 2) The predicted high for the day is not 46 degrees or higher. (Predicted Temperatures will be taken from the Weather Application). Or 3) If we have over 2/10th of an inch of rain or 2” of snow within the previous 24-hours. The Golf Course Superintendent will monitor and enforce this policy in consultation with the Greens Board Chair on behalf of the board.

Golf Starting Times

CCC Golf Members may reserve tee times seven (7) days prior to the date of play while all other golfers (non-member, social) may reserve tee times two (2) days prior to the date of play. The policy for reserving tee times may vary from time to time at the discretion of the Pro Shop and will be implemented under the supervision of the Director of Golf Operations. In order to accommodate the maximum number of golfers, members are allowed to make up to two (2) tee times per day.

- All tee times are subject to availability.
- All golfers are required to report to the first tee at least five (5) minutes prior to assigned tee time. Any group not on the tee and ready to play on time will lose its tee time.
- Cancellations of tee times are requested by 12:00 p.m. one (1) day prior to the scheduled tee time.
- The first group of the day is required to play behind the maintenance staff that is preparing the greens for play.

NOTE – The Golf Course will be closed for play on Mondays until 1:00 PM. This allows the maintenance department to get the course ready for play, work on course projects and change the pins without any interruption. .

Pace of Play:

- Singles or Twosomes should not expect to play through foursomes unless the foursome allows and as long as the pace of play is not interrupted.
 - All players are expected to maintain an acceptable pace of play on the golf course to include all tournaments. A foursome taking longer than four hours to play an 18-hole round will be subject to reprimand by the Director of Golf Operations or assessed a penalty if during tournament play.
- Tee Times will be taken during the handicap season only (April 1 - October 31). Off season will be a first-come basis.

Golf Cart Rules

- The use of private golf carts are allowed. Those who do not own a personal cart will be charged a cart fee. This includes riding in a private cart with a member.
- If a spectator cart is rented (High School Matches, other special events), a flat rate fee will be collected prior to use. No more than two people to a cart.
- A valid driver's license is required to operate golf carts. This goes for club owned and private carts.
- Please observe all cart path signs and other restricted areas as noted on the course .
- Carts are to be kept at least 30 feet from greens and tees and must remain on the cart path on par 3's and around teeing areas.
- Club owned Golf carts are to be used on the course only and must be returned to the clubhouse upon completion of play. You may take your cart to the parking lot to unload your equipment prior to returning to the Pro Shop.
- A maximum of two people, plus a small child, are allowed to ride in a golf cart.
- Golfers should always exercise caution when parking carts near water.
- Please ensure that parking brakes are set.
- Golfers are asked to report any cart malfunctions immediately after their round. Any damage to a club-owned cart by a Member and/or his/her Guest will be the responsibility of the Member. When operating a cart, operators assume all risks and shall be liable for any and all damages sustained to person, property and/or cart in their operation.
- All members and guests must ride in pairs during their rounds. Carts are limited to two (2) per foursome unless otherwise approved by the Director of Golf Operations in approved form for extenuating circumstances. Individual golf carts are allowed for Presidents Cup Play.

Walking Policy

- Walkers on weekends are allowed to tee off on the first hole of the day after 11 am unless approved by the Director of Golf Operations or Pro Shop Staff in approved form .
- Pull carts are allowed at the practice facility at anytime and on the golf course during walking times. Please keep pull carts off of greens.
- Pull carts are allowed off the cart path if restrictions are in place.

Handicaps

Handicaps are computed under the supervision of the Director of Golf Operations in accordance with current WGA recommendations and charged to membership accounts annually.

All Members and their Guests with a WGA verifiable handicap or five scores (80% handicap of average) may participate in club tournaments. The Pro Shop may review all handicaps submitted and keep records of all scores.

The Club reserves the right to adjust handicaps for tournament play. The Club reserves the right to deny any Member or Guest entry into tournament play for handicap manipulation.

Golf Course Etiquette

Members and their Guests are expected to conduct themselves in a manner which will reflect the highest standards of the game of golf. Serious breaches of etiquette or displays of poor sportsmanship will result in prompt and appropriate disciplinary action. Courtesy must always be exhibited towards other players.

Speed of Play: Each 18-hole round should be completed in 4 hours or less. This amount of time is more than adequate, provided all players remain aware of the rights of others to play without delay. It is the responsibility of each group to keep pace with the group ahead. It is each group's responsibility to be observant of its position on the course and keep pace.

When play of a hole is completed, leave the green immediately and proceed to the next tee where scoring may be recorded while teeing off. Please keep carts away from the greens and tee boxes (30 feet minimum).

Golf Course Etiquette Cont...

- Repair all ball marks on greens and place sand in all divots taken.
- Discard all trash and extinguish all cigarettes and cigars in receptacles located around the course.
- Enter and leave bunkers at the nearest level point to the green and smooth sand over with a rake upon leaving.
- Refrain from intentionally damaging the greens, tees and/or fairways. The Club will levy individual fines for willful destruction to greens, tees and/or fairways as deemed appropriate.

Pool

Daily Admission and Inclement Weather:

All Members & Guest entering the pool area must sign in at the Lifeguard Room (swimming or not swimming). All member guests (swimming or not swimming) will be assessed a daily admission fee to the inviting Member. When thunder and lightning occur Lifeguards will blow their whistles and swimmers must clear the pool. Every effort is made to keep the pool open for the remainder of the day provided the storm clears. Refunds or rain checks are not issued due to inclement weather. Membership guests are allowed for up to six times each calendar year.

Personal Belongings:

The Clarksburg Country Club is not responsible for lost or stolen items.

Concessions:

Snacks and beverages are available at the concession stand and in the restaurant. A limited number of tables are available around the pool area. Please clear trash after use in the waste receptacles located around the pool area. Personal items left unattended will be removed from the tables and be placed in Lost & Found.

Pool Deck Rules:

Due to safety concerns lounge chairs are not allowed in the pool, near the pool or the entryways into the main pool or kiddy pool. Lounge chairs may be adjusted on the pool deck for your comfort. Please discard trash. No food or drinks are allowed in or near the pools.

Swim Attire:

Appropriate swimwear is required of all Members & Guests. Denim shorts, swimwear with plastic or metal rivets that may damage pool mechanics, thong suits, men's "Speedos", and clothing made of see-through material when wet or dry are prohibited. No undergarments are permitted under swim wear.

Swim Diapers:

Infants and toddlers must wear swim diapers marketed for water use. Swim diapers are available for purchase at the Concession stand. Do not change diapers on the pool deck or lounge chairs, please use the restroom.

Flotation Devices:

Flotation devices are permitted in the pool area and adult, parent or guardian must always remain within arm's reach of their child and flotation devices cannot impair the lifeguard's visibility or impeding other swimmers.

Pool and Facility Rules:

Pushing, shoving, cursing, fighting, running, and horseplay will not be tolerated. No pets or animals are permitted in pool area. Lifeguards have the authority to enforce any policy that will help ensure the safety and enjoyment of our members & guests. The pool manager and/or Board Chair reserve the right to remove any member or guest not abiding by all pool rules and policies.

Rest Period: 15 Minute rest period will be utilized for adult swimming. No one under the age of 18 is allowed in the pool during this time, except children 6 years and under is accompanied by an adult (parent or guardian)

Community Safety:

Members and guests with open wounds, bandages, diarrhea, or respiratory infections will not be allowed in the swimming pool. The pool will be cleared if the water is contaminated by any bodily fluids (vomit, diarrhea, blood). Safety and health guidelines are followed before allowing swimmers to re-enter the water.

Complaints, Comments & Misconduct

Complaints, comments, and suggestions from Members & Guests are always welcomed and should be directed to the respective Board Chair or Board President. We prefer you contact through a dedicated email if the respective Board member is not present to meet in person. Prompt attention will be paid to all messages sent by CCC Office Manager anonymously to the Board Chair and Board President.

The following should be provided when reporting misconduct:

- Name of offender
- Name of another group member at the time of infraction
- Date, time, and location of infraction
- Witness to the infraction other than person reporting the infraction.

All reporting members are kept confidential. The CCC Board will adjudicate all infractions and issue appropriate action. The respective management is required to enforce all decisions set forth by the Club Board.

Any misconduct or rules infractions will result in disciplinary actions:

- First Offense - Verbal Warning
- Second Offense - Written Warning
- Third Offense - Suspension from Clarksburg Country Club for a time deemed sufficient by the Board of Directors.