

WYCLIFFE

GOLF & COUNTRY CLUB

RULES & REGULATIONS
2017

Number range CHAPTER CLUB TELEPHONE NUMBERS

Wycliffe Clubhouse 964-9200

*Membership Office 964-9200
Fax # 964-5350*

Dining Room Reservations 472-6522

The Grille & Grande Dining Room 642-3311

*Accounting 964-9200
Fax # 642-6422*

*Golf Pro Shop 641-2000
Golf Starter 964-4837
Fax # 641-3180*

*Golf Tee Time Reservations 642-2881
Golf Tee Time Cancellation 964-4837
Golf Course Conditions 641-2000*

*Tennis Pro Shop 641-1080
Tennis Court Time Reservations 642-2881*

Fitness Center 968-9051

The Spa 472-6534

*Guardhouse - South 966-9300
Guardhouse - North 642-0069*

Security Registration of Guests 963-7121

Wycliffe Website - www.wycliffecc.com

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A. GENERAL CLUB RULES

- A.1 Unless otherwise stated, the rules set forth herein are those created by the Board of Directors (The Board).
- (a) The Board reserves the right to:
 - (1) Amend and modify these rules at all times. Changes, if any, will be advised.
 - (2) Establish rules regarding use and operation of Club facilities, fee schedules and the availability of said facilities to various membership classifications, their guests and companions.
- A.2 Board of Directors meetings.
- (a) Members may attend Board meetings subject, however, to seating limitations. Advance registration at the Club's office is therefore required.
 - (b) At all meetings of the Board of Directors when a quorum is present, a Member in good standing may speak on any Club related subject, whether or not the subject is on the agenda, except Personnel matters or matters of a personal nature. All statements are to be three (3) minutes or less and at the start of the meeting.
- A.3 The Club facilities shall be open on such days and during such hours as the General Manager in consultation with the President of the Board, may establish from time to time.
- A.4 Members are required to conduct themselves reasonably, responsibly and respectfully to both Members and employees.
- A.5 The Board reserves the right to exercise disciplinary action for violations of its Bylaws and Rules and Regulations. Such disciplinary action may include, but is not limited to, suspension of membership rights without any refund of annual dues, fees, assessments or other charges. The following actions are, among others, deemed to be violations:
- (a) Submitting inaccurate or false information on membership forms.
 - (b) Unauthorized use of a Membership Card or inviting a Member known to be suspended to use Club facilities for any reason.
 - (c) Failing to pay accounts when due (See Section C. Membership Cards and Payment of Accounts)
 - (d) Violating Rules and Regulations, and, abuse of other Members or personnel.
 - (e) Failing to comply with directions from employees.
- A.6 Except as permitted by the Board:
- (a) Commercial advertisements shall not be posted or circulated in the Club, nor shall non-Association related business be solicited or transacted on Association property or on Association stationery. Notices require prior written approval by the General Manager or the Board before posting.
 - (b) No petition, unless related to Association business shall be originated, solicited or, circulated within the clubhouse or on Association property. No petitions of any kind may be posted.
 - (c) The Membership Roster (personal information) may not be used for solicitations or commercial purposes.

- (d) Members may not use Association premises for any commercial activity.
- A.7 Alcoholic beverages may not be served, sold or consumed on Association premises during those hours prohibited by Florida State Laws, nor served or sold, either for on or off-premise consumption to those prohibited from purchasing or consuming same under such laws.
- A.8 Use of facilities and premises :
- (a) Guests of Members, other than those hereinafter excepted, may not use any Club facility more than twelve (12) times annually. Excepted: house guests, immediate family guests and approved companions. The food and beverage facilities are also exempt from this restriction.
 - (b) Non-member residents of Wycliffe Golf & Country Club Homeowners Association may not use any Association facility, nor use same as the guest of a Member. Private functions, public elections, and district events are exempt from this restriction.
 - (c) Dogs, except authorized or approved service animals that accompany Members or guests, and other pets are not permitted anywhere on Association property. Authorized or approved service dogs permitted in the dining areas, shall not be permitted to sit at or be fed from tables. All dogs must remain on the floor. An authorized or approved service animal is a service animal, which under law or these rules, is approved by the General Manager.
 - (d) Fishing is not permitted in canals, lakes and property bordering either golf course, except when course is closed. Swimming and boating are prohibited at all times.
 - (e) Golf carts, maintenance vehicles and medically-approved conveyances are permitted on golf courses, cart paths, the “staging” area and other Association grounds. Bicycles and other wheeled vehicles may not be ridden, but may be walked through the staging area, and may be ridden on shared cart paths and other clubhouse grounds, unless otherwise restricted by signs.
 - (f) Walking or jogging is not allowed on the golf course or on non-shared golf cart paths.
 - (g) Members and guests may not access private property from Association property without the owner’s consent.
 - (h) Performers, entertainers and speakers are not permitted on Association property without the prior written consent of Management. Functions to be held on Association property must receive the prior consent of the General Manager.
 - (i) Food and beverages consumed on Association property must be furnished by Food and Beverage.
 - (j) Card playing on Association property is restricted to designated card-playing areas and only during the hours established by Management. Playing is limited to Members, their guests and approved companions.
 - (k) Cover-ups to mid-thigh, except at poolside, must be worn over bathing attire at all times throughout the clubhouse and surrounding areas. Shoes must be worn in the clubhouse at all times.
 - (l) Cell phone use, excepting emergencies, must neither interfere nor interrupt another Member’s enjoyment of any facility at any time. Cell phones need to be turned to vibrate or be placed in the off position in the Association facilities. Texting and emails are permitted as long as the phone is silent.
 - (m) Smoking (cigarettes, cigars, pipes, electronic cigarettes and marijuana) is prohibited everywhere in the clubhouse, all Verandas, Golf and Tennis Pro Shops, Tennis Viewing Pavilion, pool area, driving range and Golf practice facilities.

- (n) Littering, including smoking materials, is prohibited on Association property.
 - (o) Members may not borrow Association equipment unless approved by Management.
- A.9 Use of Wycliffe logo and typeface are prohibited except with the prior written consent of the General Manager.
- A.10 Club employees may not deliver food, beverage or liquor to locations beyond the immediate area of the clubhouse without the prior written consent of the General Manager.
- A.11 The Club's employees are under the ultimate supervision of the General Manager and a Member or guest shall not reprimand, attempt to discipline or send any employee off the Association property. Employees not rendering courteous and prompt service should be immediately reported to appropriate Department Heads or in their absence to the General Manager.
- A.12 Only Members in good standing may play on teams representing the Club.
- A.13 The Club may purchase goods and services in transactions involving Members only if the Club's General Manager first determines that:
- (a) the specific expertise of the Member is needed in connection with such transaction, or the same competitive bid procedures are used to purchase goods and services as are used in transactions in which Members are not involved.
 - (b) the unique character of the goods or services to be purchased requires Member involvement; where competitive bidders are not practically available, the transaction is submitted to the General Manager for its review and approval.
- A.14 A Member who attends a Club event consents to the publication by the Club in its website and in other official Club publications of photographic or other video images of the Member at the event. A Member wishing to opt out of this consent must complete an opt-out form at the Club office.
- A.15 Conference rooms and food and beverage areas are available to authorized organizations subject to availability and appropriate fees. Activities other than meetings must be coordinated through the Catering or Activities Department.
- A.16 Lightning and Inclement Weather:
- (a) For player safety, the Thor Guard Lightning Prediction and Warning System monitors and predicts the probability of lightning strikes occurring in the immediate area of the golf courses, clubhouse, tennis courts and pool area.
 - (b) In the event the hazard level reaches a probability percentage deemed unsafe, an air horn system will automatically activate to sound an "alert" signal: *one (1) long blast*. When the single, long blast sounds, all players and employees must immediately leave golf courses, practice facilities, pool area and tennis courts.
 - (c) Players must proceed to the nearest shelter, such as the clubhouse, maintenance barn, pro shops or rest rooms and remain therein until the system sounds an "all clear" signal: *three (3) five (5) second sounds*.
 - (d) Notwithstanding the foregoing, and whether the warning system operates properly or not, it is the sole and absolute responsibility of each Member and guest to take appropriate safety precautions in threatening and/or inclement weather.

- (e) An orange strobe light is located at the southwest corner of our clubhouse pool. When the golf sirens go off, the strobe light will start flashing at the pool and will remain flashing until the all-clear sirens go off. Anyone in the pool, should immediately get out of the pool and seek shelter in the clubhouse. Please check to see if the pool strobe light is flashing before you use and while you are using the pool.

A.17 Use of shared Cart Path beneath tunnel #1 (between holes 1 and 2) and the bridge that crosses from hole 18 to the clubhouse on the East Golf Course:

- (a) other than those engaged in playing golf or those on the maintenance staff in the pursuit of their assignments, this tunnel and this bridge may not be used by either golf carts or pedestrians.
- (b) other than the seven homes abutting the cart path along the 18th Hole of the East Course who will be permitted to use the bridge and cart path under conditions acceptable to the Club's General Manager.
- (c) the bridge may, however, be used after play and maintenance are over. This rule is generated by safety concerns and a violation thereof will be subject to the grievance process.

A.18 Charities:

Wycliffe based charities are defined as those charities which primarily draw upon Wycliffe Golf & Country Club Homeowners Association Members for membership and support. This rule involves only those charitable events which utilize either or both golf and tennis facilities.

- (a) There shall be a maximum of two multi-gender specific golf/tennis events and two gender specific golf/tennis events from November 1 through April 30, with no more than one such event in any of those months. The multi-gender events shall be assigned dates with the approval of the General Manager.
- (b) Each event must include a food component, priced at no loss to the Association. The user charity shall be responsible for all costs including, but not limited to, food, dining room labor, cart rentals, golf and tennis labor, benefits and valet services. Notwithstanding the aforesaid, Management shall have the authority to make an exception.
- (c) The gender-specific events shall be held on Tuesdays (women) and Wednesdays (men) in lieu of regularly scheduled WGA and MGA events, provided the affected association agrees.
- (d) From May 1 through October 31, non-Club based charities may be permitted unlimited use of the same facilities on Monday afternoons only, subject to availability and the consents of the General Manager, and further subject to the conditions set forth in item number (b), except that these events shall be priced to assure the a profit.
- (e) No charity may solicit funds on Association property (by any means whatsoever), except on the day of the actual event. Prior notification by the Association of such events shall not be considered a solicitation. Solicitation of funds through a raffle on Association property shall be done only on the day of the said event.

A.19 Clubs within the Association

- (a) The Club cannot sponsor a commercial enterprise.
- (b) A Wycliffe Member cannot commercially benefit from the club.
- (c) The Wycliffe name should not be part of the official name of the club.*

- (d) No commercial advertisements shall be posted or circulated at the Association facilities, nor shall solicitations of any kind be made within the Association facilities or upon the Association's stationary, unless otherwise permitted on a case-by-case basis by the CLUB or Management.
- (e) Any new club that intends to use the Association's facilities must register at the Administrative Office.
- (f) The purpose of the club should not cast any disdain on Wycliffe or portray it unfavorably.
- (g) A list of the "Clubs of Wycliffe" will be posted, but Wycliffe will not be part of their name. * CLUB meeting rooms can be used on an as available basis. There will be a nominal fee for printing posters.

** The Photography Club and Art Club are grandfathered in and exempt from the above rule using the name "Wycliffe" as part of the club's name.*

B. LOSS OR DESTRUCTION OF PROPERTY

- B.1 The Association shall not be responsible for loss or damage to property left or stored on its premises, except when caused by the act or omission of an employee.
- B.2 Association property may not be removed from its premises without the consent of an authorized employee. If Association property is damaged, destroyed or lost by a Member, guest or companion, the Member shall be held financially responsible for its repair or replacement and may be subject to further disciplinary action.

C. MEMBERSHIP CARDS AND PAYMENT OF ACCOUNTS

- C.1 A photo ID Membership Card indicating both Club account number and membership type will be issued to each eligible Member and/or approved resident companion. A card will not be issued to children under thirteen (13) years of age, nor may the card be transferred to others for use. Presentation of cards is required before using the facilities.
- C.2 Members are responsible for and shall pay all charges incurred by their guests and approved companions.
- C.3 Members are responsible for all charges incurred by the lessee, which are not paid with the customary billing procedures of the Association.
- C.4 Dues, charges and fees must be charged to the Member's account. Bills are rendered monthly. The account is deemed delinquent if payment is not received by 5:00 p.m. on the last calendar day of the month.
- C.5 For Unit closings on or before January 31, the outgoing Member pays one month of the annual dues and annual capital reserve fees. For closing after January 31 and before February 28, the outgoing Member pays 1/3 of the annual dues and annual capital reserve fees. For closings that occur after February 28, the outgoing Member is responsible for the entire annual dues and annual capital reserve fees. The new Members will pay prorated dues and fees from the actual date of closing.
- C.6 If an account is delinquent, the Association, at its option, may take whatever action it deems necessary to effect collection, including without limitation, the following:
 - (a) If delinquent, membership privileges may be suspended until the entire amount due is paid in full.
 - (b) In the event of litigation between the Club and the Member, the Club, if the prevailing party, shall be entitled to reimbursement of reasonable attorney's fees, costs and expenses incurred in connection with the litigation, including pre-suit attorney's fees and costs and such fees as are

required for appellate proceedings. If the Member shall fail to pay such amounts, the Association may enforce its right hereunder in any manner permissible under its documents and at law or in equity, and shall have a claim against the Member for and to secure payment of such amounts. Additionally, the Association may suspend membership privileges.

D. MAILING ADDRESSES

- D.1 Members shall be deemed to have received Association mailings ten (10) days after the same are mailed to the address on file with the Club.
- D.2 Members wishing to receive mail at a different address must notify the Administration Office. Failure to do so in advance may result in non-delivery.

E. SERVICE CHARGE/GRATUITIES

- E.1 The Association has set the pay rates of food and beverage service staff contemplating that this is a no-tipping Club. A food service charge is added to each Member's monthly statement. These funds are used to directly offset related payroll costs to food and beverage service staff. The Association also has established a holiday fund that is paid by Members on a voluntary basis. The holiday fund is distributed to eligible employees in December. Members shall not therefore offer, nor shall employees accept payments, gifts or gratuities. Locker/card room attendants, massage therapists, nail technicians, estheticians, make-up artists and valet (at the time of service) are exempt from this rule.
- E.2 Events and functions held on Association premises, other than those managed and sponsored by the Association, will be charged an applicable service charge. This rule applies to charitable organizations and Member-sponsored groups and associations.

F. IMMEDIATE FAMILY AND OTHER HOUSE GUESTS

- F.1 Immediate family includes the following relatives: mothers, fathers, children, grandchildren and their spouses.
- F.2 Members must register house guests and immediate family in the Administration Office in order to receive temporary Membership Cards with dates of visit specified. The Association will extend charge privileges to those in possession of such cards and the Member will be responsible for all charges incurred. The Member is further responsible for his/her guest's behavior and adherence to Association dress codes.

G. CHILDREN

- G.1 Children less than thirteen (13) years of age must always be accompanied by an adult in the clubhouse and in the pool area.

H. COMPANION CARD POLICY

- H.1 Eligibility:
 - (a) Single household Members, who are widowed, unmarried, divorced, legally separated and, with the General Manager's consent those with spouses who are physically incapacitated and unable to use any Club facility are eligible.

Note: *Companions must be registered prior to receiving benefits.*

Note: *Qualifying Members may have either a Resident Companion or a Daily Guest Companion, but not both at the same time.*

H.2 Companion Categories:

- (a) Resident Companion: A resident companion is an individual with or without Equity membership, who shares a Member's household. He or she may be changed twice annually with formal notice to Management and without Board approval. If changed, and when required approved, the existing Companion Card shall be voided and a new card shall be issued. Members may have but one (1) such designee at any given time. Those who choose to benefit from this policy are obligated to pay the monthly family classification service charge and the yearly family food and beverage minimum.
- (b) Daily Guest Companion: A Member who qualifies under H.1 (a) - but has no resident companion on file with the Association- may each day invite only one (1) daily guest companion, an individual without Equity membership and not a non-equity resident, and pay no guest charges other than for food and beverages. The daily guest companion must initially be registered in the Administration office and subsequently signed in at the applicable center *prior* to play. One may not be a daily guest companion of one Member while being the house guest of another Member or non-member, or be a daily guest companion of another Member during the same calendar month. Members who avail themselves of daily guest companions will continue to pay the monthly single classification service charge and the yearly single food and beverage minimum.
 - (1) Conversion to resident companion status may be made twice annually upon formal notice to Management and without Board consent.

H.3 Companion Benefits:

- (a) Resident Companions are entitled to full membership privileges, including time parity with other Members based on their host's category of membership.
- (b) Daily Guest Companions shall have free use of the facilities based on the Association guest rules and the rights of the host's membership class. Such companions may not, however, have guests of their own.

H.4 Application Procedure:

- (a) Only eligible Members in good standing may apply for a Companion Card. The Member must remain in good standing or the card will be voided.
- (b) The resident companion card shall otherwise remain valid through December 31 of each year.
- (c) The Member's signature on the Application Form shall signify both full acceptance and understanding of this Policy and of the Club's Rules.

H.5 Companion Card Enforcement :

- (a) Violations, such as, but not limited to, those herein set forth are subject to grievance procedures: making false statements on the application; transferring or selling a card; using an invalid card; failing to obtain a card before extending companion privileges; improper activities and/or violations of Association Rules by his or her companion.
- (b) Penalties will be assessed to the Member (and guest, if warranted and possible), starting with the initial violation.

H.6 Requests for exceptions to any of the above must be made in writing to the General Manager.

J. PARKING

- J.1 Automobiles may not be parked anywhere other than in Association parking lots when on Club property. Automobiles may not be parked overnight in the parking lots without permission from the General Manager. Automobiles and golf carts parked in clubhouse entryways or grass areas may be stickered and/or towed at the owner's expense.
- J.2 Self-parking is not permitted in valet-designated areas after 10:30 a.m. This rule does not apply to Disability parking.
- J.3 Equity Members with ambulatory disabilities are allowed to park their cars in the porte-cochere circle area in front of the Lobby entrance before 10:30 A.M., when there is no valet available in that area. The entrance should not be blocked when parking.
- J.4 The Association is not responsible for damage or theft of automobiles or their contents.
- J.5 Members involved in bus transportation activities must park in the rear of the main Clubhouse parking lots and not in the lots that front The Grille.
- J.6 Only those to whom "Handicap" Permits have been personally issued may park in handicap parking areas, provided the permit is properly displayed.
- J.7 Golf carts and bicycles must park in designated spaces only.

K. PRIVATE FUNCTIONS

- K.1 Members are encouraged to use clubhouse facilities for private functions. The Catering Department should be contacted for available dates and arrangements.
- K.2 Private functions on Club property shall be catered solely by the Club. Outside caterers may, under special circumstances and subject to the consent of management, be permitted.
- K.3 Memorial services will be permitted subject to the approval of the General Manager.

L. DINING ROOMS

- L.1 The Grande Dining Room is available to all Members on an open and equal basis, may require reservations, and may require the use of a lottery system to determine who shall receive reservations.

The Grille is equally available, operates on a first-come-first-serve basis and reservations are not required.
- L.2 The General Manager and/or the Board determine days and hours of operation for food and beverage areas.
- L.3 Members are obligated to fulfill annual food and beverage minimum requirements. This requirement is subject to annual Board review and modification.
- L.4 The following are included in the reduction of the minimum requirement: bar charges; Member food and beverage charges for regular breakfasts, lunches and dinners; food, beverage and bar charges at the Pool area; Happy Hour charges; Club sponsored events and parties which include food and beverage charged to an individual check (including guest charges).
- L.5 The following are not included in the reduction of the minimum requirement: Seder dinners; New Year's Eve Party; Community parties; private parties; various Club and league food and beverage activities; restricted events such as, but not limited to, member-guest functions.

Note: *There is no limit on the number of times a guest may be entertained in the dining facilities, providing*

the facility of choice is open to guests.

L.6 Miscellaneous Rules :

- (a) Changing tables is not permitted without the consent of Dining Room Management.
- (b) A sharing fee may be charged for sharing an a la carte menu selection at lunch. A sharing fee will be charged at dinner equal to the least expensive entrée listed on the dinner menu.
- (c) If a Member is dissatisfied with an entrée selection, a substitute entrée only will be provided and priced accordingly. No credit will be issued.
- (d) Members may bring their own bottled wine providing said wine is not currently stocked by the Club. A per bottle corkage fee will be charged to the Member's account. Corkage fees are listed on The Wine Selection Menu.
- (e) Events and functions held at the Club are subject to a service charge. This rule does not apply to Club managed and controlled events.
- (f) Members may entertain a maximum of twenty (20) guests in all dining facilities (brunches, lunches, meet and greet, dinners, etc.) without incurring a service charge on their total bill. Thereafter, a service charge will be added.

M. FOOD & BEVERAGE DRESS CODE

Recognizing that a dress code cannot reasonably be expected to identify all forms of appropriate and inappropriate attire, Wycliffe's Golf and Country Club's Food and Beverage dress code establishes minimum standards. Inherent in this policy is the understanding and expectation that members, their families and guests will always be neatly attired. Please help us avoid any inconvenience or embarrassment by adhering to the letter and spirit of the dress code.

Our staff is empowered to assist members and their guests to comply with the Dress Code policy and to refuse admittance or service to anyone not wearing appropriate attire. Non-compliance may result in a grievance.

Note: *The dress code does not apply to children under the age of thirteen (13). They must, however, be tastefully attired. During holiday periods, management is allowed to make exceptions.*

M.1 Proper shoes (not golf shoes) must be worn on the upper level of the clubhouse, except for the Grille and Verandas where golf shoes may be worn. Golf shoes free of dirt and grass may also be worn on the lower level.

M.2 Visors, sun hats, baseball caps with bills facing forward can be worn until 5:00 pm. No hats of any kind are permitted in any dining facility after 5:00 pm, unless designated for specific events.

M.3. Members and guests are asked to refrain from wearing sweaty clothes in any dining facility.

(a) **Grille: Casual dress:**

Attire for Gentlemen:

Shorts, slacks, jeans (free from frays, holes, tears or patches), collarless shirts, sweaters, turtlenecks, polo shirts, and sandals.

Attire for Ladies:

Shorts, leggings, slacks, skirts, dresses, and jeans (free from frays, holes, tears or patches).

- (b). **Grille Veranda:** Casual dress with swimsuit covers and fitness attire.
- (c) **Lobby Lounge and Bar: Casual dress**
- (d) **Restaurant: Country Club**
Attire for Gentlemen:
 Slacks, full front collared shirts, sweaters, turtlenecks, closed toe shoes.
Attire for Ladies:
 Leggings with appropriate length top, slacks, skirts, blouses and dresses.
- (e). **Grande Ballroom: Designated dress code per event.**

N. GOLF

N.1 Golf Rules:

- (a) The Rules of the United States Golf Association, together with its Rules of Etiquette and with local rules that neither conflict nor violate the aforesaid, shall be the rules of the Club. Decisions of the Director of Golf shall be final.
- (b) Registration and Starting Play:
 - (1) Golfers with tee times must present themselves at the Starters Booth at least twenty (20) minutes prior to tee time. Failure to do so may result in a deferral or loss of starting time until an opening is available.
- (c) Players may not use either course without the express consent of the Starter or the staff in the Golf Shop during the hours of operation.
- (d) All new golf members will be required to schedule an orientation session with the Director of Golf or Head Golf Professional. The orientation will cover Golf Etiquette, Golf Rules, Association Rules and Regulations, and a tour of the Golf Department. The Director of Golf or Head Golf Professional will reach out to new golf members within a month of their joining to schedule the orientation.
- (e) Starting time changes must be approved by the Golf Shop or Starter.
- (f) Only those over the age of five (5) are permitted on golf facilities. The Director of Golf may make special exemptions.
 - (1) Children between the ages of six (6) and twelve (12) may use the practice facilities (range, putting green and chipping green) under adult supervision at times and in areas designated by a duly appointed Golf Professional.
 - (2) Children thirteen (13) through sixteen (16) may use the practice facilities without supervision if qualified by a member of the Professional Golf Staff.
 - (3) Children under the age of sixteen (16) may play during regular hours if they receive prior written approval from a member of the Professional Golf Staff.
- (g) Singles and twosomes, when permitted to play, have no special standing on the course to pass other players. The Golf Pro staff may combine singles and twosomes with others during peak periods of play.
- (h) Fivesomes or more are not allowed. The Director of Golf and/or the General Manager may, however, grant permission for special events or special circumstances.

- (i) Golf Rangers and the Professional Golf Staff have full authority to enforce both rules and pace of play.
- (j) Each player must have a separate bag and a set of golf clubs.
- (k) A group stopping during a round may lose its position. When stopping, players must get permission from the starter or a duly appointed staff member before resuming play.
- (l) Players will start from tees as directed by the Starter or the Professional Golf Staff.
- (m) Range balls are not permitted for use on the courses or putting greens, nor may they be removed from the practice facilities.
- (n) Practice is not permitted on golf courses, except in the presence of a Golf Professional. Practice is permitted only at practice facilities.
- (o) Chipping is not permitted on the putting green, except for special circumstances.
- (p) Ball hawking and golf ball shagging are not permitted.

N.2 Proper Golf Attire :

Members are reminded that their attire and behavior, and that of their guests regardless of age, must always reflect proper country club and golf standards. The dress code policy will be monitored and enforced by all Golf Department employees.

Proper dress, as outlined below, is required for the golf course, the driving range, and the chipping and putting practice areas.

Permitted:

- Men and Women:** Regulation golf slacks or shorts tailored and no shorter than 5” from mid-knee or minimum 7” inseam for women’s/girl’s shorts.
- Men:** Golf shirts with collars and full or mock turtlenecks. Shirts must be tucked in.
- Women & Girls:** Sleeveless shirts must have a collar, unless it is a traditional sleeveless v-neck shirt, or shirts with sleeves may be collarless.
- Children under 13:** Golf shirts, tee shirts, golf shorts and athletic shorts. Shirts must be tucked in.
- Men, Women, & Children:** Hats and caps must be worn as designed, with bill facing forward
- Soft-spike golf shoes or sneakers are allowed.

Not Permitted:

- Blue Jeans or denim of any kind
- Cutoffs or pants that are frayed
- Warm-up or sweat suits
- Men’s tee shirts
- Tank tops
- Sport jerseys
- Undergarment tops
- Women’s halter or strapless tops
- Men’s or Women’s Tennis, jogging, gym or track shorts
- Leggings or sport tights

N.3 Golf Guests:

(a) Requirements:

- (1) Only Platinum and Gold Members and approved resident companions may have guests.
- (2) Hosts are responsible to register guests in the Golf Shop *prior* to play. Signed charge slips must thereafter be given to the Starter, who cannot register guests.
- (3) Hosts must play with their guest(s), unless exceptions are granted by the Director of Golf or the Head Golf Professional.
- (4). Hosts are responsible to register guests after Golf Shop hours with the outside operations staff.

(b) Starting Time Restrictions:

- (1) Daily Guests/House Guests: Tee times, if available, may be scheduled for play after 12:00 p.m. Golf Director may approve special requests.
- (2) Immediate Family: Unrestricted tee times may be scheduled on Mondays, Thursdays and Saturdays and Sundays. On all other days, tee times may be scheduled after 12:00 p.m. All such privileges are based on availability after the Member draw. The Director of Golf may approve special requests.

N.4 Golf Cart Rules

Members, their guests and lessees, are required at all times to operate golf carts in accordance with the following rules, as well as all other rules adopted by the General Manager relating to golf cart operation. Members are responsible for their guests' and lessees' adherence to the Rules.

- (a) Golf carts must be driven on shared paths wherever they exist; traffic signs must be obeyed; motor vehicles shall have the right of way at crossings and roadways; riders must be seated so as not to hinder the cart driver from operating safely.
- (b) Players must use golf carts. Hand, pull or other walker carts are not permitted. (The only exception is under Walking Guideline rules).
- (c) Cart paths must be used unless otherwise indicated by staff. Carts may not be driven through marked hazard areas, flower beds, preservation areas, or private property.
- (d) Golf carts without disability flags shall not approach the green any closer than the (green/white) directional stakes and must exit the fairway and/or rough 30 yards from the green toward the cart path in the absence of directional stakes.
- (e) Carts must never be driven onto roughs or fairways of Par 3 holes, unless allowed by disability flag rules promulgated by the Director of Golf.
- (f) Carts must use the tunnels at East #1 and East #6.
- (g) A cart must not be driven on or through parking lots, unless licensed as a motor vehicle. Golf bags must be dropped off and picked up at the specified bag drop location. A golf staff person must accompany Members or guests to cars in the parking lot if it is necessary to bring clubs to the cars after a round. The Director of Golf or his/her staff designee may make exceptions to this rule to facilitate bag handling at tournaments.

- (h) Club-leased or owned carts are for use on the courses only, and must not be driven to homes, parking areas or off Club property. If damaged by the negligence of a Member or his or her guest, repairs will be charged to the Member's account; operation of the cart is at the risk of the operator. The Director of Golf or his/her designee may make exceptions to this rule to allow club-leased or owned to be taken home under special circumstances.
- (i) Privately owned carts must be 4-wheeled, electrically operated and equipped with sand buckets. Carts with special ornaments, décor, etc. must be approved by the General Manager.
- (j) Owners are responsible to have, in force, an insurance policy that provides liability and property damage coverage in the minimum amount of \$100,000 per occurrence.
- (k) Members physically able to golf only from a seated position may use single rider golf carts equipped with tires that will not damage the courses and which adhere to Club color standards. Such Members will be restricted from play on "Cart Path Only" days.
- (l) Minors must have a valid driver's license to operate a golf cart.

N.5 Disability Provisions Applicable to Golf Carts :

- (a) Eligibility is restricted to those who provide the Club with a State Motor Vehicle Disability Certificate. Certificates will be reviewed on renewal dates. Notwithstanding the aforesaid, a temporary disability flag may be granted by the staff under special circumstances. Members who reside outside the U.S. may present their country's disability form as certification. Member must complete the process by filling out Club Disability Forms.
 - (1) Carts with disability flags must remain on cart paths when teeing off. The Director of Golf may designate greens for approach by carts with disability flags based on course conditions. He/she may allow carts with disability flags to proceed through fairway directional stakes, if any, and approach within 10 yards of any green, staying on the fairway. After play on the green is done, carts must then exit toward the cart path via the fairway through these directional stakes. Carts are not allowed on the rough within 30 yards of the green, except that the Director of Golf may permit closer access on holes that he/she may designate.
 - (2) Flag holders must remain on cart paths on "Cart Path Only" days. In other words, disability flag privileges are suspended.

N.6 Trail Fees :

- (a) A member and Spouse/companion who has paid trail fees may use their privately owned cart on the golf courses at no daily charge. A member and spouse/companion who has not paid a trail fee may use their privately owned cart on the golf course at the daily cart fee rate. A Member who rides with another Member in the latter's golf cart must pay a cart fee unless both Members have paid trail fees. Members riding in Club-leased/owned carts must pay cart fees, unless the Member owns a private cart on which the trail fee has been paid.
- (b) Members with private carts must pay Club cart fees and green fees for guests.

N.7 Walking Guidelines

- (a) Must check in and inquire about walking availability at the Golf Club: 9 Holes will be designated the date of play, if available. Only available after 3:00 P.M. and only during the summer (May through October). Notwithstanding these restrictions, The Director of Golf, at his/her discretion, may allow players to walk the course at any time.
- (b) Members and/or guests may use a push/pull cart or may choose to carry their bag.

- (c) Members and/or guests must have a sand bottle to fill divots (available in the cart barn).
- (d) Member cart fees and/or guest fees apply regardless of whether the Member or guest is walking or riding.
- (e) Players choosing to walk must adhere to pace of play guidelines, faster players must be allowed to play through.

N.8 Course Conditions :

- (a) Daily course conditions are listed on signs located near the Starter's Booth and at Holes 1 and 10 on each course.
- (b) Conditions may also be obtained by logging on to the Wycliffe website at www.wycliffecc.com, course conditions, calling 641-2000, ext. 2. or by viewing the Wycliffe community channel. If calling before 7:00 A.M., call 964-9200, ext. 150.
- (c) Conditions of the day include:
 - (1) "90-degree:" Carts may be driven down cart paths and rough, and enter and leave fairways only at 90-degree angles.
 - (2) "Cart Path Only:" Signs will indicate that carts are limited to cart paths only.

N.9 Rain Check Policy:

- (a) When play is terminated by rain, a credit for that day's green/cart fees will be prorated as follows:
 - 0 – 4 holes = 18-hole rain check
 - 5– 9 holes = 9-hole rain check
 - 13 or more holes = no rain check

N.10 Prize Credits:

Prize credits won in MGA, WGA and Club sponsored tournaments and events may only be used to purchase merchandise in the Golf Pro Shop.

N.11 Tournaments :

- (a) Refunds will not be paid once a player tees off in a Club approved tournament, unless it is cancelled.
- (b) Players leaving the golf course prior to completing their rounds are subject to suspension from future tournaments.

N.12 Infraction Procedures :

- (a) Infractions are subject to grievance procedures and suspension guidelines as hereafter set forth and will be given due deliberation and consideration by the Grievance Committee.
- (b) Following is a list of common infractions. Rangers and Golf Professionals are obligated to report infractions to the Director of Golf who in turn must comply with Grievance Procedures. Suspensions listed are recommendations only:

Infraction	Group	Individual	Penalty
Slow Play, Same Day	X		Warning, 2nd warning - group moved
Hitting into the Group in front prior to group clearing the area on a Par 3		X	Grievance - 2 Week Suspension
Hitting into Group in Front		X	Grievance
Use of Range Balls on the course		X	Grievance
Cutting in front of any group without permission		X	Grievance
Failure to Care for the Course (examples are failure to fill divot with sand, failure to repair ball marks, and failure to rake bunkers)		X	Grievance
Golf Cart Violations (examples are not observing course signs and conditions & not observing disability flag parking guidelines)		X	Grievance
Golfers who intrude or trespass onto home owners property		X	First a call from the Golf Director, then Grievance
Abusive language or actions to Member or employee		X	Grievance
Not wearing proper golf attire on course or range		X	Grievance
Unauthorized use of golf course/range by Member or guests		X	Grievance
Not obeying a staff Member's direct request		X	Grievance
Not signing in for use of the golf course		X	Grievance
Improper use of tee time system		X	Grievance
Infraction	Group	Individual	Penalty
Playing while on suspension		X	Grievance
Driving Cart in parking lot		X	Grievance
Minor operating a cart without a valid driver's license		X	Grievance
Use of the bridge on 18 or the tunnel between East #1 & #2 to access Club or to return home when course is open		X	Grievance

O. TENNIS

O.1 Tennis Rules:

- (a) The Rules of the United States Tennis Association, together with its Code and with local rules that neither conflict nor violate the aforesaid, shall be the rules of the Club. Decisions of the Director of Tennis shall be final.

O.2 Conduct :

- (a) Players must display proper conduct and respect to other players and staff.
- (b) Inappropriate behavior, including, but not limited to, verbal abuse, fighting, loud and/or boisterous play and use of profanity may result in both grievance and suspension.
- (c) Any time a group asks a Tennis pro to play tennis with them, that group will be charged the group rate for the Pro's time.

O.3 Tennis Court Assignments :

- (a) Group captains should check with the Tennis Pro Shop if there is a question about court assignments. Players must remain on their assigned court for the duration of their court time. If they wish to change courts, they must check with the Tennis Pro Shop before making a court change.
 - (1) A group that does not appear for its reserved court time will receive a warning from the Tennis Staff for its first offense in season (November 1 through April 30). Subsequent offenses will result in not being able to play in prime time (9:00 - 10:30 a.m.) for two weeks. The Pro Shop staff must be notified at all times if unable to play.
 - (2) A group having a reserved court time, and having played in accordance with that reservation and having then received another court time in another time slot as a "walk on," must relinquish that "walk on" court to a group having no reserved court time that day but wanting then to play.
 - (3) Players vacating courts early must notify the Tennis Pro Shop immediately.
 - (4) Players must not stand either behind or alongside their designated court until the chime has sounded, at which time they should proceed to their assigned court. Courts must be entered and exited only through designated gates, and not by walking across other courts. Chimes sound at 9:00 and 10:30 a.m.

O.4 Guest Policy:

- (a) Fees: current daily guest fees (other than for Daily Companion Guests) will be charged to the Member's accounts.
- (b) Members are responsible to register guests at the Administration Office and then at the Pro Shop prior to play.
- (c) House guests must register in the Tennis Pro Shop and sign guest charge slips prior to play.
- (d) Guests with temporary Guest Cards, other than Daily Guest Companions, may use the facilities in the absence of their host.
- (e) Hosts must play with their guest(s), unless exceptions are granted by the Director of Tennis or the Head Pro.
- (f) Limitations:

- (1) Registered guests may play in social mixers and round robins, provided if space is available forty-eight (48) hours in advance of the event.
- (2) Registered guests may play in foursomes at all times other than 9:00 a.m. (or earlier) year round.
- (3) Other than as above set forth, same day reservations may be made for any play period from November 1 through April 30. Reservations may be made two (2) days in advance from May 1 through October 31.
- (4) Notwithstanding the aforesaid, if courts are available on the day of play, a Member of the tennis professional staff may, in his or her sole discretion, allow guest play at 9:00 a.m.
- (5) Registered guests may play only two times per month unless exceptions are granted by the Director of Tennis or the Head Pro.

O.5 Proper Attire:

- (a) Proper tennis clothes and shoes must be worn at all times on all courts. Cut-offs, jeans, men's tank tops, hard-soled shoes, running shoes, cross-training shoes and non-tennis sneakers are not permitted.
- (b) Men and boys of age sixteen (16) and older must wear shirts with collars or tennis related tee shirts during play.
- (c) The Tennis Staff shall have the final say as to what constitutes proper attire. Those improperly attired may, at the staff's discretion, be required to leave the court.

O.6 Rain Policy:

- (a) If in the opinion of the Tennis Staff rain has rendered some courts unplayable, the following shall go into effect:
 - (1) All reservations shall be cancelled and a rain list shall be established for the 7:30 and 9:00 a.m. time slots. The Tennis Staff, at its discretion, may thereafter cancel reservations and create a rain list for the 10:30 a.m. time slot.

Note: *Signing up on the rain list may only be done on an individual basis in the Pro Shop. One may not, therefore, sign up for others.*
 - (2) The Tennis Staff shall attempt to notify group captains of the closings.
 - (3) As courts become playable, individuals or groups (if signed up) shall be called in the order of appearance on the list. Those called must be ready to play. Those not ready will be moved to the bottom of the list.
 - (4) No one may play on courts deemed unfit for play or scheduled for maintenance.

O.7 Pickleball Rules:

- (a) Guest play: All guests must pay a \$10. fee per person to use any of the pickleball courts daily until 2:00 pm. After 2:00 pm guests may use the pickleball courts without paying a daily guest fee.
- (b) Dress code: All players must at all times follow the appropriate dress code. Apparel must be tennis-appropriate and only approved footwear can be used. Approved footwear includes flat-soled tennis/athletic shoes. Barefeet, sandals, running shoes, dress shoes, cleats or golf shoes are not permitted.
- c. USAPA Compliance: All competitive play must observe and comply with the rules and standards

set forth by the United States of America Pickleball Association.

(d) Play priority: Pickleball league play and Wycliffe Tennis/ Pickleball Department events will have priority and take precedence over all other activities, including regular pickleball play. Regular pickleball play will have priority and take precedence over all other sports court activities.

(e) Rules and Procedures: Unless otherwise stated, Wycliffe Golf and Country Club and Wycliffe Tennis Department Rules and procedures will be in effect for all activities and uses of the Sports Court.

P. FITNESS CENTER

Although exercise may be beneficial, it may create undue stress on the human body, which can result in serious injury and/or trauma. The more strenuous the exercise, the more dangerous it may be. Because of conditions and circumstances beyond the Club's control, the Club assumes no risk of liability whatsoever for use of the Fitness Center, the Group Fitness Studio, Pilates Studio or for using the services of one of the Club's personal trainers or any equipment therein. It is strongly suggested that each user consult his/her physician to determine whether use of any equipment or participation in any program, is appropriate.

P.1 General Rules :

- (a) All users are required to sign in prior to use.
- (b) The Fitness Staff may impose time limits on the use of specific equipment during peak usage.
- (c) Towels are provided; they must be left at end of the session.
- (d) Food or beverages, other than water in unbreakable covered containers, are not permitted.
- (e) Perfumes, cologne, oils or scented lotions should not be worn.
- (f) Disinfectant wipes should be used to wipe down equipment after use.
- (g) Cell phones should be placed on vibrate. Calls should be taken outside of the Fitness Center.
- (h) There is a four (4) hour cancellation policy for services to avoid the prevailing service charge.
- (i) For your health and safety, do not chew gum while working out.
- (j) Members must be at least sixteen (16) years old to work out without an adult.
- (k) Members ages twelve (12) through fifteen (15) must be accompanied by an adult and a consent to exercise form must be signed by the adult.
- (l) Members under twelve (12) must work out with a Wycliffe personal trainer.

P.2 Proper Attire :

- (a) Soft-soled athletic shoes (aerobic or cross-training) must be worn at all times. Clay impacted Tennis shoes, street shoes, golf shoes, boat shoes and open toe shoes are not permitted.
- (b) Mid-thigh shorts, with lycra shorts or supportive athletic wear are worn underneath, and shirts must be worn at all times.
- (c) Swim suits or undershirts are not permitted.

- P.3 Orientation :
- (a) First time users must receive an equipment orientation by the staff before using equipment on their own. Such orientation must be pre-scheduled.
- P.4 Personal Fitness Training:
- (a) Only Wycliffe personnel may provide personal training, Pilates or swimming lessons.
 - (b) Training services will be charged to the Member's account.
- P.5 Group Fitness and Pilates Studios :
- (a) The Group Fitness room is capacity limited. Those interested must sign their name and Member number on the class attendance list.
 - (b) Only aerobic or cross-training footwear is permitted. Tennis, street, golf, open toe shoes or black soled footwear are not permitted.
 - (c) For safety reasons, no one may enter an aerobics class five (5) minutes after the class has begun.
 - (d) Food or beverages, other than water in unbreakable covered containers, are not permitted. Water containers must be left on the shelves near the door.
- P.6 Guest Policy :
- (a) Requirements:
 - (1) Members in good standing may have guests. Guests and daily guest companions must present temporary ID cards at the Fitness desk before using the facilities.
 - (2) Guests, but not daily companions, may use the Fitness Center without the presence of their host.
 - (3) Members are responsible for guest charges and conduct.
 - (4) Classes are on a space available basis for guests at the published rates. Guests are required to present their guest ID cards to the instructor.
 - (5) Daily companion must be accompanied by host.
 - (b) Limitations:
 - (1) Guests must be at least sixteen (16) to work out without an adult.
 - (2) Guests twelve (12) through fifteen (15) must be accompanied by an adult and a consent to exercise form must be signed by the adult.
 - (3) Guests under twelve (12) must work out with a Wycliffe personal trainer.
 - (c) Time Use Restrictions:
 - (1) Immediate Family: From November 1 through April 30, immediate family may use the Fitness facility after 12:00 p.m. without charge. From May 1 through October 31, the facility may be used before 12:00 p.m. at prevailing guest fees, or after 12:00 p.m. without charge.

- (2) House Guests: From November 1 through April 30, house guests may use the facility after 12:00 p.m. at prevailing guest fees. From May 1 through October 31, the facility may be used at any time at prevailing guest fees.
- (3) Annual Members' Guests: Usage is limited all year to after 12:00 p.m. at prevailing guest fees.
- (4) Resident Members may request the Fitness Director to allow guest access earlier than 12:00 p.m. Consent may only be granted if overcrowding does not occur and further if it will neither preclude nor deprive Members from the use of equipment or staff services on a reasonable and timely basis. If granted, the prevailing guest fee will be charged, except for daily guest companions and Affiliate Residents.

Q. SPA

Q1. Only Wycliffe personnel may provide massage, facial, waxing, nail and make-up application services.

Q.2 Etiquette :

Members/guests are required to:

- (a) Check in at the reception desk prior to appointments.
- (b) Arrive fifteen (15) minutes prior to scheduled appointment in order to familiarize themselves with the spa environment.
- (c) Wear appropriate attire: shirts, cover-ups, shorts, slacks, skirts and shoes.
- (d) Silence cellular phones upon arrival.
- (e) Leave jewelry at home.
- (f) Follow the four (4) hour cancellation policy in order to avoid being fully charged for the services scheduled.

Q.3 Guest Policy :

- (a) Members in good standing may have guests.
- (b) Guests must complete appropriate forms before services are rendered.
- (c) Guests may use the Spa without the presence of the Member.
- (d) Appointments for guests will be scheduled using host Member's account number.
- (e) Guests may use credit cards for payment of services or host's account.
- (f) Limitations:
 - (1) Guests must be fourteen (14) years of age or older to receive massage and facial/waxing services.
 - (2) Guests between the ages of fourteen (14) and eighteen (18) must receive spa services from same gender therapists and must have an adult present from check-in to check-out at the Spa facility.

- (3) Guests under fourteen (14) may have nail services only. An adult must be present and must sign a waiver.
- (4) Children under the age of fourteen (14) cannot be allowed in treatment rooms while services are in progress.

R. CARD ROOMS

- R.1 Both Men and Women's Card rooms will be designated for co-ed play in evenings. During daytime hours, the Women's card room may only be used by women and the Men's card room may only be used by men, except on Sundays when both shall be co-ed. Special exemptions may be granted by the General Manager.
- R.2 Tables may not be reserved. Members who commence play before 12:30 p.m. may obtain a one (1) hour "Hold" card from the card room attendant for play after 12:30 p.m. A table left unoccupied becomes an available table.
- R.3 Food and beverages, including alcohol, are not permitted, except for those snacks and beverages placed or sold therein by the Club attendant; and they are to be consumed only on Club property.
- R.4 Guests are not permitted in the Men's card room on Monday, Tuesday and Thursday, nor in the Women's card room on Monday and Wednesday. This pertains only to daytime hours; guests are permitted in the evening, subject, however, to the rules in this section. During the summer months between June 15 and September 15, guests will be allowed in the card rooms every day. However, adherence to Rule R.5 is still required.
- R.5 An outside (non-member) guest may be invited only four (4) times a month each month. He/she may be invited by different Members during the same month, but is still limited to only four (4) invites per month. Immediate family and house guests may be invited four (4) times within a two-week period. A Member may only bring three (3) outside guests at one time to the Card Rooms.
- R.6 Members are responsible for guest charges, the conduct of their guest and compliance with the Card Room rules.
- R.7 The card rooms will close precisely at 10:30 p.m. for the night.
- R.8 Only manual card shufflers are allowed in the Card Rooms.
- R.9 First violations of these rules will result in a letter from Management; subsequent violations will be subject to the Grievance Rules.

S. LOCKER ROOMS

- S.1 The Club is not responsible for holding personal items in storage.
- S.2 Sharing a locker is not permitted.
- S.3 The Club is not responsible for storing golf shoes left for servicing. Shoes should be picked up by end of day. Place the name and locker number (if you have one) in the shoes. If a Member has a locker, shoes will be placed therein.
- S.4 Children twelve (12) and under are permitted only when accompanied by a Member.
- S.5 \$10.00 will be charged for locker replacement keys.
- S.6 Saunas and Steam Rooms:

- (a) May not be used by anyone under the age of fourteen (14).
- (b) Are available only during Fitness hours of operation.
- (c) Showers must be taken before entering either venue.
- (d) Usage in either venue may not exceed ten (10) minutes.
- (e) Towels must be placed on benches before sitting down.
- (f) Glass containers are prohibited.
- (g) Bathing suits or other combustible items may not be placed on heating elements.
- (h) Those on medication for seizure disorders, cardio-vascular disease, high blood pressure or other chronic diseases should not use either venue without a physician's approval.
- (i) Pregnant women should consult physicians before using either venue.

T. POOL/POOL AREA

T.1 General Rules :

- (a) The pool is open from dawn to dusk. Unless the Club makes a specific exception, anyone at the pool after dusk will be asked to leave.
- (b) Use of the pool and pool area are restricted to Members, their registered guests and approved companions. Identification is required.
- (c) Use of the pool facilities is at user's risk.
- (d) Lounge chairs and Cabanas are available on a first-come, first-serve basis and may not be reserved. Chairs left unoccupied will be considered available for others.
- (e) Pool towels are limited to two per person during the designated holiday periods. Towels are checked out from the pool attendant with your membership card or guest pass. Towels should be returned to the attendant upon leaving.
- (f) Showers are required before entering pool.
- (g) Breakable containers are not permitted. Only food and beverages purchased or provided from the Club may be consumed in this area, and only in the covered patio area, except when the Club runs a special event.
- (h) Smoking is prohibited.
- (i) Rafts, water balls or other apparatuses are not permitted, except when used in a staff-supervised activity.
- (j) Ball-playing, running, pushing, dunking or other hazardous activities are prohibited.
- (k) Scuba equipment, except masks, may not be used, except as part of an organized course of instruction.
- (l) Radios, tape players, etc., may be used only with headphones.

- (m) Skateboards and rollerblades are prohibited.
- (n) Persons using this area and its restrooms are expected to keep them clean by properly disposing of towels, cans, paper plates and other debris.
- (o) Members are responsible for damage to Club property and violations of Club Rules by their guests.
- (p) Members should use the west doors of the clubhouse to access locker rooms from this area. The Spa door is for spa patrons only.

T.2 Proper Attire :

- (a) Swimmers must wear bona fide swimming attire. Cut-offs, jeans and Bermuda shorts are not considered swimwear.
- (b) Cover-ups, shirts and shoes must be worn when coming to or leaving this area.

T.3 Children:

- (a) It is the responsibility of each Member to insure that children brought to this area understand and obey all rules.
- (b) Children twelve (12) and under may use the pool or be in the area only when accompanied by an adult.
- (c) Children in diapers are not permitted in the pool without wearing special waterproof swimsuits. These suits may be purchased at the Fitness Center.

T.4 Activities :

- (a) Scheduled activities (e.g., aquatic-exercises) have priority during their designated times in portions of the pool.

U. WHIRLPOOL

U.1 Rules :

- (a) The whirlpool is open from dawn to dusk.
- (b) Showering is required before entering.
- (c) Children under fourteen (14) are not permitted.
- (d) Use should not exceed twenty (20) minutes.
- (e) Those on medication should consult physicians before use.

APPENDIX I
PROCEDURES

A. SOCIAL ACTIVITIES RESERVATIONS
472-6521

- A.1 Reservations for all activities must be called in by each Member at 472-6521.
- A.2 Reservations for activities can also be made online by using the event calendar on the Wycliffe website.
- A.3 Cancellations cannot be accepted for an activity unless there is a waitlist or the event has made the minimum attendance noted on the flyer.
- A.4 Lottery forms must be filled out by each Member, unless the function includes dinner and a table is being formed.
- A.5 Outside theater tickets must be reserved on the Theater Lottery Form and returned by the date listed. Each Member must fill out and sign his/her own Form. Once the lottery form deadline has passed, cancellations cannot be made unless there is a waitlist for the event and no refunds will be given. Members will be notified within two weeks of the deadline as to the outcome of the lottery. The Member's account will be charged in the month of the event. Please call the Activities Department at 472-6521 before the Lottery Drawing date if unable to attend, and your Form will be removed from the drawing.
- A.6 Showcase Series tickets must be reserved on the Showcase Series Lottery Form and returned by the date listed. Each Member must fill out his/her own form. You may submit your lottery form attached (stapled) to one (1) other couple or a total of four (4) Members. Forms must be submitted together for the group to be valid. This will guarantee the same lottery outcome for the group. Seating will be arranged in pairs (2) only. Once the lottery form deadline has passed, cancellations cannot be made unless there is a waitlist for the event and no refunds will be given. Members will be notified within two weeks of the deadline as to the outcome of the lottery. The Member's account will be charged in January for the entire series. Please call Activities at 472-6521 before the lottery deadline if you are unable to attend and your form will be removed from the drawing.

B. DINING ROOM RESERVATIONS
472-6522

- B.1 Reservations for dinners in the Grande Dining Room may be made either by, lottery form or by telephone reservation, between 10:00 a.m. and 5:00 p.m. on weekdays, as listed on the flyer.
- B.2 Cancellations of reservations for Club functions must be made no later than forty-eight (48) hours prior to the date of the function, unless otherwise specified.
 - (a) If not so cancelled, the account of each Member of the party involving tables of six or more will be charged half of the price of the event for himself/herself and his/her guest.
 - (b) In cases of parties of four Members, if one couple cancels their reservation with less than forty-eight (48) hours notice, the other couple will not be charged.
 - (c) The person making the reservation for a group may cancel the reservation for all or part of the group.
 - (d) If there is a waiting list for an event and a replacement can be found in time, then the Member(s) cancelling their reservation in less than forty-eight (48) hours will not be charged.

- (e) If a Member is a no-show for a function requiring reservations, then each no-show will be charged for the entire amount of that event.
- (f) In the case of an illness or other type of emergency, it will be up to Management's discretion.

B.3 Special procedures may be put into effect for New Year's Eve Party, Seder dinners and other functions as determined by Management.

B.4 The Club reserves the right to cancel a function if reservations are not at an acceptable minimum one week in advance of the function.

C. GOLF TEE TIME RESERVATION PROCEDURES

642-2881

C.1 Tee Time Requests may be made by phone at 642-2881, then follow the prompts.

C.2 Tee Time Requests may be made on the internet by logging into Wycliffe Golf & Country Club's Website and following prompts.

C.3 Tee time requests may be submitted up to thirty (30) days prior to date of play. The deadline for tee time requests is 5:00 a.m. four (4) days prior to desired date of play (e.g., 5:00 a.m. Sunday for a Thursday tee time). Tee times are drawn four (4) days in advance at 10:00 a.m. Requests after this time must be made by calling the Golf Shop at 641-2000, ext. 5.

C.4 Players must have a starting time. Same will be assigned by the Golf Pro Shop if not previously reserved.

C.5 Players who wish to cancel tee times must call the Golf Shop or Starter at 641-2000, ext. 5.

C.6 Call the Confirmation Line at 642-2881 or check www.wycliffecc.com and click on Golf to find out your tee time(s).

C.7 Scheduled tee times are posted outside the Golf Pro Shop and on the internet at www.wycliffecc.com.

C.8 To make changes after tee time sheets have been posted, call the Golf Shop at 641-2000, ext. 5.

C.9 Platinum equity Members have the highest priority for tee times. Gold equity Members have limited golf privileges for tee times after 12:30 p.m. on weekdays from November 15 through April 15. Gold Members will be allowed to sign-up for Saturday and Sunday play after 12:30 p.m. and times may be reserved only on the morning of play. Prevailing fees will be charged. Gold equity Members will have unlimited golf privileges from April 16 through November 14, subject to Platinum priority. Silver Members have no golfing rights unless otherwise approved by the Board.

C.10 Foursomes not reporting to the starter twenty (20) minutes before starting time may be set back until an opening in starting times is available.

C.11 Reserved tee times must be canceled no later than two (2) hours prior to tee times, except for tee times prior to 9:00 a.m., which must be canceled at least one-half hour in advance. Cancellations must be made according to the Club's "no-show" policy by calling the special cancellation line at 964-4837. Members must state their full name and the date and time of the cancellation. Members who fail to cancel according to this rule will be charged \$25.00 per person on their Wycliffe accounts.

D. TENNIS COURT RESERVATIONS

642-2881

- D.1 Members may make reservations for court times of 7:30, 9:00 or 10:30 a.m. through the Chelsea Time Request system. Reservations may also be made on the internet at www.wycliffecc.com or voice mail at 642-2881 by group captains following the instructions below. Reservations may be linked to include groups of four (4), eight (8), and twelve (12) or sixteen (16) through one designated captain.

If you have not recorded your voice on the voicemail system for tennis reservations call the voicemail phone number and press two (2) for tennis reservations and then four (4) for recording your voice into the system. The Pro Shop Staff will assist if needed. This will be helpful when making reservations; the system confirms all elected players by voice. Only the group captain needs to call and make reservations.

- D.2 Court time requests may be submitted up to seven (7) days prior to the date of play. The deadline for court time requests is 11:00 a.m. three (3) days in advance of the desired date of play. All subsequent time requests must be made by calling the Tennis Pro Shop at 641-1080.
- D.3 Court times and number may be learned by calling the Confirmation Line at 642-2881 or checking at www.wycliffecc.com and clicking on Tennis.
- D.4 Players should plan to arrive at the main Tennis Pavilion at least fifteen (15) minutes before game time. Check the Game Board for the listing of games and courts for that day when arriving at the Tennis area.
- D.5 Please wait at the pavilion until the chime rings for courts to clear for the next time block and then proceed to assigned court.
- D.6 Refer to Tennis Section O.7 for rain list and “no show” policies.

E. FITNESS RESERVATIONS
968-9051

- E.1 Fitness service appointments may be made by calling the Fitness Center.
- E.2 Cancellations must be made no later than four (4) hours before the scheduled appointment to avoid a full service charge for the scheduled service. Neither a refund nor a credit is given for an appointment missed, but not cancelled.
- E.3 Services will be rendered for the balance of the scheduled time of an appointment if the Member arrives late, but full time for services will be charged.
- E.4 Services are charged to Member’s accounts.
- E.5 Cancellation for special events and lifestyle lectures must be made no later than forty-eight (48) hours prior to the event in order to avoid \$10.00 late cancellation fees or event registration fees, whichever are greater.

F. SPA RESERVATIONS
472-6534

- F.1 Spa and Salon service appointments must be made by contacting the Spa.
- F.2 Cancellations must be made no later than four (4) hours before the scheduled appointment to avoid a full service charge for the scheduled service. Neither a refund nor a credit is given for an appointment missed, but not cancelled.
- F.3 If the Member arrives late to an appointment, spa services will be rendered for the balance of the appointment time, but full service charges will occur.

F.4 Spa appointments will be confirmed the day prior to scheduled appointment.

G. GRIEVANCE PROCEDURES

All Filed Grievances are Subject to these Rules

G.1. Purpose.

The Grievance Committee (Committee) shall review conduct set forth in a filed Complaint that allegedly violates Club Rules and Regulations, is improper, or is likely to endanger the welfare, safety, harmony or good reputation of the Club, its Members or its employees. After a Hearing, the Committee may determine that such allegation has or has not been established. If established, it may then levy any of such penalties as are hereinafter set forth in sub-division “G.8.”

Note: *Members are in all respects responsible for the conduct of family and guests on Club property.*

G.2. Structure.

The Committee shall consist of nine (9) Club members in good standing, none of whom are Board members or Club employees. The Club President shall select a Chairperson (Chair) and the Chair shall select a Vice Chair and seven (7) additional members.

G.3. Time in which to File.

Member Complaint against another Member (Respondent) must be filed within fourteen (14) days of an alleged violation; employee Complaints against Members must be filed within ninety (90) days of an alleged violation, except that an employee Complaint based on discrimination may be filed up to and including one-hundred-eighty (180) days from the alleged violation.

Note: Grievance forms (“Complaints”) are available in each department.

G.4. Complaint Requirements.

The Complaint must state: location; date; time; nature of violation(s); name(s) of the person(s) who allegedly committed same, or if a family member(s) or guest(s) of a Member, his or her or their name(s) and the name of the Member responsible for that or those persons; names of all known witnesses; and other information required by the Complaint.

G.5. Initial Stage.

A Club Member or employee (Complainant) must file his or her signed Complaint against a Member (Respondent) with the General Manager (GM), or if the GM is personally involved, with the Chair of the Grievance Committee. The GM, or Grievance Chair, shall promptly send a copy to the Director of the department related to the alleged grievance (i.e., golf complaint/golf department; tennis complaint/tennis department) unless that Director is personally involved. The Director *may* try to resolve the complaint.

Note: *“Resolutions” by Directors are strictly limited to apologies. If neither tried nor successful, the Director shall, within five (5) business days from the date he or she received the Complaint, send it to the Grievance Chair. *Members may not file complaints against employees; such complaints may only be made either orally or in writing to the appropriate department Director, or to the GM.*

G.6. Departmental Stage.

Upon receipt of a grievance and any response thereto, the Chair or in his or her absence, the Co-Chair of the Covenants Enforcement Investigation Committee, also referred to herein as the CEIC, shall appoint one or

more members of the CEIC to conduct and complete an investigation of the facts involved in the complaint. The investigation should be completed as soon as possible but not more than 10 days following the committee's receipt of a copy of the grievance. The 10 day period may be extended by agreement of the President of the Association and the CEIC.

The CEIC shall provide to the President of the Association a report of its findings of facts or that the matter has been settled by the parties. The CEIC shall not make any recommendation(s) in its report.

The Chair of the Grievance Committee shall cause a copy of the Complaint to be sent by both regular and Certified Mail, Return Receipt Requested, to the alleged violator (Respondent) together with a request that he or she submit a signed, written response within fourteen (14) business days of receipt. If Respondent fails to file a timely response without sufficient justification, such as, but not limited to, serious illness or hospitalization, Respondent shall be deemed to have admitted the allegations in the Complaint for all purposes. The Chair's transmittal letter shall inform Respondent of these consequences. Upon receipt of the response, or fourteen (14) business days, whichever comes first, the Chair shall review the alleged violation, and based upon such review, may (i) try to resolve the complaint; (ii) take no action, in which event letters shall be sent to the parties explaining why no action is being taken; or (iii) continue the grievance process as set forth in "G.8."

Note: *"Resolutions" by the Chair are strictly limited to apologies.*

G.7. The Scheduling/Hearing Process.

The Chair shall schedule a full hearing to take place within forty-five (45) days from the date a copy of the Complaint is mailed to Respondent. The Complainant and Respondent are individually responsible for the appearance of their respective witnesses, if any, at said hearing. If the scheduled date is not mutually convenient to both the Chair shall reschedule.

- (a) If, finally, the alleged violator fails and/or refuses to attend the hearing, the Committee shall conduct same in his or her absence. Such absence shall also be deemed to be a waiver by Respondent of his or her right to appeal the Committee's decision.
- (b) If, finally, the Complainant refuses to attend the hearing, the Complaint shall be dismissed and may not thereafter be re-filed.

NOTE: *Upon receipt of written notice by the Committee Chair at least three (3) days prior to a scheduled hearing, Respondent may be represented by a licensed Florida attorney of his or her choice (and, if required, at a later Board review), it being understood that he or she shall be solely responsible for the attorney's costs and fees.*

G.8. The Hearing.

- (a) The Committee Hearing shall be heard by no less than five (5) Committee members, one of whom must be either the Chair or Vice Chair.
- (b) The Burden of Proof is on the Complainant.
- (c) Both Complainant and Respondent shall have the right to be present throughout the hearing. They may question each other and each other's witnesses, subject, however, to the absolute discretion of the Chair to limit the scope and length of such questioning. Neither, however, shall be present during the Committee's deliberations.
- (d) Witnesses may be in the Hearing Room only when they testify and subject themselves to questioning.

- (e) The Committee shall give due consideration to penalty recommendations, if any, set forth in the Club's Rules and Regulations.
- (f) The Committee, after hearing and deliberations are completed, may (a) determine that a violation has not been established and dismiss the Complaint; (b) place Letters of Reprimand in the Respondent's file; (c) levy a suspension up to, but not in excess of one (1) year; and/or (d) impose a monetary fine up to, but not in excess of, one thousand (\$1,000) dollars.
- (g) The Committee shall render a written decision within seven (7) days after the hearing.

G.9. Decision Review by Board.

- (a) If a decision calls for a Letter of Reprimand, (i) a copy shall be placed in the Respondent's file; (ii) If a decision calls for a suspension of two (2) weeks or less and/or a fine of Five Hundred (\$500) Dollars or less, it shall not be subject to Board review; (iii) If a decision calls for a suspension of *more* than two (2) weeks and/or a fine of *more* than five hundred (\$500) dollars, it *must* be reviewed by the Board before further action can be taken.

G.10. Board's Review Procedure.

- (a) The Board shall set the time for its review, which shall be held at its next regularly scheduled meeting or at a special Board meeting called for that purpose, whichever comes first.
- (b) If the Respondent cannot be present on that date, he or she shall be given a postponement to the next regularly scheduled Board Meeting. A refusal by the Respondent to attend the rescheduled review shall constitute a waiver of his or her right to be present.
- (c) The Board, sitting in review, may not rehear or retry the original case.
- (d) The Chair or Vice Chair of the Committee shall present to the Board a synopsis of the rule(s) allegedly violated, the testimony of all parties and witnesses and its decision. The Board may question the presenter for purposes of clarifying testimony and/or the decision.
- (e) The Respondent and/or his or her attorney shall be permitted to make a statement and bring forth any error he or she believes the Committee made. The Board may question the Respondent and/or his or her attorney regarding anything he or she says at that time.
- (f) After completion of the review, the Board shall vote to:
 - (1) Affirm the Committee's decision, but *decrease* the punishment.
 - (2) Affirm the Committee's decision without amending the punishment.
 - (3) Overrule the Committee's decision and dismiss the Complaint.

The review decision shall be final!

G.11. Final Procedures.

The final decision shall be mailed to Complainant, Respondent, appropriate Manager and the General Manager. If a reprimand, suspension or fine is involved, a copy of the Complaint and a comprehensive record of the decisions, appeals and reasons for each are to be placed in the Member File for the period of time recommended by the Committee, or absent such recommendation, for a period of five (5) years. The record shall indicate the nature of the violation, the term of suspension, if any, the date it went into effect, and if a fine was levied, its amount and if it was paid. The General Manager shall administer the enforcement of the decision.

- (a) The suspension shall begin ten (10) days after the Respondent is notified of the final decision. The Board may, however, otherwise direct.
- (b) Without setting forth the name of the violator, the decision together with a basic description of the violation shall be posted in a place or places on the Club's premises where it may be seen.
- (c) If, however, the complaint is dismissed, all records pertaining thereto shall be destroyed. Notwithstanding the aforesaid, complaints involving issues of discrimination or harassment shall be maintained in the Member File indefinitely.