

HILLCREST GOLF CLUB POLICIES

(Revised August 2020)

It is the general policy of the Hillcrest Golf Club that the employees have the responsibility to enforce any rules deemed by them to be necessary to ensure that the users of the golf course and their guests will exhibit appropriate conduct while using the facilities and to ensure the playability of the golf course.

In addition to any rules or directives which they may wish to enforce, the Board of Directors of Hillcrest Golf Club has adopted the following policies.

GOLF OPERATIONS:

1. No FIVESOMES will be permitted from April 1st through October 30th. Other times will be at the discretion of the Golf Shop personnel.
2. Pace of Play expectations are that ALL groups should finish their 18-hole round in no more than 4 hours and 15 minutes. 9 hole rounds should not exceed 2 hours and 5 minutes. Golf Course Play Assistants have the authority to enforce all rules & pace of play whenever necessary.
3. **RESERVATIONS – Reservations made for more than 8 players will be considered a “GROUP” reservation. They will be allowed to be made as long as they adhere to procedures as follows:**
 - a. Final number of players must be submitted to the Golf Shop NO LATER than 72 hours in advance of their tee time reservation. Any slots not being used will be released.
 - b. Names of ALL players in the group reservation need to be provided at 72 hour deadline.
 - c. Groups need to allow “singles” or other people to be paired with their group if slots exist.
4. NO-SHOWS: Failure to show up for reserved tee times may result in either restricted and/or revoked access to making reservations in the future.
5. INCLEMENT WEATHER: In the event weather prevents a player from completing a round, fees will NOT be refunded after 4 holes played on 9 hole rounds and after 13 holes played on 18 hole rounds. Rain checks will be issued to the player upon request for both carts and green fees.
6. Children are defined as persons under the age of ten (10). Children must be supervised by an adult at all times while on the golf course, practice areas or in the clubhouse in accordance with the following rules:
 - a. Children under the age of three (3) are not permitted on the golf course or driving range. They are permitted on the practice putting greens and clubhouse.

- b. Non-playing children between the ages of three (3) and under five (5) must ride in and remain in an adult supervised golf cart while on the golf course.
 - c. Non-playing children between the ages of five (5) and under ten (10) may walk with an adult.
 - d. Children between the ages of three (3) and under ten (10) may if accompanied by an adult and hold a junior membership or is a greens fee guest.
 1. Children in this category count as a member of the foursome.
 2. Foursomes will be required to follow the pace of play guidelines.
 - e. "Juniors" and Junior Rates are restricted to persons under 18 at the time of purchase.
7. All persons on the golf course are to wear appropriate shoes. No metal spikes allowed.
 8. Political campaigning and/or solicitations are prohibited from Hillcrest Golf Club property including the boundary fence.
 - a. Blue handicap cart flags are only permitted to qualified members. The member must provide proof of qualification before the first use of the flag each season. The Golf Shop will maintain the list of qualified members along with the flags to be distributed to the member at the beginning of each round and returned at the end of the round. Member qualification requires one of:
 - b. Current Person with Disability license plate or placard, or
 - c. Doctor's note specifying the need for the flag.
 9. All personal and private property left on the premises of the Corporation shall be at the owner's risk. No responsibility for safekeeping or loss shall be attached to the Corporation.
 10. Golf Professionals may be invited as guests without green fees, cart fees, and trail fees by any member of the Board of Directors, Professional Staff, or Golf Maintenance Staff.

COURSE:

1. Ice skating is prohibited on course lakes and signs are to be posted to that effect.
2. Hillcrest Golf Club will allow cross-country skiing and snowshoeing during the winter months at the discretion and under the control of the Course Superintendent.
3. To minimize damage, the course will close from the first Monday in December of each year through February 28th of each year. Any course opening during this time frame will be at the discretion of the Golf Course Superintendent.

CLUB MEMBERS:

1. Only Club members with active GHIN numbers are required to post scores in the member's computer except tournament scores which will be posted by the staff.

2. All communication to the members and others will be by email with the exception of the Annual Meeting and the Election.

MEMBERSHIP DEFINITIONS:

- *Regular: In addition to membership classifications described in the By- Laws, Article III, Section 2, Regular members are adults who pay full yearly membership dues and their spouses if said spouse has paid his/her annual dues.
- *Junior: Junior members are defined as all those players under the age of eighteen (18) or those enrolled full time in high school and have paid their annual dues.
- *Family: Unrestricted play for husband, wife and sons and/or daughters who qualify under the junior membership and are currently living in the home.
- *College College Members are defined as individuals enrolled full time in a school of secondary education, including but not limited to community and vocational colleges and four-year colleges and universities.
- *Punch Pass Holders: Punch Pass Holders can have a GHIN handicap and play in all Club tournaments except the Club Championship. The ability to register for a GHIN handicap applies only to the official Punch Pass Holder purchaser and is limited to the year in which it was purchased. Punch Pass Holders are not entitled to voting privileges and may not serve on the Board of Directors. Punch Passes may be used for greens fees for the purchaser and no other person.

STAFF:

1. Full-time Salaried Managers of Hillcrest Golf Club and their immediate families may have courtesy memberships. All other employee golf privileges are defined in the Employee Golf Privilege Policy.
2. All Club employees shall refrain from endorsing any specific candidate for the Hillcrest Board of Directors.

BOOKS AND RECORDS:

The corporation shall keep complete business records and minutes of the proceedings of the Board of Directors. No record may be destroyed if it is pertinent to any current, pending, or anticipated investigation, audit, or legal proceeding. The minimum retention periods specified

in the retention schedule below apply regardless of the physical format of the record (paper, microfilm, electronic, etc.). Prior to destruction, evaluation should be performed for continuing legal, administrative, or historical value. The following retention schedule is modeled after recommendations by the Colorado State Archivist and should be reviewed periodically.

- Records of formal proceedings and administrative hearings – 3 years after proceeding concludes.
- Agreements and contracts – 6 years after expiration, fulfillment of all terms of agreement.
- Financial records, federal and state reports, and tax returns – 6 years.
- Records for routine planning, scheduling of meetings, appointments, calendars, or records with routine content – until no longer needed.
- Governing documents and organization documents – Permanent.
- Personnel files – Permanent.
- Permanent files in a paper format should be transferred to an electronic format.

MISCELLANEOUS:

1. Club membership lists and/or addresses of members may not be submitted to any entity except the CGA.
2. Hillcrest Golf Club is to remain a member in good standing with the Durango Chamber of Commerce (DACRA).
3. The use of personal televisions, stereos, and radio systems by patrons is prohibited (except when used with headphones) or unless approval is granted by the professional staff.