

POLICY MANUAL

MANUAL OF PROCEDURES

Kirksville Country Club

Updates and Revisions: 5-6-2011

COMMITTEES

FINANCE COMMITTEE (Bylaws 6.201)

- A. Chairperson - Appointed by the President of the Board of Directors
- B. Membership - Chosen from active membership at the discretion of the Chairperson. Three members are recommended.
- C. Job Description:
 - 1. Establish a working budget for the following year and submit to the Board for approval at the December Board meeting. Work with various committees and employees to obtain appropriate information.
 - 2. Analyze club finances and make appropriate recommendations
 - 3. Make recommendations on major Club capital expenditures prior to their approval.
 - 4. Present annually to the Board Directors percentage of income derived from Membership, Outside Membership and General Public. In order to protect the Club's Not-for Profit status, the finance committee must monitor the Club's income to insure that the Club does not exceed 35% gross income from outside membership and 15% from the general public.
 - 5. Submit all recommendations to the Office Manager who will distribute them to the Board members for action.

GROUNDS AND GREENS COMMITTEE (Bylaws 6.202)

- A. Chairperson - Appointed by the President of the Board of Directors
- B. Membership - consists of three or more members from the active membership and chosen at the discretion of the Chairperson. The Golf Professional and Golf Course Superintendent are non-voting consultants to this committee.
- C. Job Description
 - 1. Advisory
 - a. Develop an annual operation budget for the category of grounds/greens by working with the course superintendent. Once the budget is developed and approved by the committee, the committee will forward the budget to the Finance Committee by November 1.
 - b. Review any special requests for expenditures that develops during the year and which are not covered in the approved annual budget. Recommendations relative to the expenditures will be forwarded to the Board of Directors for review and action.

2. Policy
 - a. Act upon policy recommendations submitted by the course superintendent to the committee and submit any changes to the Board of Directors for approval.
 - b. Establish grounds/greens policies (with approval from the Board of Directors).
3. Administrative
 - a. It is not the function of the committee to be involved in the day-to-day maintenance of the golf course or grounds. However, the committee may provide direction in areas outside routine maintenance and examples of such direction include, but are not limited to, the following:
 - i. Course modifications of a permanent nature such as additions or removal of structures or plants, construction or removal of trees, bunkers, etc.
 - ii. Non-permanent course modifications that influence the manner of golf play such as location of rough lines, out of bounds lines, location of tee markers, etc.
4. Relationship to other standing committees
 - a. Work with the Golf Committee as necessary in preparing the course for tournament play, and in other areas where there is functional overlap.
 - b. Develop short and long range plans annually.

BUILDING AND POOL COMMITTEE (Bylaws 6.203)

- A. Chairperson - Appointed by the President of the Board
- B. Membership- Selected from the active membership at the discretion of the Chairperson. Three members are recommended.
- C. Job Descriptions:
 1. Meet regularly to evaluate existing facilities (clubhouse, pool, parking lot), operations and policies.
 2. Submit estimated annual income and expenses to the Finance Committee for the budget by November 1.
 3. Chairperson shall make a report and make any recommendations to the Board of Directors each month at the regularly scheduled Board meetings.

SOCIAL COMMITTEE (Bylaws 6.204)

- A. Chairperson - Appointed by the President of the Board
- B. Membership - Consist of six or more active members chosen at the discretion o the Chairperson.

C. Job Description:

1. Plan adult and children social functions for the year and submit monthly to the Publicity Committee for distribution to the membership.
2. Establish annual budget and submit to the Finance Committee by November 1.
3. Evaluate social events of the Club and make recommendations to the Board of Directors.

GOLF COMMITTEE (Bylaws 6.205)

A. Chairperson – Appointed by the President of the Board

B. Membership – Chosen from active membership at the discretion of the Chairperson. Three members are recommended of five or more golfing members chosen by the Chairperson. The golf professional will be a non-voting member of this committee

C. Job Description:

1. Devise golf calendar & submit to the Publicity Committee for publication in March.
2. Submit yearly golf rules and regulations for approval by the Board. Print and distribute to the membership.
3. Review and revise appropriate policies yearly and submit any changes to the Board of Directors for action.
4. The Golf Committee shall have responsibility for recommending to the Board of Directors the annual Golf Calendar. The annual calendar shall include no more than two (2) invitational tournaments, unless approved by the Board of Directors.

WOMEN'S GOLF ASSOCIATION (Bylaws 6.206)

A. Officers – Elected by the women golfers.

B. This organization has its own rules and will submit any requests to the Board Directors for action. All recommendations will be submitted in writing to the Office Manager who will distribute them to the Board members for action.

MEMBERSHIP COMMITTEE (Bylaws 6.207)

A. Chairperson - Appointed by President of the Board

B. Membership - Consist of 3 or more selected by the chairperson from active membership and in good standing.

C. Purpose - Review and provide suggestions on current club membership classifications. Work with the club professional/office manager to determine ways to increase membership.

NEWSLETTER AND PUBLICITY (Bylaws 6.208)

A. Chairperson – Appointed by the President of the Board

- B. Membership – Consists of the Chairperson and Office Manager who will work together and encourage input from all other committee chairmen and officers.
- C. Job Description:
 - 1. Guide & assist the Office Manager to gather appropriate material for the monthly newsletter and update the website.
 - 2. Design newsletter to reflect activities of the club.
 - 3. Distribute newsletter the last week of each month for the following month.
 - 4. Publicize club functions in the local media at the discretion of the committee Chairperson.
 - 5. Submit yearly budget to the Finance Committee by November 1
 - 6. Submit recommendations in writing to the Board of Directors.

NOMINATING COMMITTEE (Bylaws 6.209)

- A. Chairperson – The Immediate Past-President of the Board, and if unavailable, a voting member to be appointed by the President.
- B. Membership – Two voting members selected by the President.
- C. Job Description: The committee will select four (4) or more qualified nominees for candidacy to the Board of Directors who have indicated their willingness to serve a three (3) year term on the Board. The list of nominees is to be submitted in writing to the secretary and is to be published in the Club Bulletin at least thirty (30) days prior to the Annual Business Meeting.

LONG RANGE PLANNING COMMITTEE (Bylaws 6.210)

- A. Chairperson - Appointed by the President of the Board
- B. Membership - Selected from active members at the discretion of the Chairperson.
- C. Job Description:
 - 1. Research the options available to the Club relative to our changing circumstances. Document in writing each option for presentation to the general membership, listing the approximate cost of each option. Recommend possible options in order of apparent desirability and submit this list to the Board by December 1. Recommendations are to be submitted in writing to the Secretary for distribution.
 - 2. To assist the Board of Directors and the membership of the club in determining future projects and directions for the club. The Committee will seek input from a variety of sources, encouraging contributors to prioritize their goals in terms of importance, determine costs for such ideas and provide estimated time-frames during which these projects may be accomplished. The Committee will serve as a conduit to the Board of Directors in reporting information. While it may discuss submitted ideas, the Committee

will not make final judgments about any projects or ideas, but instead will work with the Board to refine, and at the Board's discretion, help implement ideas.

REVISIONS COMMITTEE (Bylaws 6.211)

- A. Chairperson - Appointed by the President of the Board
- B. Membership - Selected from active members at the discretion of the Chairperson.
- C. Job Description:
 - 1. Review and appraise present By-laws and Policies.
 - 2. Purpose-Review and provide suggested revisions of the Bylaws and Policies to the membership and/or Board of Directors.

HOUSE COMMITTEE (Additional Committee per Bylaws)

- A. Chairperson – Appointed by the President of the Board
- B. Membership – Chosen from active members at the discretion of the Chairperson. Three members are recommended.
- C. Job Description – Meet regularly to review and make recommendations to the Lounge Manager regarding job descriptions for the lounge/kitchen personnel.
- D. Purpose:
 - 1. Monitor the maintenance and cleanliness of the clubhouse and bring any discrepancies to the attention of the Lounge Manager.
 - 2. Monitor service and product issues in the lounge/kitchen and provide the Lounge Manager with area of concern.
 - 3. Review with the General manager the capital improvement needs of the kitchen/lounge and make recommendations to the Board
 - 4. Review with the Lounge Manager the lounge/kitchen budget and income figures and address any area of concern.
 - 5. Submit to the Board of Directors a proposed budget for the kitchen/lounge by November 1.
 - 6. Chairperson is to report and make any recommendations to the Board of Directors each month at the regularly scheduled Board meetings.

PRO SHOP COMMITTEE (Additional Committee per Bylaws)

- A. Chairperson - Appointed by the President of the Board.
- B. Membership – Chosen from the active membership at the discretion of the Chairperson. Three.

- C. Purpose - Assist the Golf Professional establishing a budget for the pro shop, golf rental carts and driving range by November 1.

SPECIAL COMMITTEES

Special committees may be appointed at the discretion of the President of the Board of Directors.

POLICIES

GREEN FEES POLICY

- A. Between April 1st and November 1st of every year, any non-member that is not a guest of and accompanied by a member of the Club is not allowed to play Wednesday mornings between the hours of sunrise to 1:00 pm, Thursday afternoons between the hours of 11:30 am until dark, and Saturdays, Sundays and holidays a (as observed by the Club) between the hours of 10:00 am and 2:00 pm or at the discretion of the Golf Professional. To provide an opportunity for members to introduce non-members to the Club, members are entitled to bring a resident of the County of Adair, to the Club for no more than three (3) times during the life of the non-member.
- B. Visiting professionals and green superintendents shall be allowed complimentary green fees upon verification of that fact.

POLICY ON TOURNAMENTS BY OUTSIDE GROUPS

- A. All petitions for tournaments by outside groups should be submitted to the Golf Committee who shall act on said request in accordance with the following rules:
 - 1. All Tournaments shall be subject to Board of Directors approval.
 - 2. Tournaments shall not be scheduled on Wednesdays, Thursdays, Saturdays, Sundays and Holidays, as defined herein, unless approved by the Board of Directors.
 - 3. Players participating in said tournament are subject to all local rules of play. Failure of participants to comply could result in the sponsoring organization's loss of future opportunities to use the course.
 - 4. The fee for tournaments shall be conducted in accordance with the terms and conditions of the contract executed by such group and the Club.

LIMITED TEE TIME POLICY

- A. The tee time policy is in effect from April 1 to November 1 on Thursdays from 11:30 am to 2:00 pm, Saturdays and Sunday from 10:00 am to 2:00 pm and holidays from 7:30 am to 2:00 pm.
 - 1. Members only can sign up for a specific tee time beginning one week in advance. Members cannot request to have a permanent tee time. Each week they must call and reserve the tee time they want. The pro shop will begin reserving tee times at 6:00pm the week before. For example, if you wish to play on a Saturday at a time when tee times are required, you may reserve that time by calling the pro shop at 6:00 pm on the Saturday before.
 - 2. Tee times may only be reserved by those 18 and over.
 - 3. Number ten tee will be available to tee off only with prior permission of the pro shop.
 - 4. Groups that start on ten tee will not automatically have the right of way on one tee when they finish nine holes. Reserved times will have priority in these cases.

POLICY ON THE USE OF FACILITIES BY SCHOOL ATHLETIC TEAMS

- A. The use of facilities of the Kirksville Country Club by the golf teams of the Kirksville High School and Truman State University shall be granted at the option of the Board under conditions set by the Board. These conditions are:
1. Payment of a fee for use of the facilities (as determined by the Board).
 2. All meets and practices must be scheduled through the Golf Committee with the assistance of the Golf Professional so as not to conflict or interfere with Kirksville Country Club activities or use.
 3. Members of the school golf teams that are not members of the Club are not permitted to start a round of golf on Wednesday from sunrise to 1:00 pm, Thursday after 12:00 p.m, between the hours of 10:00 a.m. and 2:00 pm on Saturdays and Sundays, and between the hours of 7:30 a.m. and 2:00 p.m. on holidays.
 4. Failure to comply with condition as set by the Board of Directors may result in withdrawal of privileges of use by the offending team member or team.

POLICY ON RIDING GOLF CARTS AND CLUB STORAGE

- A. Provided space is available Club members may utilize the storage facilities of the club if they pay the rental fee and abide by the regulations that follow. The Office Manager is responsible for the golf cart shed. All arrangements for storage of the golf clubs and riding carts are to be made with Office Manager.
1. Members shall park within their assigned space and exercise courtesy to other users.
 2. Golf carts are to be operated by licensed drivers or under the direct supervision of licensed drivers.
 3. Children under age 16 shall not operate a golf cart on the course unless accompanied by an adult (i.e., 18 years or older).
 4. Please limit cart usage and adhere to the daily cart rules established by the Pro Shop (e.g., 90 degree rule or cart path only).
 5. Not more than two riders per cart. It is suggested that there be no more than three carts per five-some and two carts per four-some unless permission is granted by the Pro Shop.
 6. For safety and security the golf cart storage shed is off limits to young people under the age of 16 unless accompanied by an adult.
 7. At times, the Superintendent of Grounds may declare the course unfit for the use of riding carts on areas other than the cart paths. A sign indicating "CART PATH ONLY" will be posted next to number one and number ten tees.
 8. Signs and ropes indicating where golf carts may not be driven will be posted on a daily basis. Golf carts shall not be driven closer than 30 feet to greens and tees, unless prior approval is obtained for a member from the Board of Directors.

9. The new east cart shed has a \$400.00 buy-in and the “lean to shed” a \$200.00 good for life membership. Prices may change from year to year as determined by the Board and transfers of the cart-shed stall are not allowed.
10. Garage door openers, ceilings, shelves are not provided by the club.
11. All improvements to the stall shall become the property of the club.
12. When a secure stall is vacated the board will set a premium buy in amount each year.
13. A vacated cart storage stall will go to a member in good standing with the club from a waiting list maintained by the Office Manager.

GOLFING RULES

- A. In an effort to make the game of golf at Kirksville Country Club as enjoyable as possible the following golfing rules shall be in effect.
 1. All members and guests must register and guests pay greens fees in the Pro Shop before playing.
 2. Each player must have a set of clubs.
 3. Divots shall be replaced, ball marks repaired, and sand traps raked.
 4. Practicing on course grounds is prohibited.
 5. All players are required to wear appropriate attire, which includes non-metal spiked shoes. Appropriate golf attire is required by all players on the golf course and in practice areas. Shirts with sleeves and tennis shoes or soft spikes shoes shall be considered appropriate attire. Inappropriate golf attire includes: cut-offs of any type, gym shorts, bathing suits, camouflage clothing, tee shirts with large screen printed logos, sleeveless shirts (men), and halter tops (women).
 6. Junior golfers have priority before 1:00 p.m. Tuesdays between June 1 and August 1 of each year. Anytime other than Junior Golf days players must be 16 years of age or be accompanied by an adult or receive permission from the Golf Pro.
 7. Women only are permitted to start play before 1:00 p.m. on Wednesdays from March 1 to October 31. “Women” shall be defined as a female, 18 years or older.
 8. Men only are permitted to play after 12:00 p.m. on Thursdays from March 1 to October 31. “Men” shall be defined as a male, 18 years of age or older
 9. No more than five players may play together from April 1 to November 1 except on Women’s Day and Men’s Day after 5:00 p.m.
 10. The Golf Pro has authority to match up groups of less than four when it is his opinion that such match ups will speed play.

11. Players are reminded if a match failed to hold its place on the course (i.e., loses more than one clear hole on players in front) it should allow the following match to pass. Players shall not “jump” to other holes unless they can establish on clear hole of play.
12. All players must start on the first hole unless permission is granted by the Pro Shop AND no group or player is playing the ninth hole.
13. A first offense shall be considered a warning with all subsequent offenses subject to action by the Head Golf Professional and/or the Board of Directors. Violations could incur a penalty of removal from the course, suspension of golf privileges, or expulsion from the club.

COURTESY ON THE COURSE

- A. The Club encourages all members to read the following statement of etiquette of the United States Golf Association.
 1. Consideration for other players:
 - a. In the interest of all, players should play without delay.
 - b. No player should play until the players in front are out of range.
 - c. Players searching for a ball should signal the players behind them to pass as soon as it becomes apparent that the ball will not be easily found: they should not search for five minutes before doing so. They should not continue to play until the players following them have passed and are out of range.
 - d. When the play of a hole has been completed, players should immediately leave the putting green.
 2. Behavior During Play:
 - a. No one should move, talk, or stand close to or directly behind the ball or the hole when a player is addressing the ball or making a stroke.
 - b. The player who has the honor should be allowed to play before his opponent or fellow competitor tees his ball.

FOOD AND BEVERAGE

- A. Food and beverages not purchased at the Club shall not be allowed on the golf course, in the clubhouse or at the pool.
- B. No donated beverages or food are allowed at the Kirksville Country Club for non-sponsored KCC events. All beverages and food are to be purchased from the club.

JUNIORS AT THE GOLF COURSE

It is the policy of the Kirksville Country Club that no children under the age of 12 shall be allowed in the pool area or on the grounds of the Kirksville Country Club unless such child is with a sitter or unless

expressed permission has been received for an exception from the head golf professional, office manager, the pool director or the Kirksville Country Club President.

RECREATIONAL VEHICLES

- A. The operation of any recreational vehicle, except a golf cart, is not permitted on club property.
- B. This policy will be enforced by the Superintendent of Grounds, Golf Professional or by any club member or employee.

FISHING POLICY

- A. Members and their guests may fish, at their own risk, in the two ponds owned by the Kirksville Country Club as part of the membership privilege.
- B. Guests are to sign in at the Pro Shop prior to fishing and must be accompanied by a member.
- C. All members and guests fishing must give the right of way to golfers and shall not interfere with golf activities.
- D. The Kirksville Country Club warns all members and guests to avoid eating the fish caught in the ponds because of the dangerous chemical used on the greens and fairways.

BILLING POLICY

- A. Prior to the end of each month, a statement of members account activity will be created and billing statements will be mailed to the appropriate member.
- B. All accounts are due and payable on the 25th of the following month.
- C. All statements not paid in full by the 25th of the following month will be considered past due. A second statement will be issued and will inform the members that the payment is past dues. A late fee as shall be set by the Board of Directors from time to time will be assessed for each month the account is past due. Additionally, the Office Manager will notify the lounge and pro shop of the account being past due and that member will lose the privilege to make further charges on their account.
- D. Any member that has an account that is ninety (90) days or more past due shall have their Club privileges suspended until appropriate arrangements for payment are made with Office Manager.

CLUBHOUSE RENTAL POLICY

- A. The ballroom and dining areas are available for rent by members and non-members. The rental cost shall be determined from time to time by the Board of Directors with the assistance of the Club Manager is listed at the end of this manual and recognizes the variance in fees for members and non-members.
- B. A damage deposit is required and a contract is to be completed.
- C. The lower level of the clubhouse will be available to members and non-members for rental purposes. There is no cost to members except a \$25.00 damage deposit returnable upon

satisfactory cleanup per the Club Manager. A contract assigning all damage liability to the lessee must be signed.

POOL RULES AND POLICIES

- A. Guests: Members may have guests only on Mondays and Sundays unless the guest is from out-of-town. Guests except out-of-town guests are limited to three days per summer. There is a \$3.00 charge for all guests payable upon entry. Babysitters are considered as guests and are subject to the guest fee.
1. Non-member junior golf players may use the pool on Tuesdays with the \$3.00 payment.
 2. Each member and guest must sign in.
 3. Hours: 12:00 p.m. – 8:00 p.m. (subject to change)
 4. Pool will be closed during severe weather and when temperature is below 70 degrees.
 5. Only beverages in non-glass containers are allowed in the pool area.
 6. Lifeguard's word is final in the pool area.
 7. No horseplay
 8. Floats and other equipment will be allowed at the discretion of the lifeguard on duty.
 9. No running on the deck.
 10. Diving is restricted to the deep end.
 11. Children using the wading pool must be supervised by a parent.
 12. Missouri Health laws require a shower before entering the pool.

POOL RESERVATION POLICY

- A. The pool will be available to Country Club members for rental purposes at time when it is not in regular use by the club. The charge is \$70.00 for up to two hours. In the opinion of the heard lifeguard if more than one lifeguard is needed the extra cost will be assessed the lessee. A lifeguard will be provided by the club. This price applies whether the pool is actually used or if it is only a setting for other programs (e.g., style shows, card parties, etc.).
- B. The lessee is totally responsible for the Kirksville Country Club property (pool and surroundings) during its use and will replace and/or repair any damage incurred during its use.
- C. The lessee is responsible for leaving the area in clean conditions with all pool furniture returned to its original order and all trash picked up.
- D. All regular pool rules must be observed.
- E. An adult must be present in the pool area at all times for a children's or teenager's party.

- F. The Head Lifeguard will be responsible for all bookings. Requests for use should be submitted to the head lifeguard at least five days in advance.

KIRKSVILLE COUNTRY CLUB-MEMBERSHIP CLASSIFICATIONS

- A. **FAMILY MEMBERSHIP:** This membership includes the use of all facilities and participation in all activities of the Club. The family membership has one vote. For purposes of the Policy Manual, “family membership” shall be defined as follows:
 - 1. “Married couples and their natural and/or adoptive children, 23 years of age or younger, who reside in the same household or whose primary residence is that of the parents.”
- B. **UNMARRIED MEMBERSHIP:** Any unmarried individual may participate in this class of membership. It includes the entire use of the facilities and participating in all Club activities. Each membership has one vote.
- C. **JUNIOR MEMBERSHIP:** This membership has all the privileges of the Family Membership, with the exception of voting privileges. On January 1st following a 29th birthday, a Junior Membership must change to another type of membership. No member of this membership may have a spouse that is above the age of 29.
- D. **STUDENT MEMBERSHIP:** This is an individual membership for full-time students. It includes the entire use of the facilities and participating in all Club activities, with the exception of the voting privileges. This membership terminates on December 31 of each year and reapplication is necessary. The applicant shall be required to provide the Club with confirmation that they are enrolled in an institution of higher education or vocational school and enrolled in at least 9 hours of accredited courses per semester.
- E. **CORPORATE MEMBERSHIP:** This is a family-type membership for businesses or institutions with ten or more employees. Corporate Membership entitles the holder to designate three individuals (including their families) for full Club privileges or one of the designations may be used exclusively for the use of out-of-town guests (only 1 guest per day). Guests utilizing this designated membership would not be charged the usual green fees. An open designation for out-of-town guests would be a non-voting membership. The Corporate Membership option is not subject to an initiation fee. Additional members may be added at the pro rated basis of the basis of the fee.
- F. **OUT-OF-COUNTY MEMBERSHIP:** A family or unmarried membership for people living outside of Adair County. It includes the use of all facilities and participation in all events of the Club. This is a non-voting membership.
- G. **SOCIAL AND POOL MEMBERSHIP:** A family membership for people desiring to only use the pool or attend the social activities of the club. This is a non-voting membership.
- H. **STUDENT MEMBERSHIP THROUGH HIGH SCHOOL:** A single membership for students to use the facilities of the club. This membership is available to students that are in school and terminates on December 31 following the student’s graduation from high school. This is a non-voting membership.