

# **BRIDGEPORT COUNTRY CLUB**

## **RULES AND PROCEDURES**

We are constantly striving to maintain an exceptional social environment. It is with this in mind that the following rules and procedures are set forth. They are not meant to be restrictive, but rather to facilitate the enjoyment derived from membership by all of our members.

It is with this goal in mind that we seek your support of the rules and procedures herein.

The Board of Directors

### **MEMBERSHIP**

#### **APPLICATION FOR MEMBERSHIP**

1. Membership Applications will be filled out and turned into the secretary's office for Board approval before membership is granted.
2. A response of acceptance or rejection will be returned within a period of not longer than two (2) weeks from the time the application is submitted.

#### **ANNUAL MEMBERSHIP RESPONSIBILITY**

1. Annual membership to BCC is based on January 1st- December 31st calendar year.
2. All members are responsible for the full year dues either in a lump sum payment paid in full or monthly installments which are due the first of each month.
3. Any new member joining BCC after January 1st is responsible for their dues from that date throughout the calendar year.

#### **FAMILY MEMBERSHIP**

1. Annual Family membership dues are based on the age of the oldest family member.
2. Family Membership includes young adults up to the age of 23 that reside with their parents.

### **COMPLAINTS AND CLUB CONCERNS**

1. Concerns or complaints will be submitted to the Club Business Office or mailed to 382 Meadowbrook Road, Bridgeport, WV 26330 in a sealed envelope marked to the attention of BCC BOD. The secretary will notify the Board of Directors immediately upon receipt. The Board of Directors will respond as soon as possible or will address the issue at its' next monthly meeting.

2. The member or members might be asked to attend the Board of Directors next scheduled meeting to address the issue at hand.

## **CLUBHOUSE RULES**

### **MANAGEMENT**

1. Operation of the Clubhouse is the responsibility of the Director of Operations.
2. Clubhouse hours will be established at the discretion of the Director of Operations.
3. All suggestions or criticisms concerning the operation of the Clubhouse should be communicated to the Board of Directors.
4. No member shall reprimand any employee of the club. Members should report any inefficiency, lack of attention or discourtesy of any employee to the Director of Operations who shall then report those concerns to the Board of Directors.
5. Members may contact the Club accountant (842-5056, ext 3) directly concerning their accounts.
6. There will be no memorials or commemorative plaques placed on Club grounds without prior written approval from the Board of Directors.

### **HOUSE OPERATIONS**

1. The Clubhouse is open daily except Monday, unless otherwise indicated by the Board of Directors, throughout the year.
2. Dining room service will vary according to specific seasons. Operation hours will be posted and/or proper notification will be given in the monthly newsletter.
3. Card playing is restricted to the Men's Locker Room. You must be 18 years of age to play cards in the Men's Locker Room. There will be no card playing in the grill room during club hours. Card playing may be done in the dining room only on special occasions with approval of the Director of Operations.
4. The Grill Room will be open for food service daily, except Monday unless otherwise indicated by the Board of Directors. Consult your newsletter for hours of operation.
5. Members are not permitted to purchase alcoholic beverages for employees of the restaurant.
6. Members are not permitted in the kitchen or behind the bar.
7. Golf shoes may be worn only in designated areas and must be soft spikes.
8. Shoes are to remain on at all times in the Grill Room and Dining Room.
9. Unaccompanied dependants under the age of 18 must sit on the cafe side of grill room.
10. Profanity, discourteous conduct and inappropriate behavior on the BCC Grounds will not be tolerated and may be subject to expulsion from the Club upon a majority vote of the Board of Directors. The Director of Operations will bring to the board at his discretion.
11. Members are not permitted to borrow for use off the Club premises any articles belonging to the Club.

12. Member's pets are not permitted in the Clubhouse, Swimming Pool area or on the Club grounds, even on a leash.
13. The Club shall not be responsible for any loss of or damage to personal property of members and guests. All such property is brought on the premises at the owner's risk.
14. Automobiles may not be parked at the entrance of the Clubhouse under the canopy except temporarily, or other areas so designated by the Board of Directors.
15. Excessive speed on Clubhouse grounds will not be tolerated. All stop signs and speed limits must be observed.
16. Personal golf carts, bicycles, skateboards, 4-wheelers or any non-licensed motorized vehicles are strictly prohibited on BCC property.
17. Members are not permitted to bring their own food or drinks on the grounds of BCC.
18. Any infraction of the House Rules by any member or members may be cause for disciplinary action.

## **GUESTS**

1. All social guests must be accompanied by a member. A guest will be admitted only when accompanied by a member or when a member has made prior arrangements with the Director of Operations.

## **PAYMENT FOR SERVICES**

1. All food and beverage purchases charged to member accounts are due and payable monthly. Members whose accounts are 30 days past due will be suspended until their account is brought current.
2. If prearranged with the Director of Operations, a guest may charge to the sponsoring member by legibly signing the sponsor's name, guest name and address. All tickets should be signed by the member unless prearranged.
3. A service charge of 18% is added to all member's food and beverage checks. For all booked parties and parties of 8 or more a service charge of 20% will be added.

## **ATTIRE**

1. Proper attire must be worn at all times while on Club property. This includes pool attire, dining attire, golf attire, etc.
2. In and around the Clubhouse proper attire is Golf Casual. Quality Denim only is permitted in the clubhouse. T-Shirts, Gym-Shorts, Tank-Tops, Sweat Pants, Etc are not considered appropriate attire.
3. No bathing suits are permitted in the Clubhouse.
4. We trust the membership and guests to use good judgment when it comes to proper attire in and around the Clubhouse.

## **CHILDREN**

1. All Children under the age of 12 years old, when on Club property, must be accompanied and in the presence of a parent, guardian, or mature family baby sitter, including the pool area where other regulations are in effect.
2. The use of bicycles, carts, motorized scooters, skateboards or the like are prohibited in the immediate area of the Clubhouse and parking area.
3. Conduct of any children resulting in damage to the Clubhouse property or any facility will not be tolerated now or in the future. The Board of Directors has given permission for the Director of Operations or Food Service Manager to ask those children observed having disregard for the Clubhouse facilities to leave immediately. The names of those children will be turned in to the Board of Directors and the children will not be permitted in any area of the Clubhouse until the parents have contacted the Director of Operations or the Board of Directors.

**TO ALL PARENTS, WE APPRECIATE YOUR COOPERATION REGARDING THIS MATTER**

## **FOOD AND BEVERAGES**

1. No alcoholic beverages shall be sold to any person under 21 years of age.
2. No food, drinks or alcoholic beverages are permitted to be brought in from outside sources to any area of Club property including personal coolers.

## **PRIVATE EVENTS**

1. Private dinners or parties may be held at the Club by any member after making application to and receiving approval of the Food and Beverage Manager. The Club will hold the host/hostess responsible for any damage to the Club property at such parties.

## **GOLF RULES**

1. During the regular season- April 1 through October 31- the number of players playing together is limited to four (4) unless authorized by the Pro Shop.
2. All Members must register in the Pro Shop before teeing off. This includes those riding and walking.
3. Post all scores in the Handicap Computer. This includes rounds played at courses other than Bridgeport Country Club.
4. Male members may play anytime except Tuesday morning between 9:00 and 10:00am. Tuesday is Ladies' Day.
5. Female members may play anytime except Saturdays between the hours of 8:00 and 10:00am.

6. A junior member is a dependant of a member under 21 years of age or a full-time, dependent student.
7. A dependent member under 16 years of age, may play anytime in compliance with the above rules if accompanied by an adult except on Saturdays, Sundays, and Holidays between the hours of 8:00 and 10:00am.
  - (a) A dependent member not accompanied by an adult must check-in with Pro Shop prior to play.
8. Any dependent member with a handicap of 12 or less will be permitted to play in any Men's Club Events, except events that have a wagering. For example, Member-Guest.
9. Any dependent member 18 or older may play in any event.
10. Proper attire must be worn on the golf course at all times during the season (April 1 - October 31st).
  - (a) Gentleman- Shirts with collar and golf slacks or mid-thigh golf shorts are considered appropriate attire. Athletic shorts, swim trunks, sweat pants, jeans are not permitted for golf.
  - (b) Ladies- Collared or collarless golf shirts or tops are acceptable. Sleeveless blouses or tops must have a collar and collarless blouses or tops must have sleeves. Golf skirts, slacks or shorts are considered appropriate attire
  - (c) Caps and Hats, if worn, must be worn with the brim facing forward.
  - (d) Appropriate golf shoes must be worn at all times on the golf course or on any practice facilities. No metal spikes are permitted.
11. No one will tee off of #10 without the permission from the Pro Shop.
12. Starting times are mandatory on Saturdays, Sundays, and Holidays during the golf season. Must have a minimum of 3 Players to reserve a starting time before 10:30am.
  - (a) Starting times may be made by calling the Pro Shop after 8:00am on Thursday.
  - (b) Anyone missing their starting time must wait until the next available open time.
13. Hitting balls in front of the clubhouse and practice chipping and putting on the 9th Green is prohibited.
14. Practice and Putting Greens:
  - (a) All practice is restricted to the designated practice areas.
  - (b) The putting green in front of the Clubhouse is for putting and chipping from just off of the green. The putting green near the 1st and 10th tees may be used for short range pitching. All other practice is restricted to the practice areas.
  - (c) NO ONE either adult or child is permitted on putting greens or practice areas in a bathing suit.
  - (d) No high heeled shoes or rippled sole shoes are permitted on the putting green at any time.
  - (d) Children are not permitted to play on the putting green or on or around the 9th Green including bunkers.
15. Whenever there is a scheduled event, participants in that event shall have the right of way.

16. All golfing members are required to:
  - (a) Fix and replace divots and ball marks
  - (b) Smooth and rake all bunkers
  - (c) Keep music down to level that does not disturb other golfers
17. To participate in Club events all members are required to:
  - (a) Maintain an active Handicap at Bridgeport CC
  - (b) Join the Men's Golf Association to participate in men's night
18. No golf clubs are permitted to be stored in lockers.
19. Golf Bags are not permitted in the Clubhouse. This includes the hallway between the Pro Shop and grill room.
20. The Par 3's and number 12 tee have sand and seed boxes to repair and smooth divots. All members and their guests are required to repair divots on these tees.

## **CART RULES**

1. Carts must be kept 20 yards from all greens.
2. Keep carts on cart path around all tee-boxes.
3. Daily Cart Rules must be followed by all members and guests.
4. Cart path only- means no carts off the path where there is a path, or elsewhere as instructed by the daily cart rules sheet.
5. Must have a valid driver's license to operate a golf cart.
6. All members are responsible for the condition of the golf carts used during a round. Any damage to the golf carts must be reported to the Pro Shop and will be the responsibility of the member.

## **GUESTS**

1. A guest is a person sponsored by a golfing member for the purpose of using the Club's golf facilities.
2. Golfing guests living within a 50 mile radius of the Club may play six (6) times during the golfing season.
3. Before 12:00pm on Saturdays, Sundays, and Holidays guests must play with a member.
4. A house guest of a member has unlimited golfing privileges. House guests will be charged appropriate fees. All members are required to check-in before play.
5. Members who have golfing guests are responsible for their green fees and their house charges and must register their guests in the pro shop before teeing off.

## **GUEST FEES**

Weekdays	\$30.00 Green Fee + \$20.00 Cart Fee= <b><u>\$50.00</u></b>
Saturday, Sunday, Holidays	\$40.00 Green Fee + \$20.00 Cart Fee= <b><u>\$60.00</u></b>
Wednesday Green Fee (9 or 18 Holes)	\$15.00 Green Fee + \$20.00 Cart Fee= <b><u>\$35.00</u></b>
Cart Fees	9 Holes- \$10.00 18 Holes- \$20.00

Members sponsoring guests without being present will pay a guest fee plus a cart fee and must call the Pro Shop to make arrangements.

## **GOLF PARTIES**

Any group of guests exceeding three (3) is considered a party and the following rules apply:

1. Sponsors for parties of any number must make their request in writing to the Golf Pro. Essentials in such requests are:
  - (a) Number of players
  - (b) Number for lunch and dinner
2. Parties will be accepted by contacting the Pro Shop.
3. Members must be present on Mondays for a guest to play.

## **POOL RULES**

1. The pool will be open daily, weather permitting, from 11:00am to 8:00pm, Memorial Day through Labor Day. The Pool will close at 4:30pm on days of home swim meets. Everyone in swimming attire must register at the check-in desk.
2. Members are required to register a swimming guest.
3. Pool guests will be limited to 5 times per summer, regardless of who they are guests of. Members must accompany their guests at all times.
4. No members may bring more than four guests to the pool at one time unless prior arrangements have been made with the Pool Manager.
5. Children 12 years of age and under must be accompanied by an adult at all times. A "baby sitter pass" of \$75.00 per season will be the responsibility of the member.
6. Wading pool and swimming pool are the same hours. Parents or adult guardians of children using the wading area must be present and in constant attendance.
7. Children who are not toilet trained must wear a swim diaper in all pools, including the wading pool.
8. The Club will not be responsible for loss of personal property.
9. Persons in pool attire must restrict their presence to the pool area.
10. Swimming is permitted under the following provisions:
  - (a) One or more Lifeguards must be present and on duty.
  - (b) The Pool Manager or his/her assistant must have checked and approved the cleanliness and clarity of the water.
11. Running, rough play, and any other personal conduct endangering safety of self and others is prohibited.
12. Swimming accessories and flotation devices are permitted only at the discretion of the Pool Manager.
13. Only one (1) person on the diving board at one time.
14. No personal radios will be permitted, unless ear buds/headphones are used.

15. No profanity or loud behavior.
16. No food or beverage except that served by the Club shall be allowed in the pool area.
17. No glass or glass containers are permitted in the pool area at any time.
18. Pool beer coolers may not leave the pool area. They will be numbered and MUST be returned before guests leave for the day. A \$25 fee will be charged for unreturned coolers.
19. No smoking on the pool deck.
20. Diaper changes are to be made in the restrooms only.
21. Small children must be accompanied by an adult into the restrooms.
22. The 15 minute rest period will be utilized for adult swimming. No one under 18 years of age is allowed in the pool during this time, except children six (6) years and under and accompanied by a parent. Each child six (6) years and under using the pool during the adult swimming period must be attended by a parent in order to avoid interference with other swimmers.
23. The authority of the Lifeguards and the Pool Manager on any matter pertaining to swimming or the enforcement of these rules is final. Lifeguards reserve the rights to deny swimming privileges to anyone who is in violation of these rules.

## **TENNIS RULES**

The goals of the Tennis Committee and the Tennis Pro are to make the tennis courts accessible to the club members in as equitable manner as possible and to set some standards related to dress and behavior while using the courts.

1. Courts are available to members on a first come first serve basis. The Tennis Pro reserves the right to ask members to relinquish courts for lessons, clinics and special events.

### **Dress Code**

1. Adults and juniors will be expected to dress appropriately for tennis. Regulation style tennis shoes or all-sport shoes must be worn at all times.
2. While using the tennis courts, all players should dress in good taste and avoid wearing any offensive clothing.
3. Men and boys will be expected to always wear a shirt and women and girls will be expected to wear appropriate tennis attire over bathing suits on the courts.
4. Any player in violation of the dress code will be asked to leave the tennis courts.

### **Court Behavior**

1. Loud or offensive behavior while on the Tennis Courts will not be permitted.