



Wildwood Golf Club

Board of Directors Policies

Revised and Approved 02/25/2019
Version 14.1.26

Date	Version	Change Description	Change Author
9/18/2006	14.0.0	Rewording of membership types and other policies	
9/20/2006	14.0.1	* Added section C-101 Smoking policy. * Changed section C-105, Clubhouse Minimum, item 4, Exceptions and Suspended responsibility	
10/26/2006	14.1.2	*Changed A-115, item 1 added sub-items a and b * Rewording of section C-105 Suspended member responsibility	
10/31/2006	14.1.3	Changed section F-101, item 11, added a, b and c	
10/31/2006	14.1.4	Added section A-117, item 7. This is was approved on 1/19/2004 but never put into the by-laws	
11/28/2006	14.1.4.1	Added change log to this document	John Sutor
12/04/2006	14.1.5	Section C-101 was reworded to comply with the No smoking law in OH	Brian Brown
2/13/07	14.1.6	Added section A-109 Corporate membership Changed section A-116, Dues Policy	Rob Black
3/12/07	14.1.7	Changed section F-101 to change policies on club account dues. Changed items 11, 2 and added item 13	Brian Brown
4/16/07	14.1.8	Removed item from section F-101, Procedures, item 11. 5% surcharge removed due to lack of system support.	John Sutor
7/23/07	14.1.9	Revised Jr. Golf Rules Section B-109.	Jerry Horn
08/21/07	14.1.10	Added section to Honorary Membership (A-113) definition to give Board the right to revoke a membership.	Brian Brown
		Modified privileges for Social Membership (A-111) to remove all golfing rights, including no Junior Golf participation.	Jerry Horn/Rob Black
		Modified Cart Rules (B-102) to specify that Junior Golfers, riding in a cart, can ride for free if 11 and under, and must pay full price if 12 and above.	Chris Cooley
		Removed language which terminated Heritage Membership (A-112) classification, thereby reinstating this.	Shelly Rouster
11/27/07	14.1.11	Add language to Heritage Membership specifying that inability to play golf must stem from a physical limitation. Create Section G-101 under Finance to specify that Board Approval must be received before an employee can make a capital purchase greater than \$1000	Brian Brown Jerry Horn
02/16/2008	14.1.12	Added "Reentry Fee" language to A-116 Modified privileges for Social Membership (A-111) restoring golfing rights (Remove changes made on 08/21/07)	Ellen Nelson Ellen Nelson
06/01/2008	14.1.13	Added "Upgrade" language to A-115	Ellen Nelson
07/22/2008	14.1.14	Modified E-103 language regarding concession management and profits. Language changed to reflect how things have been done for years.	Kathy Nenni
11/21/2008	14.1.15	Modified B-107 Outside Group language to change fees and include a ranger	Tom Grove

Date	Version	Change Description	Change Author
12/16/2008	14.1.16	Modified B-101 (Paragraph #7) to specify process for tournament tee time draws when team is not present.	Tom Grove
7/18/2011	14.1.17	Added B-111 to allow golfing members' dependents with a valid handicap to participate in tournaments	Jack Goard
3/29/2012	14.1.18	Modified H101 (Section 3, items a. and g.) to update golf car rental rates for employees	Jack Goard
01/14/2016	14.1.19	Modified F-106 to cover full clubhouse rental.	Brian L. Brown
04/27/2016	14.1.20	Modified Heritage Membership language to restrict golf play and remove pool privileges	Brian L. Brown
05/25/2016	14.1.21	Modified B-106 Guest policies to simplify the playing privileges language and to reduce playing privileges to 5 times during the golf season.	Brian L. Brown
10/25/2016	14.1.22	Modified A-115 Leave of Absence language to cover for mid-year LOA and attempts to use for short term periods.	Brian L. Brown
03/22/2018	14.1.23	Modified, as appropriate, to reflect Fiscal and Membership year moving from Oct-Sep, to Apr-Mar Added section A-119 to cover "Daily Clubhouse Membership" category	Brian L. Brown
04/18/2018	14.1.24	Modified B-105 Dress Code policy to prohibit denim jeans thru the golfing season. Modified B-102 to permit personally owned carts Modified C-105 to remove the potential reasons for a petition and added language to exclude Honorary Members from the minimum requirement.	Brian L. Brown
10/23/2018	14.1.25	Deleted A-103 and A-104 Regular Membership Senior Family and Regular Membership Senior Single. Modified A-116 Dues Policy, as appropriate, to reflect fiscal and membership year April - March. Modified A-117 Partial Dues Payments and Refunds for Partial Year to reflect fiscal and membership year April-March and reflect Board approval requirement. Modified B-102 Carts to reflect personal certificate of insurance for member owned golf carts and under Exceptions added Handicap Golfer policy	Paul Mosko
02/25/2019	14.1.26	Tightened up 10-play language on Social and Heritage memberships.	Paul Mosko

Wildwood Golf Club

Board of Directors Policies

TABLE OF CONTENTS

MEMBERSHIP

Application for Membership	A-100
Regular Membership (Family)	A-101
Regular Membership (Single)	A-102
Regular Junior Membership (Family)	A-105
Regular Junior Membership (Single)	A-106
Regular Pre-Junior Membership (Family)	A-107
Regular Pre-Junior Membership (Single)	A-108
Corporate membership	A-109
Legacy Membership	A-110
Social Membership	A-111
Heritage Membership	A-112
Honorary Membership	A-113
Divorce within a Membership	A-114
Leave of Absence	A-115
Dues	A-116
Partial dues and refunds	A-117
Member in waiting	A-118
Daily Clubhouse Membership	A-119

COURSE UTILIZATION

Tee Times	B-101
Carts	B-102
Golfing Rules	B-103
Pro Shop	B-104
Dress Code	B-105
Guest Policy	B-106
Outside Groups	B-107
Golf Activities	B-108
Junior Golf	B-109
Cart Usage for Board Members	B-110
Tournament Play for Dependents	B-111

CLUBHOUSE

Non-Smoking Area in the Clubhouse	C-101
Clubhouse Rules	C-102
Menu and Bar Pricing	C-103
Social Activities	C-104
Annual Minimum	C-105

GROUNDS AND GREENS

Golf Course Closing Procedure	D-101
Use of Electric Golf Carts	D-102

SWIMMING POOL

Pool Operations	E-101
Guests	E-102
Concession Stand Operation	E-103
Swim Team Operation	E-104
Private Parties	E-105

KITCHEN/BAR

Usage of Tabs	F-101
Reservations	F-102
Operating Hours	F-103
Tip Procedure	F-104
Liquor License	F-105
Clubhouse Rental	F-106
Area Restrictions	F-107
Complaints	F-108
Personal Checks	F-109
Bar and Kitchen Area	F-110

FINANCE

Capital Purchase Authorization	G-101
--------------------------------	-------

PLANNING & EMPLOYEE RELATIONS

Employee Privileges Policy	H-101
At Will Employment Policy	H-102

MEMBERSHIP

A-100 APPLICATION FOR MEMBERSHIP:

Anyone applying for membership must complete an application form. The application form must be signed by the applicant and have the signature of two (2) current members in good standing at the time of the application. The current application fee or applicable initiation fee must be included with the application.

A-101 REGULAR MEMBERSHIP (FAMILY):

Any individual (s) over 18 years of age may apply for a Regular Membership (Family).

1. Regular Membership (Family) members will have the following privileges:

- a. All House and Social activities
- b. All member correspondence
- c. Discounted clubhouse rental
- d. Voting privileges (one vote per membership)
- e. Unlimited family use of the golf course subject to all Wildwood golfing rules
- f. Participation in Golf Tournaments
- g. Pool privileges
- h. Dependent children may participate in Junior Golf and Swim Team programs

A-102 REGULAR MEMBERSHIP (SINGLE):

Any individual (s) over 18 years of age may apply for a Regular Membership (Single).

Regular Membership (Single) members will have the following privileges:

1. Primary Member:

- a. All House and Social activities
- b. All member correspondence
- c. Discounted clubhouse rental.
- d. Voting privileges (one vote per membership)
- e. Unlimited use of the golf course subject to all Wildwood golfing rules
- f. Participation in Golf Tournaments
- g. Pool privileges

2. Spouse and Children:

- a. All House and Social activities
- b. Limited golf play-paying full green fees
- c. No tee time privileges or play on weekends before 3:00 PM
- d. Maximum play; Ten (10) times during season (April 1 through September 30)
- e. Unlimited play during off season (October 1 through March 31)
- f. Pool privileges
- g. Dependent children “may not” participate in Junior Golf or Swim Team programs

A-105 REGULAR JUNIOR MEMBERSHIP (FAMILY):

Any individual(s) between the ages of 30 and 35 years old may apply for a Regular Junior Membership (Family). If a Junior Member has reached his or her 36th birthday prior to October 1st, (Wildwood's fiscal year) they may submit an application to the Board of Directors for a Regular Membership (Family), and if approved, shall promptly fulfill all requirements of his or her new membership class.

1. Regular Junior Membership (Family) members will have the following privileges:

- a. All House and Social activities
- b. All member correspondence
- c. Discounted clubhouse rental.
- d. Voting privileges (one vote per membership)
- e. Unlimited family use of the golf course subject to all Wildwood golfing rules
- f. Participation in Golf Tournaments
- g. Pool privileges
- h. Dependent children may participate in Junior Golf and Swim Team programs

A-106 REGULAR JUNIOR MEMBERSHIP (SINGLE):

Any individual(s) between the ages of 30 and 35 years old may apply for a Regular Junior Membership (Single). If a Junior Member has reached his or her 36th birthday prior to October 1st, (Wildwood's fiscal year) they may submit an application to the Board of Directors for a Regular Membership (Single), and if approved, shall promptly fulfill all requirements of his or her new membership class.

1. Regular Junior Membership (Single) members will have the following privileges:

- a. Primary Member:
- b. All House and Social activities
- c. All member correspondence
- d. Discounted clubhouse rental.
- e. Voting privileges (one vote per membership)
- f. Participation in Golf Tournaments Pool privileges
- g. Pool privileges
- h. Spouse and Children
- i. All House and Social activities
- j. Limited golf play-paying full green fees
 - a. No tee time privileges or play on weekends before 3:00 PM
 - b. Maximum play; Ten (10) times during season (April 1 through September 30)
 - c. Unlimited play during off season (October 1 through March 31)
 - d. Pool privileges
 - e. Dependent children "may not" participate in Junior Golf or Swim Team programs
 - f. No Voting privileges

A-107 REGULAR PRE-JUNIOR MEMBERSHIP (FAMILY):

Any individual(s) between the ages of 18 and 29 years old may apply for a Regular Pre-Junior Membership (Family). If a Pre-Junior Member has reached his or her 30th birthday prior to October 1st, (Wildwood's fiscal year) they may submit an application to the Board of Directors for a Regular Junior Membership (Family) and if approved, shall promptly fulfill all requirements of his or her new membership class.

1. Regular Pre-Junior Membership (Family) members will have the following privileges:

- a. All House and Social activities
- b. All member correspondence
- c. Discounted clubhouse rental.
- d. Voting privileges (one vote per membership)
- e. Unlimited family use of the golf course subject to all Wildwood golfing rules
- f. Participation in Golf Tournaments
- g. Pool privileges
- h. Dependent children may participate in Junior Golf and Swim Team programs

A-108 REGULAR PRE-JUNIOR MEMBERSHIP (SINGLE):

Any individual(s) between the ages of 18 and 29 years old may apply for a Regular Pre-Junior Membership (Single). If a Pre-Junior Member has reached his or her 30th birthday prior to October 1st, (Wildwood's fiscal year) they may submit an application to the Board of Directors for a Regular Junior Membership (Single) and if approved, shall promptly fulfill all requirements of his or her new membership class.

1. Regular Pre-Junior Membership (Single) members will have the following privileges:

a. Primary Member:

1. All House and Social activities
2. All member correspondence
3. Discounted clubhouse rental.
4. Voting privileges (one vote per membership)
5. Participation in Golf Tournaments Pool privileges
6. Pool privileges

b. Spouse and Children:

1. All House and Social activities
2. Limited golf play-paying full green fees
3. No tee time privileges or play on weekends before 3:00 PM
4. Maximum play; Ten (10) times during season (April 1 through September 30)
5. Unlimited play during off season (October 1 through March 31)
6. Pool privileges
7. Dependent children "may not" participate in Junior Golf or Swim Team programs
8. No Voting privileges

A-109 CORPORATE MEMBERSHIP:

Any corporation with a minimum of 50 employees may apply for a Corporate Membership. Once approved, the "Corporation" may assign the membership to 1 employee. The assignment must be completed by October 31st of each year. A mid-year reassignment of the Corporate Membership from one employee to another may be requested and if approved by the Board of Directors, can be completed with a transfer fee. 1.

1. Corporate Membership members will have the following privileges:
 - a. All House and Social activities
 - b. All member correspondence
 - c. Discounted clubhouse rental
 - d. Unlimited family use of the golf course subject to all Wildwood golfing rules
 - e. Participation in Golf Tournaments and Pool privileges
 - f. Dependent children may participate in Junior Golf and Swim Team programs
 - g. The "Corporation" will not be considered part of the "ownership" of the Club and thus will not be credited with any equity should there be a dissolution of the Club.
 - h. Corporate Memberships will be responsible for the Land and Capital improvement fees.
 - i. Corporate Memberships will be responsible for any general assessments that are billed to the membership at-large.
 - j. Corporate Members cannot hold office and do not have voting privileges.
 - k. There will be a "transfer" fee assigned to any current member who applies to convert their membership into a Corporate Membership.
 - l. The Corporate "Member" will be responsible for any Clubhouse minimums and any other miscellaneous fees that may exist throughout the year.

A-110 LEGACY MEMBERSHIP:

Any child who has been permitted to use Wildwood Golf Club's facilities by virtue of a Regular Membership (Family) or (Single) shall be entitled to become a member when no longer eligible to participate under a Regular Membership (Family) or (Single). Eligibility under a Regular Membership (Family) or (Single) shall terminate at age nineteen (19) or age twenty-three (23) if the child has been a Full-Time student or a member of the Armed Forces. Any such person shall notify the Board of Directors in writing of such intentions no later than six (6) months after eligibility. Such members will go to the top of the waiting list. Upon acceptance as new members, they must pay all fees (application fee, dues, sales tax, land fees, and irrigation assessment) except the initiation fee.

A-111 SOCIAL MEMBERSHIP:

Any individual(s) over 18 years of age may join Wildwood Golf Club as a Social member. This membership is designed for those who may not take advantage of the golf course on a regular basis but will use the other facilities our club has to offer. The member will be eligible to qualify upon the acceptance of their application by the Board of Directors and payment of dues and the entire initiation fee. In addition, the dues and initiation cost, Social members will be responsible for any clubhouse minimum in effect.

1. Social members will have the following privileges:

- a. All House and Social activities
- b. All member correspondence
- c. Limited golf play-paying full green fees
- d. No tee time privileges or play on weekends before 3:00 PM
- e. Maximum play: Maximum play is 10 plays per season (April 1 through September 30). One play is equivalent to one 9-hole or one 18-hole round. Prevailing greens fee rates for play.
- f. Unlimited play during off season (October 1 through March 31)
- g. Pool privileges
 - a). Dependent children may participate in Junior Golf and Swim Team programs
- h. No Voting privileges
- I. No tournament play

A-112 HERITAGE MEMBERSHIP:

(The Heritage Membership classification was modified on April 27th, 2016. Heritage memberships granted before this date are grandfathered into 10 rounds of golf, in season, and pool privileges). For those long-time Wildwood members who have held a Regular Membership at Wildwood Golf Club for a minimum of (15) years, no longer able to use the pool or golf course, except occasionally (Less than 5 times a year), but who wish to maintain their association with Wildwood Golf Club. This may include:

- Widows, widowers, or divorced members who are not avid golfers
- Seniors or disabled members who are no longer able to play due to physical restrictions
- Members who live over 50 miles from Wildwood

All requests for Heritage Classification must be submitted to the Board of Directors for approval by the (3rd) Monday in April. This classification is limited to total of (50) members at any given time.

1. Heritage members will have the following privileges:

- a. All House and Social activities
- b. All member correspondence
- c. Priority on the waiting list
- d. Limited golf play, paying full guest fees

- No play prior to noon on Saturday, Sunday, and holidays
 - Maximum play; Maximum play is 5 plays per season (April 1 through September 30). One play is equivalent to one 9-hole or one 18-hole round. Prevailing green fees rates per play
 - No tournament play
- e. No Pool privileges
- f. No voting privileges
- g. Dependent children may not participate in Junior Golf or Swim Team programs

A-113 HONORARY MEMBERSHIP:

The Board of Trustee's may bestow an Honorary membership to any individual provided that individual receives a 2/3rd majority vote at a regular scheduled Board Meeting. The spouse of the Honorary Member shares all rights and privileges afforded to the Honorary Member. Honorary Member shall pay no annual dues. It is up to the discretion of the Board of Directors to determine what other fees, such as assessments and annual minimums, for which an Honorary Member shall be responsible. This determination should be made prior to the start of any fiscal year and shall be consistently applied to all Honorary Members.

The Board of Directors may revoke an Honorary Membership at any time, provided the vote for retraction carries a 2/3rd majority vote at a regular scheduled Board Meeting.

Any member whose Honorary Membership has been revoked as the right to join the Club under any available membership classification. The member will be subjected to any and all appropriate membership fees, exclusive of any then applicable initiation fee, which will be waived.

1. Honorary Membership members will have the following privileges:

- a. All House and Social activities
- b. All member correspondence
- c. Voting privileges (one vote per membership)
- d. Unlimited family use of the golf course subject to all Wildwood golfing rules
- e. Participation in Golf Tournaments
- f. Pool privileges
- g. Dependent children may participate in Junior Golf and Swim Team programs
- h. Discounted clubhouse rental.

A-114 DIVORCE WITHIN A MEMBERSHIP

The membership is to be split creating two (2) memberships. In the event all fees are paid in full for the fiscal year, both memberships shall be deemed to be paid in full until the beginning of the next fiscal year and each membership will be considered separate and stand on its own. All unpaid land fees, dues, initiation fees, and assessments from the existing membership, plus land fees, dues, initiation fees and assessments for the new membership will be split into two (2) memberships and assigned to both members. Both members must declare their intentions to continue as members when the Board is informed of the divorce. If one divorced member retains the membership, the other

divorced member has until the end of the fiscal year to be placed at the top of the waiting list, subject to all land fees, initiation fees, dues and assessments in effect at the time of the petition.

A-115 LEAVE OF ABSENCE

1. Job Related:

- a. To be eligible, the member must involuntarily relocate due to a job transfer outside the 100-mile radius of Middletown.
- b. Renewable each year with board approval (3year limit).
- c. Member is subject to the Leave of Absence dues in effect at that time, (plus land fees and any assessments if applicable) due October 1.
- d. Golf privileges with greens fees.
- e. Club House privileges
- f. No Pool.

2 Medical Related:

- a. Must present a letter from the applicant's doctor annually
- b. Renewable each year with board approval (3year limit).
- c. Member is subject to the Leave of Absence dues in effect at that time, (plus land fees and any assessments if applicable) due at the time the LOA request is approved by the board, or the first day of the next fiscal year, should it carry into a new fiscal year.
- d. No golf privileges for applicant, spouse may play paying greens fees.
- e. Club House privileges
- f. Pool privileges
- g. Minimum term for a medical LOA is 6-months.

3. Upgrading from a Leave of Absence during the membership year

If a member upgrades from a Leave of Absence mid-year the cost of the upgrade will be determined by dividing their membership type by 12 to find the value of each month. The member will then be charged the number of active months remaining in the membership year times the monthly value plus tax, the land fee and capital assessment fee (if applicable). The balance must be placed on EFT or paid within 30 days from upgrade

4. Downgrading to a Leave of Absence during the membership year

If a member requests and is granted a Leave of Absence mid-year the value of the downgrade will be determined by dividing their membership type by 12 to find the value of each month. The member will then be credited the number of active months remaining in the membership year times the monthly value less the cost of the Leave of Absence. The credit will be applied to the annual dues at such time the member returns to full membership. If the member is on an EFT plan, the credit (or amount owed) will

be determined by the above credit calculation, offset by the EFT amount already collected.

A-116 DUES POLICY

The deadline for payment is April 1. Dues are payable upon receipt. A minimum payment, or applicable initiation fee, established by the Board of Trustees, must be paid at that time to retain membership and voting rights. The club will allow the balance to be paid according to those payment procedures approved by the board.

1. The board of directors will allow a member to vote if their minimum payment amount is satisfied one day prior to the Wildwood annual meeting and election day. This must be verified by Wildwood's accounting office.
2. If the minimum payment is not received by the date assigned by the Board Trustees membership privileges will be suspended immediately and, in the event, the terminated member should re apply for membership the applicable initiation fee will apply.
3. The Board of Trustees will make every reasonable effort to contact each delinquent member by mail or phone, but this does not remove or delay the obligation to pay on time.
4. No person, except for the assembled Trustees, has the right or power to extend the dues deadline or forgive late payments.

INITIATION FEES

1. The initiation fees, if applicable, are due with the application for membership. Initiation fees have no equity and are refundable only if the application for membership is denied by the board.
2. Any person who has been a member of Wildwood Golf Club within the past two (2) years and rejoins Wildwood will not be eligible for pro-rated dues and must pay the full membership price in addition to a reentry fee. The reentry fee will be determined by the Board of Directors on an annual basis. If petitioned and on a case by case basis, the board may use its discretion to determine whether extenuating circumstances warrant having the reentry fee waived.

A-117 PARTIAL DUES PAYMENTS AND REFUNDS FOR PARTIAL YEAR

If membership is terminated for any reason, dues may be refundable in part pending Board of Trustees approval.

A-118 MEMBER IN WAITING

Any individual(s) over 18 years or age on the Wildwood waiting list may at their option, become a “Member in Waiting” prior to acceptance as a Full Member. If the option to become a “Member in Waiting” is declined, no penalty is incurred, and the applicant will remain on the waiting list as normal. Once a “Member in Waiting” reaches the top of the list and is asked to become a Full Member, they must:

1. Join at that time as a Full Member or
2. Drop to the bottom of the list and forfeit “Member in Waiting” status or
3. Be removed from the Waiting List entirely.

Membership includes full use of the Wildwood pool and clubhouse the same as regular members.

1. No voting privileges.
2. Dues will be assessed each year. Should the “Member in Waiting” become a Full Member, current year’s dues will be applied to the Full Member dues.

Dues are not refundable and must be paid in full when applying for “Member in Waiting.” There will be no proration of dues for a partial year.

A-119 DAILY CLUBHOUSE MEMBERSHIP:

Any individual(s) over 18 years of age may join Wildwood Golf Club as a Clubhouse member for a single day. This membership is designed for those local residents who would like to socialize in the Clubhouse from time to time, including purchasing food and beverages. Each individual electing to open a tab at the Clubhouse will be charged a \$10 fee that grants them membership for that day. The tab for the purchased food and beverages, including the membership fee must be paid at the end of the day. The membership terminates at the end of the day on which it is purchased.

If the individual purchasing the Daily Clubhouse Membership has a guest with them, all the guests’ food and beverages must be added to the daily member’s tab, and thus paid by the daily member.

A Clubhouse membership is not required for guests of active Wildwood members; however, the Wildwood member is required to purchase the guests’ food and beverages.

A guest who has paid for a 9 or 18 round golf guest fee is granted a Clubhouse Membership for the day of play.

Scheduled events, with a signed event agreement, or events open to the public that include a cover charge are excluded from this and all participants are granted a Clubhouse membership for the day of the event.

1. Daily Clubhouse members will have the following privileges:

- a. Clubhouse food and beverages purchase privileges
- b. No Golf privileges

- c. No Pool privileges
- d. No Voting privileges
- e. No privileges to participate in the daily/weekly/monthly draw events

GOLF ACTIVITIES

TEE TIMES B-101

1. From April through October, tee time reservations for Saturday, Sunday and holiday play are first made by the luck of the draw at the Clubhouse for the following week's play. The weekly drawing will be held on Fridays.
2. The Course Utilization Committee will determine the format of the draw as well as start time of each session, after approval by the Board of Directors. Members are invited to call or visit the Pro Shop any weekend or holiday to inquire as to cancellations. There is only one draw per membership.
3. A starter will be on the tee for Saturday, Sunday, and holiday play, at the discretion of the Pro. The starter or the Pro reserves the right to complete any foursomes. In the event of a tee time cancellation, or an opening created by acceleration in groups' departure from #1 tee having been communicated by the starter to the Pro Shop, the Pro Shop may insert a group.
4. It is the individual member's responsibility to ensure that the tee time reserved in his/her name be used or turned in to the Pro Shop for redistribution by 6:00 p.m. on Wednesday night for both Saturday and Sunday.
5. Any member who allows his/her time to go unused shall be subject to the following penalty...1st offense loss of draw privileges for the following week...2nd offense loss of draw privileges for the following two weeks. The names of all ineligible members will be posted on a list at the tee time table and in the Pro Shop.
6. Junior golf has priority on Friday mornings until 12:00 noon, from early June till Mid-August. The course is then open to the rest of the members via reserved tee times made that morning covering the hours from noon till 3. The rest of the afternoon/evening is open play.
7. Tee times will be blocked for the six (6) major tournaments – Memorial Day, Fourth of July, Men's and Women's Calcutta's, W. W. Sebald Club Championship and the C.R. Hook Club Championship. The sign up for these six tournaments will close at 6:00 p.m. on Thursday prior to the respective Friday tee time draw (two Thursdays prior to the tournament). In the case of team events the registered teams will be assigned a team number by the Pro Shop staff and those teams will be drawn first for tee times. Any teams not represented by a team member present at the draw will be assigned tee times after all other present teams have been drawn and assigned tee times. Team members will not be permitted to sign up for open play. Drawing for open play or late team entries will follow the team drawing. In the case of the club championships, the Pro Shop will block off tee times as needed based on the size of the field, not to exceed three (3) tee times per hour for either W. W. Sebald or C. R. Hook Championships. The traditional Tree Tournament, while not considered a "major" tournament, will be scheduled annually by the Course Utilization Committee and the a.m. /p.m. shotgun starts limited to thirty (30) foursomes each.
8. The blockage of tee times will not be allowed during any weekend functions between Memorial Day and Labor Day except for the six (6) major tournaments and the Tree Tournament, unless approved by the board.

CARTS B-102

1. Carts must be secured from the Pro Shop. Juniors under the age of 16 are not permitted to rent or drive a golf cart.
2. Cart availability on the course will be determined by the Course Superintendent or as defined in D-101, in his absence.
3. Rates will be established by the Board of Trustees.
 - a. Junior Golfers, ages 11 and under may ride in a cart, with an adult, for no fee
 - b. Junior Golfers, ages 12 and above, who are playing golf will pay the regular adult rate
 - c. Junior Golfers, regardless of age, who are riding in the cart, but not participating, may ride for no fee
4. Employees and golf carts – See Policy H-101
5. Anyone renting a cart must sign the Wildwood Golf Cart Waiver, before given access to the cart.
6. Members are permitted to use an approved, personally owned, cart on the golf course and must pay the then prevailing cart fee or purchase an annual trail fee. Members who have an approved personal cart, must provide annually a certificate of insurance for the cart (specific for off property use of cart)

Cart Rules:

- a. There shall be no more than two people riding in a cart at any time.
- b. Stay outside the blue lines around the greens
- c. Carts should always be on path when approaching greens and tee box areas
- d. Pay attention for signs indicating cart path only (mainly par 3's)

Exceptions:

Members with handicap privileges - Your patronage at Wildwood Golf Course is truly appreciated.

It is course policy to restrict motorized cart traffic to the cart paths when weather or turf conditions warrant. It is also our policy to restrict motorized cart traffic a liberal distance from greens, bunkers, and teeing areas. This policy ensures that we can continue to provide the best possible playing conditions in the long term.

However, we also recognize the needs of the truly disabled golfer who suffers from permanent walking impairments or other conditions that would make it impossible for him or her to enjoy the golf course with some of the restrictions on golf cart use.

Golfers with disabilities will be asked to identify themselves to management. It is legally permissible for management, if there is a reasonable belief that a golfer may not be disabled as defined by the Americans with Disabilities Act (ADA)*, to request proof of a disability, such as a government-issued permanent disabled car placard or other identifying information which may reasonably be accepted as valid.

Management will provide golfers covered by the ADA with a separate cart with an identifying flag. This will allow the disabled golfer to deviate from the cart regulations and reduce their proximity to greens, bunkers, and teeing areas. Please address any questions or concerns to the golf course management.

Please understand that this golf cart traffic is likely to adversely affect turf and soil, as well as playability. Common sense should be used, and the golf cart should never be closer than 20-30 feet from the protected areas of greens, bunkers and teeing areas. We appreciate your cooperation in using care and exercising good judgement.

Please note that if the course is designated for play with a restriction of ***Cart Path Only*** this applies to all carts, even those with a handicap flag or marking. There are no exceptions to this policy.

Any use of carts off the cart path is at your own risk, and any problems or injuries resulting from such use are the golfer's responsibility. For safety reasons we strongly discourage the use of the golf cart on severe slopes or through tall grass areas. Natural, un-mowed areas may be designated as environmentally sensitive and present a fire hazard; please avoid these areas with the cart.

Consistent with government rulings on the ADA, course management reserves the right to restrict all golf cart traffic in rare instances when excessive heat, moisture stress, new turf, other weather-related or maintenance-related conditions create extreme safety issues or would result in any cart traffic causing excessive turf damage. If at any time it is apparent these conditions might exist, we suggest calling ahead.

Violation of this policy may result in suspension of golf privileges.

We encourage your suggestions and ask for your cooperation in providing accessibility and making Wildwood Golf Course a quality golf experience. If you have any questions, please contact the golf course superintendent at 513.422.7138.

GOLFING RULES B-103

ALWAYS BE CONSIDERATE OF YOUR FELLOW MEMBER

1. All members, children of members, and guests must register at the Pro Shop before playing. All members and their children must have Wildwood ID tags on their golf bags.
2. Unless otherwise posted, the rules of the U.S.G.A. shall govern our play.
3. Replace all divots and repair all ball marks.
4. Players coming from No. 9 hole shall have the right of way on No. 10 tee. See rules governing Jr. Members.
5. All powered riding carts are to be kept on the cart paths as provided and are to be driven as directed by the golf professional. No one under the age of sixteen (16) shall be allowed to

operate a powered cart. No powered riding carts are permitted on tees and must be kept outside the painted lines surrounding the greens. All carts will be banned if and when the greens keeper deems necessary. The course will be closed whenever weather conditions are not favorable. (See Policy D-101)

6. All members and their guests must wear proper golf attire while on the course. (See Policy B-105)
7. The Ladies' League preferred play day is Tuesday mornings, with both 9 and 18 holes beginning at 8:00 a.m. on alternate tees. Open play is permitted. (Non Ladies' League members are advised to check with the Pro Shop Before commencing play.).
8. Members' pets are not permitted on the golf course or the club grounds during operating hours.
9. Refuse is to be discarded in the appropriate containers on the course.
10. Practice is confined to the designated practice areas only. The practice area, next to the pool, also used for parking is to be for short irons only. The use of drivers, woods and long irons are strictly prohibited. Members choosing to use these designated practice areas are liable for any damage they might cause to homes, facilities or vehicles in the vicinity.
11. Do not cut across putting greens or tees—walk around.
12. Do not cross over—play the holes in order.
13. Always go up and look when playing into a blind spot.
14. Be careful not to hit into player ahead.
15. Replace/*sand* divots and repair ball marks on the greens.
16. Walk around bunkers—keep carts and golf bags off the berms of the greens.
17. Leave the greens from the rear and mark scorecards on the next tee.
18. Do not hold up play—wave faster players through.
19. Club throwing, profanity and insolence toward others will not be tolerated. You will conduct yourselves as ladies and gentlemen at all times.
20. Children under 12 may play if accompanied by an adult member. Please pick a time when play is not heavy. We suggest beginners of any age not be turned loose without instruction and supervision.
21. Junior Golfers are not allowed in the Men's locker room. They are not allowed to loiter in the Women's lounge.
22. The putting green by the Pro Shop is closed to juniors under the age of eight except on occasions when special permission is given by the Golf Pro or in attendance with a parent or guardian.

THE PRO SHOP B-104

1. The Pro Shop is ready to serve you at all times and in every way possible. The staff's chief objective is to provide for your golfing convenience and pleasure.
2. Club storage, cleaning and repairing is available through our club care department. Electric carts are ready for rental and pull carts are available.
3. Professional golf equipment and quality brands of sportswear will be on display for men, women, and junior golfers. The Pro Shop staff will help you make selections for your individual needs. If there is equipment, accessories or attire you desire and is not in inventory, please consult the pro shop staff. Many items can be ordered.
4. Golf lessons are available by appointment. The Pro Shop phone number is 422-7138.

5. Pro Shop will be open Tuesday through Friday at 8:00 a.m. and 7:00 a.m. on weekends and holidays. The shop will open Mondays at 4:00 p.m. (excluding holidays from April 1st through October 31st). Closing time is 45 minutes after dusk April 1st through October 31st. (The Pro Shop will be closed the months of January and February.)
6. CART RENTAL POLICY – Electric carts not available by reservation.

DRESS CODE POLICY B-105

1. All golfers must wear reasonably accepted golf attire.
2. Unacceptable attire for all members and guests are “t-shirts”, “muscle shirts”, “tank tops”, “midriff” shirts, cutoff jeans, swim suits, sweat pants, running shorts, gym shorts or other “short” shorts. Bermuda shorts or slacks are highly suggested.
3. From April 1 thru October 31, golfers are not permitted to wear denim jeans on the golf course.

GUEST POLICY B-106

1. Wildwood welcomes guests if they are accompanied by a member.
2. Resident guests (within a fifty-mile radius) may play a total of 5 rounds during the active season, March 1 through October 31 of each calendar year. A guest is deemed to have played a round whether they played 18 or 9 holes.
3. Members may organize and sponsor small group outings during weekdays without Board approval. The outings will be limited to four (4) foursomes or fewer, but at no time will shotgun starts be permitted. The member host/sponsor must accompany the guests on the course and will be responsible for the actions of the group. Larger outing requests must be presented to the Board of Directors for consideration and approval at least one month in advance of the requested date at the regularly scheduled board meeting.
4. Non-resident guests may have unlimited play when accompanied by a member.
5. Guest fees will be established by the Board of Directors.
6. Through the Pro Shop, Wildwood on occasion will be agreeable to allow other club members to use our facilities without a member present. The fee to be charged will be the same as the other club’s guest fee. This will be done for the clubs who will allow our members the same privilege.
7. Visiting PGA and GCSAA members will pay the cart fee only.

OUTSIDE GROUPS B-107

1. With the Board’s approval, and primarily as a service to fellow members of the community, Wildwood will approve certain group usage of the facilities.
2. Current outside group fee is as follows:
 - a. \$57.00. This includes green fees, cart fees, and ranger fee with the remainder set aside for prizes from our Pro Shop.
 - b. Wildwood’s Board will make the individual decision of what constitutes an outside group. The Board will determine what fee will be charged for Wildwood Members playing in the event.

Community Service

Wildwood believes it is in our interest to allow a few teams to use our facilities. For High Schools, the approval will not be given for usage prior to Labor Day. No Tri Meets will be allowed. Schedules must be presented to the Course Utilization Trustee and approved. Schedules will be posted in the Pro Shop. The Board will determine on a yearly basis whom will be permitted to use Wildwood's facilities.

GOLF ACTIVITIES B-108

1. Golf activities at Wildwood consist of casual play, scheduled Men's and Women's Tournaments, and junior tournaments.
2. Men's, Women's and Junior Tournaments are scheduled by the Course Utilization Committee and carried out by members of the club.
3. Women's events are scheduled in cooperation with the Course Utilization Committee and operated by the Women's Board.
4. All activities mentioned above are assisted by the professional staff.
5. Scheduled dates and details of each event will be posted in the Clubhouse and published in the Tee to Green.

JUNIOR GOLF B-109.

The objective of the Junior Golf Program is:

1. To help our young members learn the game of golf and the rules by which it is played.
2. To encourage good sportsmanship in relation to other members, and
3. To care and use the golf course and associated facilities at Wildwood Golf Club as set forth in the Policies of Wildwood Golf Club.
4. A junior golfer is defined as a family member less than 19 year of age.
5. Pre-Juniors. Pre-Juniors are junior golfers under 12 years of age. They may play on Junior Day under certain conditions as set forth by the Club Professional.
6. Free clinics will be arranged by the Club Professional staff.
7. An official handicap will be required to participate in handicap events. Check with the Pro Shop for procedure.
8. Lessons are available.

JUNIOR GOLF RULES

All junior golfers are responsible for learning the general rules for the Clubhouse, Golf Course and Swimming Pool. You must learn and keep all rules. They are for your own protection.

1. Junior members 18 years and older who attend college may play at any time designated for senior members but may not draw for a weekend tee time.
2. Junior members under the age of 18 may play on weekend mornings if accompanied by a senior member. However, they must be able to keep up with the pace of play and be knowledgeable of golf course etiquette.
3. Junior members under the age of 18 may play by themselves on weekends after the last scheduled tee time.

4. Junior members may not play Tuesday morning during ladies' day and any weekday evening during league play. However, should they tee off before league play starts, they shall have the same rights as senior members when making the turn.
5. Junior members, regardless of age, may only play in the following Adult Tournaments: C.R. Hook Club Championship, and W. W. Sebald Club Championship. No exceptions will be made to this rule.
6. All above items are guidelines that can be overruled by the golf pro on a case by case basis.
7. All junior golfers are required to sign in with the pro shop before playing.

CART USAGE FOR BOARD MEMBERS B-110

Board members of Wildwood Golf Club are entitled to free cart usage and guest fees when conducting business that directly relates to, and is for the benefit of, Wildwood Golf Club.

TOURNAMENT PLAY B-111

Any 19-23-year-old dependent, covered under a parent's family membership, with an established handicap, will be allowed to play in tournaments.

WILDWOOD GOLF – A PRIMER

Following is a list of “friendly reminders” condensed from the club bylaws that we urge you to take seriously. New and existing members should be aware that these rules are meant to provide the most pleasurable and fair golfing experience possible for a large and diverse membership and will be enforced.

1. Season: Our “active season” runs March 1 through October 30. All scores count toward your USGA handicap and must be recorded in our system. Scores from outside courses played during our winter season but their “active” season must be turned in and recorded at Wildwood the following March.
2. Score posting: See Handicap Procedures. Penalty scores apply to violators.
3. Tee time draw: One sign up per MEMBERSHIP per day (Sat. & Sun.) Two or more family members may not sign up for the same day. Cheaters lose sign up privileges, not playing privileges. Same goes for those who don’t use their tee times. Turn those in to the pro shop by 6 p.m. on Wednesday before weekend play begins.
4. All golfers are required to sign in with the pro shop before playing
5. All members and their families must have a current bag tag on each of their bags.
6. Calcutta: Minimum 12 Wildwood scores (2 tournament) from the current year required for eligibility.
7. Soft spikes: Mandatory, no exceptions. Members responsible for guests.
8. Carts: 16 years or older may drive. Powered and hand carts must stay off tees and outside painted lines around greens. May not be used for transportation to large driving range.
9. Practice Green(s): Open to all members. Be aware they’re small so don’t be a hog during peak days/hours. Remember there are 3 now—one next to Pro Shop, one near #9, and one at the driving range.
10. Weekdays: Leagues play Tuesday through Thursday. No reserved tee times for leagues but we try to respect each other’s groups. Open play--please check with Pro Shop. Or join a league!
11. Junior Golf: Friday mornings, June through August. Course closed to general play until juniors are done around noon. Sign up for tee times Friday a.m. to play on Junior Friday afternoons. Juniors eligible for Adult Club Championships ONLY.
12. Group Priorities: Foursomes have priority on the course. That doesn’t mean you shouldn’t allow a faster group, regardless of number of players, to go through. Players

crossing from #9 to #10 have priority over anyone beginning a round, or continuing a round following a prolonged intermission, on #10. Leagues attempting to begin play on both nines do not have priority on #10 tee.

13. Size of groups: Limited to foursomes during the active season. Larger groups permitted after November 1 and through February of the following year but at no time shall exceed six.
14. Proper Attire: Refer to Policy B-105.
15. Pets: NONE permitted on premises during operating hours.
16. Pro Shop/Staff: At your service. Staff at the direction of Board of Directors; policy, tournament format and any other member complaints shall be directed to Course Utilization Trustee or other Board member. Please don't hassle the Pro or his staff.
17. Course closure: Mondays until 4:00 p.m. for course maintenance. Signs shall be posted on inclement weather days, during aerification and pesticide application periods throughout the year. This information will also be updated as needed on the Wildwood website (www.wildwoodgc.com), on the Course Information page.
18. Guests: Guests living within a 50-mile radius limited to 3 times per year, exclusive of invitational events. Weekends after 2:00 p.m. between Memorial Day and Labor Day. Non-resident guests (outside 50 miles) unlimited play. All guests must be accompanied by a member.
19. All guests of members and those playing in outings must have one-day guest tags on their bags.

Thank you in advance for your attention and cooperation.

WILDWOOD GOLF CLUB

HANDICAP PROCEDURES FOR MEMBERS

1. PURPOSE:

The purpose of the USGA Handicap System is to make the game of golf more enjoyable by enabling golfers of differing abilities to compete on an equitable base. Handicap Indexes are based on the potential ability of golfers. Having a handicap that is high enough to win tournaments is not the intent. **A base premise underlies the USGA Handicap System, namely that every player will try to make the best score he/she can at each hole in every round played, regardless of where the round is played, and that he/she will post every acceptable round for peer review.** The USGA Handicap Index travels with the golfer from course to course and from one set of tees to another. A player's Handicap Index determines the number of strokes a player receives depending upon the length and difficulty of the course played.

2. POSTING SCORES:

There are specific requirements for posting scores into the club's USGA GHIN system:

- A. Any 18 hole round played during the active golfing season where the golf course is located.
- B. Any 18 hole round where at least 13 holes are played.
- C. Any round consisting of 9 holes.

Scores will be posted in the following manner:

- A. The gross score shall be posted after Equitable Stroke Control (ESC) is applied. This is your Adjusted Score. ESC is the downward adjustment of individual hole scores for handicap purposes in order to make handicaps more representative of a player's potential ability.

Course Handicap	Maximum Number on Any Hole
9 or less	Double Bogey
10 through 19	7
20 through 29	8
30 through 39	9
40 or more	10

On holes where the golfer has "Picked Up" the estimated number of strokes that would have been taken should be used for handicap purposes. The scorecard should be marked for example X-5 for a golfer who picks up but would probably have had a 5 on the hole. After the round, apply the ESC to your gross score and input your Adjusted Score into the computer.

- B. If 13 holes are played the remaining unplayed holes, for handicap purposes, shall be recorded as par plus any handicap strokes that the player is entitled to receive on the unplayed holes.
- C. Any 9 hole round Adjusted Score should be entered as a nine hole round after playing ESC to the gross score.

3. PEER REVIEW:

Each golfer is entitled to review the scoring record of any other golfer belonging to and having a Handicap Index at Wildwood Golf Club. This can be done at the computer with the USGA GHIN software. It is each player's option to review these scoring records. If any golfer believes that another golfer's scores are not being posted within the rules of the USGA it is his/her responsibility to bring the possible discrepancy to the Handicap Committee.

4. HANDICAP COMMITTEE:

The Handicap Committee is responsible for:

- A. Maintaining the USGA GHIN system and make it available for posting scores.
- B. Maintaining player's records.
- C. Providing the members with handicap cards and posting handicap tables.
- D. Examining results of competitions.
- E. Recording of Peer Review data.
- F. The adjustment of Handicap Indexes for documented reasons.

A copy of the USGA HANDICAP SYSTEM handbook is available in the Pro Shop for anyone wishing to review it.

CLUBHOUSE

NON-SMOKING AREA OF CLUBHOUSE C-101

Any government regulated smoking policies, that from time to time may be enacted and that directly relate to Wildwood Golf Club and its facilities, et al, will supersede any Wildwood Golf Club policy. Within the government-controlled laws, if smoking is permitted, the following Wildwood Golf Club policies will be in effect:

1. The porch area including the bar is always non-smoking even during rentals and during outside events.
2. There will be no smoking in the clubhouse on any Tuesday, for the entire day and evening.
3. There will be no smoking in the clubhouse on Fridays until 7:00 PM .
4. Smoking will be permitted on the deck at all times.
5. Signs will be posted and tables designated as to what is non-smoking.

Regardless of whether Government laws or Wildwood policies are governing smoking:

6. The Clubhouse manager will have the responsibility to enforce the non-smoking policy.
7. Any violations will be reported to the Board of Directors and appropriate action will be taken.
 - a. First offense: a letter will be sent to the offender.
 - b. Second offense: a hearing before the Board of Directors with possible suspension

CLUBHOUSE RULES C-102

The Clubhouse will be opened on Mondays at 4:00 p.m. Tuesday through Sunday the exact times will be posted at the Clubhouse and published in the Tee to Green.

1. Lockers are available by contacting a member of the Professional Staff. Locks will be provided by the club and are the only locks which may be used.
2. For Dress Code see Policy B-105.
3. Club towels are not to be stored in the lockers.
4. Suggestions and/or complaints should be submitted in writing to the House or Kitchen/Bar Director.
5. Personal checks may be used for purchase in the clubhouse and can be for no more than \$50.00 including purchase. A purchase must be made for checks to be cashed. Checks are made payable to cash and endorsed by the maker. NO payroll or salary checks can be cashed.
6. Wildwood telephone lines should not be used by members for outgoing calls.
7. Children are absolutely not allowed in the men's locker room unless accompanied by a parent and are not permitted to loiter in the women's lounge.
8. Loud and profane language is prohibited around the Clubhouse.
9. No pets shall be allowed on the porch or in the Clubhouse.

10. Private parties are available for members in good standing ONLY. Contact the Kitchen/Bar Manager to make reservations.
11. Private parties, for non-members, desiring to rent the clubhouse, must follow the same rules as members. Since liquor is not allowed to be brought in to our clubhouse, by our liquor license, stipulations regarding food shall be outlined in the contract negotiated by the clubhouse manager or a staff member designated to arrange these affairs. (Refer to F-106)
12. Only authorized persons are allowed in the kitchen and behind the bar.
13. The Club is not liable for loss of property from lockers, Clubhouse, or golf bags. Please lock your locker at all times.
14. Parents will be responsible for the good conduct and discipline of their children at all times. Patrons under 21 years of age will not be allowed to sit at the bar.

When a violation of any rule or regulation is reported to the Board, the offending member will be notified by the Board of Directors and be subject to the terms outlined in Article VII, Section 5.

MENU AND BAR PRICING C-103

1. Menu and bar pricing is recommended by the Clubhouse Manager with the assistance of the Kitchen and Finance Committees.
2. Pricing may be adjusted at any time. All prices are approved by the Board of Directors.

SOCIAL ACTIVITIES C-104

1. Social events, such as dances and mixed calcuttas, are scheduled by the Social Director for your enjoyment.
2. All events are planned and carried out by members of the club. Any member in good standing wishing to participate in the leadership of social activities is encouraged to contact the director.
3. Scheduled events and details will be posted in the Clubhouse and published in the Tee to Green.

CLUBHOUSE MINIMUM C-105

1. A quarterly minimum usage charge for each membership has been established for Clubhouse sales/purchases.
2. These Clubhouse sales/purchases do not include purchases at the pool, during tee time draws or at the snack shack. It would not include any purchases at the Pro Shop.
3. The amount would be established on an annual basis by the Board of Directors. The period tracked would be the club's fiscal year, April 1 through March 31.
4. Effective October 1, 2006, the lodge minimum expenditure policy has changed. All membership classifications are responsible to spend \$75 per quarter. This is for food and beverage expenses. The four billable quarters are as follows: (1) October 1 – December 31; (2) January 1 – March 31; (3) April 1 – June 30; and (4) July 1 – September 30. At the end of the quarter, if you have not met your minimum, you will be billed the shortfall.

Exceptions:

1. **New memberships** will be responsible for the quarterly minimum starting with the first full quarter after their membership is approved. For instance, if a membership is voted in and approved in January, the member would be responsible for the quarterly minimum beginning with the 1st quarter April-June.
2. All petitions must be approved by the acting board of directors.
3. Members granted an Honorary membership are excluded from the Clubhouse Minimum requirement.

Suspended Membership Responsibility:

1. Members whose membership is suspended due to lack of proper payment of dues will still be accountable for any quarterly minimum during the period of suspension.
2. Members who resign, either directly, or indirectly due to a lack of any dues payment, and then subsequently rejoin within the same fiscal period will still be accountable for all quarterly minimums during that fiscal year.

GOLF COURSE

GOLF COURSE CLOSING PROCEDURE D-101

1. The golf course Superintendent shall have full and complete authority in closing the golf course due to course conditions brought on by rain, snow, frost, or any other conditions that might warrant closing of the course.
2. In the absence of the golf course Superintendent, the authority of closing the golf course shall rest with his designate or the golf Professional.
3. In the event that both the golf course Superintendent and the golf Professional are absent, the authority to close the golf course will rest with the Greens Chairman of the Board of Directors.

USE OF ELECTRIC GOLF CARTS D-102

1. The golf course Superintendent shall have full and complete authority in restricting the use of electric golf carts due to course conditions brought on by rain, snow, frost or any other conditions that would warrant the restricted use of electric golf carts. Also, the golf course Superintendent shall have full and complete authority as to how the electric golf

carts may be used on the golf course (carts in rough only, carts in the fairway and rough, etc.)

2. In the absence of the golf course Superintendent, the golf Professional shall have the authority as to the above restrictions and the uses of the electric golf carts.
3. In the event that both the golf course Superintendent and the golf Professional are absent, the authority as to the above restriction and uses of the electric golf carts shall rest with the Greens Chairman of the Board of Directors.

SWIMMING POOL

POOL OPERATIONS E-101

1. Pool opens for the season on the Saturday before Memorial Day and will open daily until Labor Day. Pool hours may be restricted during times when area schools are in session.
2. The pool manager shall be in full charge of the pool at all times, and acts with the full authority of the Board in all matters pertaining to pool operation and enforcing discipline. As such, he/she is empowered to expel from the pool area, and to withdraw swimming privileges from members who are guilty of jeopardizing the safety or enjoyment of other members.
3. All persons in swimming attire must stay within the pool areas and are especially prohibited from loitering or eating in the Clubhouse, lounges or porch. However, members with lockers in the locker rooms are permitted access to and from the pool area.
4. The Club shall not be responsible for loss of property or damage sustained by members or guests while on the premises.
5. Personal property left at the pool will be collected and deposited in the guard room. Items left unclaimed thirty (30) days will be disposed of or used for club benefit.
6. All members must register upon entering the pool area.
7. All children under 8 years of age shall be accompanied and attended by a parent or other person 15 years of age or older who will be responsible for them.
8. Food and refreshments shall be confined to the area designated by the manager.
9. Refuse is to be discarded in the containers provided throughout the pool area.

10. The pool may be closed any day due to maintenance problems, health or safety conditions, inclement weather or any other reason deemed sufficient by the manager except lack of business. Advance notification will be given if possible.
11. Club sponsored special activities before, during, or after regular hours may be scheduled by the manager. This includes teen and adult parties, swim meets and special event day.
12. The manager has the authority to clear the pool for 15 minutes of each hour for adult swims (18 years of age and older.)

HEALTH AND SAFETY RULES

1. All bathers should shower before entering the pool.
2. Admission to the pool or pool area may be denied to anyone for health reasons.
3. No glass containers of any kind are permitted within the fenced area or in the dressing or shower rooms.
4. No hard objects are permitted in the pool.
5. Air inflated tubes, jackets, toys, flippers, webbed feet, or any other paraphernalia will be allowed only with the permission of the Pool Manager, but these articles are not permitted in the deep end of the pool.
6. Diving from the boards shall be straight off the end of the board. Divers shall immediately clear the area for other divers. One person permitted on the board at a time. Please, only one bounce.
7. Swimmers will stay clear of the diving area and off the life lines.
8. Divers on boards of all heights must await their turn and be certain the area is clear before diving.
9. The pool must be cleared in case of lightning, thunder or rainstorms, as directed by the Pool Manager or Lifeguards.
10. All accidents are to be promptly reported. Do not move injured persons until medical advice is received. The office is equipped with a first aid kit for minor cuts and injuries. Band-aids will be supplied only to persons needing them as they leave the pool.
11. All commonly recognized rules of safety and sanitation shall be observed.
12. Pets shall not be allowed in the fenced pool area or in the bath house.
13. All special pool activities will be publicized through Tee to Green and posters.
14. Private swim lessons can be arranged by the pool staff.

POOL HOURS OF OPERATION

The pool opens Memorial Day Weekend and closes Labor Day. Normal operating hours will be:

Monday	11:30 a.m. to 9:00 p.m.
Tuesday	11:30 a.m. to 9:00 p.m.
Wednesday	11:30 a.m. to 9:00 p.m.
Thursday	11:30 a.m. to 9:00 p.m.
Friday	11:30 a.m. to 9:00 p.m.
Saturday	10:30 a.m. to 9:00 p.m.
Sunday	10:30 a.m. to 9:00 p.m.

GUESTS E-102

The Wildwood Golf Club pool is for the exclusive use of members of the Club and their invited guests. Any member in good standing may invite guests subject to the following provisions:

1. Guests must be personally invited and accompanied by a member.
2. A resident of Middletown may use the pool as a guest not more than twice in any one month.
3. The member shall be responsible for the conduct of, as well as any liability incurred by his/her guest.
4. Non-resident guests may use the pool for a weekly fee. Daily rates are the same as resident guests. Guest fees will be posted.
5. All members and guests must register at the pool entrance. The gate worker will check names against the Membership List. Sign-in and guest fee payments are on the honor system. In the absence of a gate worker, payments should be made to the Concession Stand, Pool Manager or Lifeguards.
6. All guests will be required to sign a guest waiver, which will be kept on file at the pool, with each visit recorded. Members are responsible for seeing that their guests pay their fees. Local residents may be guests only two (2) times per month.
7. Fees are for anyone two years of age or older. Babysitters who are not Wildwood members must pay if they swim—otherwise no charge.
8. Guests must adhere to all rules as set forth in E-101.

CONCESSION STAND OPERATION E-103

1. The Swimming Pool Concession Stand is under the direction of "The Concession Manager", employed by Wildwood Golf Club.
2. Responsibilities include scheduling workers, purchasing merchandise of resale and providing assistance, if requested, in the hiring of the Concession Stand workers
3. Workers are employees of Wildwood Golf Club and hired by the Swimming Pool Trustee and paid out of the Swimming Pool budget. An annual, or interim reports if requested, will be made on the financial results and will be audited by the Swimming Pool Trustee.
4. Profits from the Concession Stand are the property of Wildwood Golf Club. Although a separate bank account is managed by The Concession Manager for day to day purchases, funds should be transferred, from time to time, to Wildwood Golf Club. The timing of these transfers is up to the discretion of the Swimming Pool Trustee and/or the Finance Trustee.

SWIM TEAM OPERATION E-104

1. The Wildwood Swim Team is operated by the Swim Team parents group.
2. Committee chairpersons are selected to perform annual duties. Duties of this group include:
 - a. Hiring the Swim Team coach (es) with the approval of the Swimming Pool Trustee. The coach (es) is paid out of the Swim Team fees and Concession Stand budget.

- b. Conducting the home swim meets as scheduled by the Butler County Swim League, of which Wildwood Swim Team is a member.
3. Fees/Profits from the Swim Team are combined with the Concession Stand for the overall Swim Team operation.

PRIVATE PARTIES E-105

Wildwood members may use the swimming pool for private parties; however, they must abide by the following rules:

1. There will be a rental fee for the use of the pool payable to Wildwood Golf Club and the sponsoring member is responsible for any damages to property or equipment.
2. Any private parties must be approved by and scheduled through the Pool Manager(s) and/or Trustee, not to interfere with normal club activities.
3. Private parties cannot begin before 9:00 p.m. unless approved by the Pool Manager and must end at 12:00 midnight.
4. A waiver of liability must be signed by the sponsoring member and all invited guests. Copies of approved waiver are available upon request.
5. Two (2) lifeguards from Wildwood staff are required at all times during a party and must be paid by the sponsoring member.
6. The sponsoring member must be present and is responsible for maintaining order and controlling behavior of all guests, although the guards have final authority.
7. Alcoholic beverages are permitted but must be purchased at Wildwood. No glass containers are permitted.
8. Clean up of the pool premises, including deck, lawn, and bathhouses is the responsibility of the sponsoring member. A clean up fee will be assessed for non-compliance to this rule.
9. All rules related to the club and swimming pool are in the Wildwood Constitution and Policies also apply to any private parties.

KITCHEN

USAGE OF TABS F-101

Purpose:

1. To establish guidelines for allowing and controlling the use of tabs by patrons of the kitchen and bar operations.

Policy:

2. Cash when the product is served is the preferred method of payment. However, realizing that members sometimes would like to leave their account open and running, it is acceptable to use the open account system subject to the following procedures.

Procedure:

3. Member must use their club account cards with all clubhouse purchases unless special arrangements have been made with the Kitchen Manager or Kitchen Director.
4. The member upon ordering will be asked if he would like to leave his account open or pay as served.
5. If the member elects to start a tab, an account will be assigned to the member. The system shall indicate the member's name at the top of the check in bold, legible print.
6. The member shall be asked to sign a receipt indicating that he accepts responsibility for payment of purchases once the account is closed.
7. If the member pays for his purchases once the account is closed, he will receive a receipt marked "paid".
8. At the end of each month, all unpaid accounts will be turned over to Nenni & Co. for billing.
9. This policy is applicable to all members.
10. Accounts are not permitted during tee time drawings on Friday night or for special social events.
11. In order to minimize the amount of money that the club is carrying on its books, any member who finds their account in the following state will have their club charging privileges revoked: If club account non-payments hit 45 days and the charges are not satisfied, a letter will be sent to the member informing them what will occur at day 60
 - a. Any balance past due over 60 days will have their club account turned off
 - b. If a balance exceeds 90 days over due, the member will be sent to collections.
12. If a member has their club account privileges revoked, the following privileges will be affected
 - a) The member will not be allowed to participate in the t-time draw
 - b) The member will not be allowed to put any club house purchases on their club accounts while they are suspended.
 - c) All active members whether they are suspended or not are responsible for meeting the requirements of the clubhouse minimum.
 - d) The member will not be allowed to put any pro shop purchases on their club accounts.
13. When the Kitchen Trustee receives notification from the accounting office that the members account has been paid, the members charging privileges will be reinstated.
14. The board of trustees reserves the right to revoke charging privileges of any member at any time and for any reason.

RESERVATIONS F-102

Social events that include food service will require prepaid reservations with deadlines designated by the Kitchen Manager to allow sufficient time for scheduling staff and ordering proper quantities of food.

OPERATING HOURS F-103

1. Clubhouse (Bar & Kitchen) operating hours will be determined by the Kitchen Trustee and the Kitchen Committee.
2. The Kitchen Manager has the authority to adjust daily operating hours during inclement winter weather.
3. When operating hours are adjusted, a notification will be posted in the next issue of Tee to Green or email blasts and will be posted and remain on the website.

LIQUOR LICENSE F-105

1. The Ohio Liquor Laws and rules require that the permit holder, his agent or employee shall not allow improper conduct of any kind, type or character, any improper disturbances, lewd, immoral activities or brawls, or any indecent profane or obscene language, songs, entertainment, literature, pictures, or advertising materials, nor shall any entertainment consisting of the spoken language or songs which can or may convey either directly or by implication any immoral meaning be permitted in, upon, or about the premises.
2. Any staff member has the authority to refuse any person service for any reason they deem necessary.
3. Wildwood Golf Club has a 1:00 a.m. Ohio State Liquor License. Alcoholic beverages will not be served after this time.
4. Wildwood Golf Club's Liquor License has restrictions against anyone bringing alcoholic beverages on club premises.

CLUBHOUSE RENTAL F-106

1. Any member or member-sponsored function will require a signed contract with Wildwood Golf Club. The member responsible must be present for the function.
2. All food and beverage arrangements will be made through the Wildwood kitchen manager and ordered at least two (2) weeks prior to the date.
3. A clean-up fee will automatically be added to all bills, and the member will be responsible for all damages to all Wildwood property during the hours on that date. A rental fee will be added to all member sponsored functions or parties not pertaining to the member's immediate family. This rental fee addition will be determined by the clubhouse manager and/or the Wildwood Board of Directors.
4. Wildwood Golf Club is a private club, made up of members who have access to their clubhouse anytime. We will never ask members to leave because of parties booked at their clubhouse.
 - a. In the event of a full clubhouse rental, members' access to the clubhouse may be restricted.
5. Any staff member is reserved the right to refuse any person service for any reason they deem necessary.
6. Payment is expected for all services by the end of the party unless previously arranged.

AREA RESTRICTIONS F-107

1. Only authorized persons are allowed in the kitchen and behind the bar.
2. Persons under 21 years of age will not be allowed to sit at the bar. Parents will be responsible for the conduct and discipline of their children.

COMPLAINTS F-108

Any complaints concerning service or quality of food should first be directed to the Kitchen Manager and/or Kitchen Director.

PERSONAL CHECKS F-109

1. Personal checks may be used for purchases in the clubhouse and may be for no more than \$50.00 including purchase.
2. Purchase must be made for checks to be cashed.
3. No payroll or salary checks can be cashed.

BAR AND KITCHEN AREA F-110

1. Under no circumstances are members or their guests allowed behind the bar or in the kitchen area.
2. The Kitchen Director, Managers, and employees are the only people allowed in these areas.

FINANCE

CAPITAL PURCHASE AUTHORIZATION G-101

1. No employee of Wildwood Golf Club, is authorized to make any capital purchase over \$1,000 without prior approval of the Board of Directors.

PLANNING AND EMPLOYEE RELATIONS

EMPLOYEE PRIVILEGES POLICY H-101

2. Wildwood Golf Club (WGC) is pleased to offer the use of the golf course and other facilities for use by its employees as a privilege and benefit of employment by WGC. These privileges are not extended without limitations or conditions and should only be utilized with good judgment by the employee and staff. Any privilege is subject to revocation by the members of the Board of Trustees or Senior Staff members (Grounds Supt., Clubhouse Manager and Golf Professional)

3. **EMPLOYEE GOLF COURSE PRIVILEGES**
 - a. Part time employees are entitled to a cart at the reduced price as determined by the Board (see g below).
 - b. Employees, regardless of membership status, must ride two to a cart unless the group is odd numbered, or the employee is playing as a single.
 - c. Employees may bring guests to play with them during the permitted hours of play with the permission of their senior staff supervisor, but the guests are required to pay full guest fees plus golf cart fees if using a golf cart and adhere to the normal guest policies of WGC.
 - d. Non-member employees and their guests are expected to adhere to the same rules for dress, conduct and guest policies as members.
 - e. Full time employees: free unlimited play and golf cart with approval of the board of trustees.
 - f. It is the responsibility of the Golf Professional, Club House Manager and Course Superintendent to provide a list of employees eligible for such privileges. This list will be reviewed and approved by the board. The list will be maintained in the Pro Shop to properly monitor such play.
 - g. Effective April 1, 2012 the employee reduced price rental fee for carts will be one half of the current 9 and 18-hole rate. The Board has the authority to change this rate as appropriate.

AT WILL EMPLOYMENT POLICY H-102

In the event that the applicant agrees to accept a position with Wildwood Golf Club, the applicant and Wildwood Golf Club agree that employment relationship between the Golf Club and the employee is an At Will relationship and that the employment relationship and compensation can be terminated, with or without cause, and with or without notice at any time, at the option of either Wildwood Golf Club or the employee.