

# **COUNTRY CLUB OF ORANGE PARK**

## **HOUSE AND GROUND RULES**

(House and Ground Rules Adopted -12/10/07)

### **FORWARD**

It is the intent of the Officers, Directors and the Board Members to limit these rules and regulations to the minimum requirement for the mutual enjoyment of the Club by all its Members and their Guests. The obligation of enforcing these rules and regulations for the good of all Members is placed primarily in the hands of carefully selected and trained staff whose principle responsibility is to ensure you of all courtesies, comforts and services to which you, as a member of a semi private country club are entitled.

It is further the duty of the Membership of the Club to know its rules and to cooperate with the Officers, Directors and Staff in the enforcement thereof. All rules set forth herein are subject to and controlled by the applicable provisions of the Operating Bylaws, Membership Bylaws and Board of Governors' Bylaws, all which may be amended pursuant to the provisions thereof from time to time as the Board of Governors or Owner of the Club determine in their unfettered discretion and pursuant to the aforesaid Operating, Membership and Board of Governors' Bylaws. Violations of these rules will subject the particular Member to disciplinary action, including but not limited to, the possible revocation and forfeiture of the Member's membership in the Club.

### **HOUSE RULES**

#### **General Information and Policies**

The House Rules of The Country Club of Orange Park are designated to protect the rights and privileges of Members of the Club, their families and guests and to protect Club property. These rules were formulated to acquaint the Members of the Club with the services available to them and the proper utilization of the facilities of the Club. Use of the masculine gender in any Club writing shall also include the feminine gender.

The hours of operation of the various Club rooms shall be determined by the Owner Designee and may be adjusted seasonally as Member usage dictates.

**NO FOOD OR BEVERAGE MAY BE CONSUMED ON CLUB PREMISES UNLESS PURCHASED FROM THE CLUB.**

#### **Alcoholic Beverages**

Alcoholic beverages will not be served or sold nor permitted to be consumed at the Club except as specifically allowed by Florida law. No alcoholic beverages will be sold or served to any individual prohibited by law from purchasing same. Each Member

assumes the specific responsibility for their individual conduct during the consumption of alcoholic beverages and for the conduct of their guests and family members so as all Members are responsible for exercising due regard for the common good of the Club and all members and their guests and families. The Club shall not challenge any decision by an employee who exercises his or her judgment in determining any person as consuming an excessive amount of alcohol within a particular event or time period. Accordingly, all Members will adhere to any employee's refusal to continue serving said Member, their family, their guest and any objection to same will be handled as a complaint pursuant to the Club's Membership Bylaws and Bylaws of the Board of Governors.

### **CLUBHOUSE RESERVATIONS**

Advanced reservations for luncheon, dinner and special events are strongly recommended so that proper food and service preparations may be made. Reservations in the Dining Room will only be held for 15 minutes. Certain functions will be subject to a 48-hour cancellation policy. Reservations not cancelled prior to this time will be charged automatically to the member account. Arrangements for special food service must be made a minimum of 48 hours in advance. The Club management may adjust the service hours in the Clubhouse as necessary to serve the best interests of the Club.

### **DRESS CODE**

(Applies to all Men, Women and Children)

Dining Room Daytime (Breakfast and Lunch) – Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday

Dress is "Country Club Casual". Casual sports attire is permissible, golf and tennis shirts with collars. Dress shorts are also permitted in the dining room.

No blue jeans, hats, caps, cutoffs, tank tops, flip flops or t-shirts are allowed in the dining room. Swim attire is not permitted in the dining room at any time. If any questions should arise about a matter of appropriate attire, final decision will be made by the Dining Room Manager.

- Special occasions and appropriate dress may be announced for theme dinners.

Dining Room Evening (Dinner) – Wednesday, Thursday, Friday, Saturday and Sunday

Dress is "Country Club Casual". Casual sports attire is permissible, golf and tennis shirts with collars.

No shorts, blue jeans, hats, caps, cutoffs, tank tops, flip flops or t-shirts are allowed in the dining room. Swim attire is not permitted in the dining room at any time. If any question should arise about a matter of appropriate attire, final decision will be made by the Dining Room Manager.

- Special occasions and appropriate dress may be announced for theme night dinners.

### 19<sup>th</sup> Hole and Card Rooms (Anytime)

Dress is “Sports Casual”. Any acceptable sports attire that is allowed in the Club is also permitted to be worn in the 19<sup>th</sup> hole and card room. Dress jeans and caps are also permitted in this area of the Club.

No cutoffs and tank tops, (shirt and shorts covering swim attire is permitted) are allowed in the 19<sup>th</sup> hole or card room. If any questions should arise about a matter of appropriate attire, final decision will be made by the Bar Manager or Dining Room Manager.

### **PRO SHOP & LOCKER ROOM SERVICES**

Lockers may be obtained through the golf pro shop and are billed on the Member’s statement. Arrangements may be made for those with lockers when the Clubhouse is closed. Hours of operation may be adjusted seasonally.

Golf clubs may not be stored in lockers. The golf shop offers a bag storage and cleaning service. Range club services are also available in the golf pro shop. All charges for lockers, bag storage, cleaning service, range club and handicap services will be added to the particular Member’s statement and established from time to time by the Owner Designee, as determined in management’s discretion as appropriate and reflective of a fair price for the services so offered.

### **MEMBERSHIP CARDS**

Each applicable member of the family shall be issued a membership card. Those parents wishing their children (over the age of 12) to enjoy charge privileges can request additional cards for those children at the Membership office. A Member shall not lend or give their cards to others for any reason. Violation may result in expulsion from the Club. Loss of the card should be reported immediately to the Membership Director at which time a new card will be issued.

### **SERVICE CHARGES**

The Club may, from time to time, initiate and maintain certain service charges, including but not limited to, minimum food, beverage charges and prepaid gratuities. Current food and beverage minimums and service charges as initiated and maintained from time to time are posted in the Club facilities and the current rates of same are set forth in the schedule of membership charges which is appended to the Membership Bylaws.

The service charge policy is a mechanism to pay employees higher wages and reduce employee turnover. Please tip your servers, cart staff, and other service employees accordingly. From time to time during each year, the Club’s Board of Governors may send a letter to each Member providing an opportunity to contribute to a holiday fund for the Club’s employees.

## **PROPERTY DAMAGE OR REMOVAL**

Members shall be liable to the Club for any and all Club property damaged or removed by themselves or their guests, family or other invitees of the Member.

## **SERVICE**

Slow, unsatisfactory or improper service should be reported immediately to the Dining Room Manager so an assessment of the proper responsibility and correction for and to the problem can be made. Other serious complaints should be made in writing. Members of the Club shall not reprimand any Club employee. Complaints of deficiencies in services or demeanor of any employee will receive the immediate attention of the Owner Designee.

## **PARKING**

Members must park all vehicles only in spaces provided in parking lots. Parking is prohibited on the Club grounds unless designated. Violations are subject to fine and possible towing.

## **NO ANIMALS**

No dogs, other than service animals, will be allowed in the Clubhouse.

## **BILLING**

Monthly club statements will be mailed to the Members no later than the 5<sup>th</sup> day of each month. Payments will be due upon the receipt of statements and will be considered delinquent after the 15<sup>th</sup> of the month. Members will receive copies of all transactions at time of purchase and should retain copies to check against statement. If a Member's account becomes delinquent, a letter will be sent which indicates suspension of Club privileges.

## **AUTOMOBILE DECALS**

Automatic gate access onto the property of the Country Club of Orange Park will be granted upon obtaining a bar code from the Loch Rane sales office. There is a \$10.00 one time fee for this bar code.

## **GUESTS**

Each Member of the Club in good standing shall be entitled to invite guests to the Club in accordance with the provisions of the Club's House and Grounds Rules, as the same may from time to time be modified. Each Guest must be accompanied personally by the member inviting such Guest (the "Sponsoring Member") or the Sponsoring Member must advise the Club's Membership Office of such Guest's intended arrival on special occasions when the Member cannot accompany the Guest and must make arrangements for such Guest's charges.

Guests are defined as any person other than the Member, a spouse, and any unmarried children Under 25 years of age. Members may introduce a Guest to the Club under the following conditions:

- a. Members are responsible for the conduct, dress and charges of their Guests which are not paid directly or in advance by the Guest.
- b. The Owner Designee, at any time, without stating reasons, may deny Guest privileges to any individual when, in the Owner Designee's opinion, it is in the best interest of the Club.

## **MEMBER OWNED GOLF CARTS**

The Club reserves the right to limit the number allowed or restrict the use of Member-owned golf carts. The Club may enact specific rules and regulations or assess "cart path" fees. Make, model, type of cart, cart color, accessories, etc., must comply with Club requirements.

## **SMOKING**

Smoking is prohibited everywhere inside the Clubhouse. The patio outside the 19<sup>th</sup> Hole is available for smoking. Remember, cigarette and cigar butts are considered trash and should be disposed of properly.

## **GOLF COURSE RULES**

The rules for use of the golf course set by the management is not attempting to restrict the enjoyment but is, in fact, necessary to ensure maximum enjoyment and safety of all golfers and to make possible further improvements of our course and grounds.

1. Professional Golfers Association of America and United States Golf Association (USGA) rules shall govern all play, except when modified by local rules. A list of all local rules will be posted in the Clubhouse. All Play will begin from the 1<sup>st</sup> Tee unless approved by the owner designee or head golf professional
2. All players must register in the golf shop before beginning play. All Guests must register and complete a guest card. Members may bring up to three Guests per

- round. The sponsoring Member must accompany the guests during the round. Non-Member Guest of a member may only play 6 times per calendar year.
3. Junior golfers cannot play before 1:00 p.m. on weekdays and holidays unless their handicaps are 18 or below. Juniors will be allowed to play without adult supervision only at the discretion of the Golf Professional. Also, see rule #10.
  4. Children are allowed on the golf course only at the discretion of the Golf Professional.
  5. Golf carts shall not be used without first checking into the golf shop. Each operator must possess a valid driver's license. Operation of a golf cart is at the risk of the operator. Cost of repair of a golf cart will be charged to the Member who damages a cart or if damage is done by his Guest.
  6. Golf carts are not to be used by more than 2 passengers and 2 golf bags at any time. Each player must have his or her own clubs. Rentals are available in the golf shop.
  7. All golf carts must stay on concrete paths around tees and greens. Golf carts are not allowed on the fairways of any par 3 holes.
  8. **For Safety reasons, non-players, such as joggers, bikers, roller bladders and walkers are not allowed to be on the course. No pets are allowed on the course.**
  9. During periods of wet conditions, carts may be restricted to cart paths only. Under normal conditions, the 90 degree rule will be in effect.
  10. Walking will only be allowed at the designated walking hours and walkers must check in with the golf shop. Pull carts must have wheels that are at least 3" in width and be approved by the Golf Professional. Juniors may walk except weekend and holiday mornings and during peak periods.
  11. All play must go off #1 and #10 tees as directed by the golf shop or starter. Skipping holes and cutting in is not allowed.
  12. Priority of players is foursomes, threesomes, twosomes and singles. Groups of fivesomes are not allowed during peak periods. Sixsomes are not allowed on the course.
  13. Singles and twosomes should not be on the golf course on weekends before 12:00 noon. Every effort will be made to pair singles and twosomes on weekend mornings.
  14. No one benefits from slow play. ATAP is in effect and 4 hours and 15 minutes is the designated playing time. It is your responsibility to keep up with the group in front of you.

15. Maximum time to search for a lost ball is 5 minutes. Ball hawking slows down play and will not be tolerated.
16. Mulligans are not allowed on weekends and holiday mornings or during peak play periods.
17. Practice is not allowed on the course when it slows down play. The practice range, chipping green and putting green are available for practice.
18. Groups stopping for lunch LOSE THEIR TURN.
19. The course ranger enjoys full authority to enforce all Club rules, etiquette and speed of play.
20. Starting times are recommended and can be reserved up to 7 days in advance for Full Privilege Members. Please identify your playing partners when reserving a tee time.
21. USGA Handicap service is available and is required for participation in Club tournaments.
22. Food and beverages are not allowed to be brought onto the premises of the Club. NO PERSONAL COOLERS ARE ALLOWED. Coolers and beverages are available in the 19<sup>th</sup> Hole or from the beverage cart.

### **GOLF COURSE ETTIQUETTE**

- a. Please repair your ball marks and ONE OTHER on every green.
- b. Please fill your divots with sand. Do this in fairways and on par 3 tees.
- c. Please rake bunkers after use. Leave rakes IN BUNKERS.
- d. Please place all trash, including cigarette butts, in containers provided at each tee box.
- e. Carts are not to be left in front of greens. A parking area is provided on cart paths by each green.
- f. Do your scoring at the next tee box while the others in your group are hitting.
- g. The golf course is prepared each day for your use and enjoyment. Please leave it for others as you would like it left for you and your friends.

**THE OWNER DESIGNEE AND/OR HEAD GOLF PROFESSIONAL HAVE AT THEIR DISCRETION TO GRANT EXCEPTIONS TO ALL RULES.**

## **GOLF COURSE DRESS CODE**

Appropriate golf attire is required for all players on the golf course, putting green or practice facility.

### **MEN**

Shirts with collars or mock collars and sleeves are required at all times. Slacks or golf shorts must be worn. No blue jeans, cutoffs, tank tops or t-shirts, bathing suits, sweat pants, athletic shorts or short-shorts are permitted.

### **WOMEN**

Dresses, skirts, slacks, blouses and golf shorts of acceptable lengths must be worn. No blue jeans, cutoffs, tank tops or t-shirts, bathing suits, sweat pants, athletic shorts or short-shorts are permitted.

### **SHOES**

Soft spike golf shoes only. Steel spikes are prohibited.

## **FITNESS RULES**

1. Unaccompanied dependents age 16 and under are NOT allowed in Fitness Center DURING PEAK HOURS (8:00-12am - 5:00-7:00pm)
2. Proper attire is mandated as the following:
  - (a) Footwear: aerobic or cross-training shoes are preferred. No open toed shoes are allowed.
  - (b) Aerobic clothing: sweats, shorts, tee shirts or tank tops are preferred. No bare midriff shirts, leotards, or bra tops.
3. During peak hours, limit use of all cardiovascular equipment to 30 minutes.
4. Stay in Cybex *sequence* during peak hours.
5. Wipe down all equipment with cleaning solution (provided) after use.
6. RE-RACK weights after use.
7. All assessments, orientations, and personal training are to be done by appointment only.
8. Proper warm-up and cool down while using cardiovascular equipment.
9. Be respectful of other members, and proper etiquette is mandatory.

## TENNIS RULES AND REGULATIONS

1. Courts may be reserved for one and one-half hours two days in advance of the playing date.
2. Only one reservation can be made per day, prior to the day of play. Unlimited play is allowed if courts are available.
3. Courts may not be reserved for one player, unless using ball machine. Playing partners should be identified.
4. Reservations for the ball machine and the court to be used can be made only on the day of its use.
5. All players must check in at pro shop before going on court.
6. A Member may only bring the same guest to play six times each year. Non Members may not play more than six times per year.
7. All guests must be registered before going on court.
8. Court cancellations should be made as soon as possible.
9. Court reservations will be cancelled if players have not arrived 15 minutes after time of court reservation.
10. Players must relinquish court upon arrival of next group of players. The new group of players should allow the game in progress to be completed.
11. Only tennis shoes are to be worn on the courts. Running shoes, basketball shoes or any other type of athletic shoes are not appropriate for the tennis court.
12. Appropriate tennis attire is required when playing.
13. **SMOKING IS NOT ALLOWED** on the courts or on the premises of the tennis club.
14. Profanity is inappropriate on the court and on the premises of the tennis club.
15. Sidewalks are to be used when arriving or departing the tennis club. Please do not walk across a court when players are on the court.
16. Small children should not be left unsupervised by parents on the premises of the tennis club. The pro shop is not an appropriate place to leave children while parents play, nor is it appropriate to expect club employees to supervise them.

17. Tennis balls in the hoppers and teaching basket are to be used for instructional purposes only. They are not for loan and may be checked out only for use with the ball machine or by students of the teaching professionals who have received permission to do so.
18. During the week, courts will ordinarily be available for play between 8:00 a.m. and 10:00 p.m., except for midday maintenance between 1:00 p.m. and 4:00 p.m. On weekends, courts will be available for reservation throughout the afternoon. There will be times when courts are unavailable for reservations, i.e., for maintenance, during CCOP team matches and during a special club event/activity.
19. Courts are not to be used when they are wet from maintenance or because of rain. If in doubt about the condition of the courts, please do not play on them. Consult the Tennis Director, Teaching Professional or pro shop employee about subsequent court usage. If a net is dropped, the court is definitely unplayable. Please **do not** take it upon yourself to hasten the playability of a damp or wet court!
20. All play should be conducted under USTA rules and guidelines. All players are expected to conduct themselves according to THE CODE.

### **SWIMMING POOL RULES**

Everyone must register before entering pool. Members will register their guests and are responsible for payment of all appropriate charges.

1. Conduct at the pool must be such to furnish pleasure for all Members and guests. The swimming Pool Director and Lifeguards are given full authority to enforce all swimming pool rules and regulations.
2. The swimming pool will be open and lifeguarded daily, at the discretion of the Pool Director during swimming season from 10:00 a.m. until 6:30 p.m. unless weather conditions make it necessary to close. During non-guarded time, anyone under the age of 18 must be accompanied by an adult.
3. No person shall enter the pool at any unauthorized time.
4. Running or scuffling around the pool or on the deck is prohibited. There will be no unnecessary horseplay or tag games in the pool or on the pool deck.
5. Children 12 and under must be accompanied by an adult at all times. Exceptions to these rules are under the discretion of the Pool Director upon the completion of a swim test.
6. NO DIVING, except for swim team members during swim team practices and meets.
7. Pets are not permitted in the area.

8. Persons with contagious skin disorders or other infections must not enter pool.
9. Glass will not be permitted in the pool area at any time.
10. No food will be permitted in the pool area at any time, except under the covered pavilion. All alcoholic beverages must be purchased from the clubhouse!
11. Shower before entering pool.
12. In case of emergency, the pool must be cleared immediately.
13. The Club is not responsible for any item stolen or misplaced.
14. "Swimmies" and "water wings" will be allowed only under close supervision by a parent. Rafts and inner tubes are allowed at the discretion of the lifeguard on duty. No water guns!
15. The lap lane is for lap swimmers only! Hanging on the lane line is strictly prohibited!
16. Pools may be cleared at regular intervals by lifeguards for safety checks, or for chemical levels to be brought into balance.
17. Trash should be placed in containers provided around the pool area.
18. Use of wading pool is limited to children under 7 years of age who must be accompanied by a parent or person 12 years of age or older during guarded hours.
19. Property sanitary habits are mandatory for everyone in the main pool.
20. Cigarettes and cigars are to be disposed of in ashtrays conveniently located throughout the area.
21. The Club reserves the right to set or restrict pool use at various times for instruction, aquaerobics, parties, cleaning, swim team, etc.
22. No cut-offs or shorts are allowed in the pool – suitable bathing attire only. (no thong swimsuits please.)
23. The wearing of bathing suits will not be permitted in any part of the Club other than the pool area.
24. Enter pool only at pool entrance for registration. All Members are **REQUIRED** to register themselves and all guests at time of use. Guests must be accompanied by a Member unless approved by Pool Director or Pool Committee. Members are responsible for their guest's behavior!

25. Pool Committee may add to or amend any of these rules as required to maintain the safety and enjoyment of the Country Club of Orange Park Membership.

**CLUB OWNERS**

---

Florida Country Club Properties, Ltd.  
By: AR Club Management, Inc.  
Its: General Partner  
By: Colin W. Armstrong  
Its: President  
Date: \_\_\_\_\_

---

Florida Country Club Properties, Ltd.  
By: AR Club Management, Inc.  
Its: Owner Designee  
Through: Charles R. Raulerson, Jr.  
Its: Vice President  
Date: \_\_\_\_\_