

Altadena Valley Golf & Country Club Policies

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1.0 AVCC Policy Statement for Responsible Vendor Program

- 1.1 It is the policy of Altadena Valley Golf and Country Club to check the identification of any patron, who appears to be under the age of 30, seeking to purchase any alcoholic beverage.
- 1.2 It is the policy of Altadena Valley Golf and Country Club to refuse to sell an alcoholic beverage to any patron who appears to be intoxicated.
- 1.3 Any employee found selling to an under-age or visibly intoxicated customer or to any employee using/possessing/selling any illegal, controlled substance may be subject to immediate disciplinary action including termination and/or prosecution.

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2.0 Office & Billing Policies

2.1 Telephone Numbers

Club Office:	967-5322
Fax:	967-6042
Golf Shop:	967-5324
Tennis Shop:	967-5326
Pool & Snack Bar:	967-5736
Maintenance Bldg.:	967-5372

2.2 Billing Information

- 2.2.1 Club statements are due and payable upon receipt. All charges are through the end of each month. If payment is not received in the office by the 17th, a late charge of 10% will apply.
- 2.2.2 2nd MONTH FOLLOWING STATEMENT BILLING: Payment is considered delinquent on the 15th of the 2nd month following statement billing. Club privileges are suspended if payment is not received by the 24th of the 2nd month following statement billing.
- 2.2.3 3rd MONTH FOLLOWING STATEMENT BILLING: Membership is terminated if payment is not received by the 15th of the 3rd month following statement billing. (If your account is 60 days past due, your membership privileges are suspended. **At that time, the entire balance is due and payable by the 15th of the month** or your membership will be terminated and collection proceedings started.)
- 2.2.4 Suspended memberships will be posted on the bulletin board at the Club House.
- 2.2.5 If your membership is terminated, you must reapply for membership to the Board of Governors.
- 2.2.6 Monthly statements will be mailed between the 1st and 5th of the month.
- 2.2.7 Please put your membership number on your check.
- 2.2.8 Tickets are not mailed with the monthly statements, with the exception of "other country clubs." If you wish your tickets mailed with your statement, there is a charge of \$.75 per month to cover the additional postage.
- 2.2.9 Tickets are kept on file for 30 days. You may stop by the office and pick them up for your records or you may take the yellow copy when you sign it.
- 2.2.10 Contact the office if you have any questions regarding your statement.

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3.0 House Rules

3.1 Hours of Operation

The Club will be open to members and their guests as follows: subject to change pending weather or other conditions:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Office	8:00am to 2:00pm	8:00am to 4:00pm	8:00am to 4:00pm	8:00am to 4:00pm	8:00am to 4:00pm	Closed	Closed
19 th hole Daylight Savings	Closed	6:30am to 8:00pm	6:30am to 8:00pm	6:30am to 8:00pm	6:30am to 8:00pm	6:30am to 8:00pm	6:30am to 8:00pm
Dining Room-Lunch	Closed	11:00am to 1:30pm	11:00am to 1:30pm	11:00am to 1:30pm	11:00am to 1:30pm	Closed	Closed
Dining Room- Dinner	Closed	Closed	Closed	Closed	5:30pm to 8:00pm	Closed	Closed
Dining Room-Brunch	Closed	Closed	Closed	Closed	Closed	Closed	10:30am to 2:00pm
Card Room Daylight Savings	Closed	7:00am to 8:00pm	7:00am to 8:00pm	7:00am to 8:00pm	7:00am to 8:00pm	7:00am to 8:00pm	7:00am to 8:00pm
Locker Rooms	Closed	7:00am to 8:00pm	7:00am to 8:00pm	7:00am to 8:00pm	7:00am to 8:00pm	7:00am to 8:00pm	7:00am to 8:00pm
Golf Shop	Closed	7:00am to 6:00pm	7:00am to 6:00pm	7:00am to 6:00pm	7:00am to 6:00pm	7:00am to 6:00pm	7:00am to 6:00pm
Golf Course	Closed	Daylight to Dark	Daylight to Dark	Daylight to Dark	Daylight to Dark	Daylight to Dark	Daylight to Dark
Tennis Shop (hours vary according To seasonal use)	9:00am to 5:00pm	9:00am to 5:00pm	9:00am to 5:00pm	9:00am to 5:00pm	9:00am to 5:00pm	9:00am to 4:00pm	9:00am to 4:00pm
Tennis Courts	8:30am to 10:00pm	8:30am to 10:00pm	8:30am to 10:00pm	8:30am to 10:00pm	8:30am to 10:00pm	8:30am to 10:00pm	8:30am to 10:00pm
Swimming Pool (hours may vary due to Weather and school hrs.)	10:30am to 6:00pm	10:30am to 6:00pm	10:30am to 6:00pm	10:30am to 6:00pm	10:30am to 9:00pm	10:30am to 6:00pm	10:30am to 6:00pm

- 3.2 Closing time will be extended only by more usage of the Club by members and special events where usage is more than enough to cover the cost of extended hours. Hours may vary by season.
- 3.3 The exclusive use of the Club House will not be granted to any individual or organization. A member with the consent of the Club Manager must sponsor any outside organization wishing to entertain at the Club. The said sponsor shall be responsible for the conduct, all indebtedness and all charges incident to the party.

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- 3.4 Members should sign tickets before leaving the Club House. The Club will not assume your responsibility or liability for unsigned tickets. Cash will not be accepted for any such purchases by any employee at any time. Full legible signatures must be used and the use of nicknames is prohibited. *IT IS MANDATORY THAT YOUR MEMBERSHIP NUMBER BE ON ALL CHARGE TICKETS*
- 3.5 DRESS CODE: Proper country club attire: no jeans that have holes, rips, or tears, no short shorts, tank tops, halter tops, or tube tops. No bandana headwear, caps must be worn with the bills in the front. Golf and tennis attire is acceptable. No hats are allowed in the Dining Room. Bathing suits are not allowed above the locker room level. The House Committee may specify attire for special events.
- 3.6 *MINORS: Unaccompanied minors under the age of 16 may order in the 19th hole and eat their meal in the Grill Room upstairs. Unaccompanied minors under the age of 19 are not allowed men's card room at any time. An adult who is responsible for their conduct must accompany minors under the age of 14 after 6:00 pm.*
- 3.7 Reservations and arrangements for luncheons, dinners, dances, and meetings must be made in advance through the General Manager, Chef, or Banquet Director.
- 3.8 Cancellation of any special event reservation that is to take place during normal business hours must be made 24 hours in advance. Otherwise, 100% of the price of the event will be charged. Cancellation of any private booking of the Club House must be made one week in advance.
- 3.9 The Club will not be responsible for loss or damage to personal property on the Club premises.
- 3.10 Domestic pets (dogs, cats, etc.) are not allowed on the premises.
- 3.11 No profanity or obscenities will be tolerated. Gentlemanly conduct will be expected from all members at all times.
- 3.12 No beverages or food shall be allowed on club property other than those served by the Club, with the exception of an occasion cake.
- 3.13 Golf shoes must be cleaned of mud and dirt before entering. Golf shoes may not be worn on the dining room level.
- 3.14 Owners and drivers of automobiles will be required to observe such traffic and designated parking areas posted by the Board of Governors. Any car blocking the flow of traffic or parked in "NO PARKING" areas will be towed at the owners' expense and/or will be subject to a fine. Parking in front of the club house is reserved for the Club president. **3.15** Gin or similar card games will be permitted in the Card Room. A member may bring a guest to play cards in the Card Room. The member must register his guest on the sheet provided and will be held responsible for that guest while on Club property. The member shall be charged the appropriate guest fee.
- 3.16 Golf clubs and golf bags may not be brought into the Club House except the locker rooms. Entry into and exit from the Men's locker room with clubs should be made through the outside door in the Men's Locker Room. Golf clubs are NOT allowed in the vestibule outside the Office. Golf clubs also are NOT allowed in front of the Club House except at designated bag racks.
- 3.17 All bicycles, tricycles and motorbikes must be left in the upper parking lots and not brought on Club grounds.
- 3.18 Domestic servants, including baby sitters, of members shall not be admitted to the Club House or grounds at any time unless the member or a dependent is present.
- 3.19 Employees are not allowed to play cards at any time
- 3.20 Failure to read and abide by these rules will not be excused. Violations of House rules are subject to fines and other disciplinary action.
- 3.21 The Club House is a non-smoking facility in its entirety. Smoking is only permitted outside and on the decks and in the card room.

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4.0 Golf Rules

- 4.1 All members and guests must obey the direction of the pro shop in all matters regarding utilization of the golf course.
- 4.2 If any member or the member's dependents or guests are reported for malicious destruction of the golf course or any Club property, the member shall be required to pay for all damages and will be subject, at the discretion of the Board of Governors, to fine and/or other disciplinary action.
- 4.3 Members and guests must sign-in at pro-shop.
- 4.4 No starting on #10 without permission from pro-shop.
- 4.5 Each player must have clubs, the member must have a member bag tag and guest must have a guest tag for the day of play.
- 4.6 Confine all practice to the practice areas.
- 4.7 Repair ball marks on greens, rake traps, and repair divots.
- 4.8 No loud or profane language.
- 4.9 Players stopping while making the turn must continue play within 5 minutes or their position is forfeited.
- 4.10 Dependent and Guest Policies:
- 4.10.1 Children 9 years old and under must be accompanied by a parent, grandparent, or legal guardian at all times if using the range or golf course. Children 10 years old to 15 years old must have a player's bag tag to play without adult supervision (player bag tags are issued only through the golf shop and involves a written etiquette test and playing test).
- 4.10.2 Guests and Social members who are not playing golf and paying a green fee, may hit balls for one hour and pay an \$8 fee for each hour.
- 4.10.3 Guests are permitted at all times except for monthly events and the Club Championship. More than 3 guests per member need permission from the pro shop. When tee times are in effect, no in town quest may play prior to noon. In town guests are limited to playing 3 times per month.
- 4.10.4 One must be 18 years of age to participate in any monthly event except the Club Championship, which is open to all male members and dependents age 16 and over. Dependents must play in the championship flight.
- 4.10.6 Guests must play with a full member with the exception of approved tournaments. A guest may be allowed to play without the member present by paying an unaccompanied fee of an additional \$10 per nine holes.
- 4.10.7 Out-of-town in house guests are allowed a special weekly rate equivalent to 2 times the current daily rate plus applicable cart fees.
- 4.10.8 No dependent under the age of 16 may play, Saturday before 1:00pm. All members and dependents may use the golf practice facilities (i.e. practice putting green, driving range, and chipping green) in accordance with Altadena Valley Country Club's age limitations during normal hours of operation. On occasion at the direction of the General Manager, Head Golf Professional, or Pro Shop staff these practice facilities may be closed to any or all of the membership at any time.
- 4.10.11 Social members may play one free round of golf each month; rounds may not be carried forward or transferred. Social members may play up to 3 rounds of golf each month by paying the appropriate green fee.

Junior Rules

- Juniors aged 15 and under can have no more than 3 to a group.
- Ages 10-15 may play without adult supervision provided they abide by the rules of play.
- Ages 8-9 must be accompanied by an adult at all times in order to be on the range or the golf course.
- Ages 7 or under must be accompanied by a parent, grandparent, or legal guardian at all times in order to be on the range or the golf course.
- Saturdays only: Dependents 15 years and under, may not play or practice before 1:00 pm.
- A laminated "Etiquette Card" will contain the following: Check in at the golf shop before you play.
- Only one (1) practice swing allowed before hitting your ball.
- Walk directly to your ball while staying aware of the location of your playing partners.

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- To help pace of play, play your shot upon arriving at your ball instead of waiting for your playing partners if they are not ready to play.
- Play only one ball.
- Observe groups coming up behind you, and let them through accordingly, if you are holding up pace of play.
- If there are any continuing problems with etiquette or pace of play, then playing privileges may be revoked. Playing privileges will be given back upon successful completion of a four hole, Golf-Pro supervised etiquette and pace of play test.
- **THE CLUB STRONGLY DISCOURAGES VERY YOUNG CHILDREN ON THE GOLF COURSE OR PRACTICE FACILITY.**

4.11 Restrictions on the size of player groups:

4.11.1 At all times:

- No groups larger than 5 at any time.

4.11.2 Weekends and holidays: only threesomes, foursomes and fivesomes, only, without permission from Pro Shop. Twosomes may play with permission from the pro shop but will not have right of way if held up.

4.12 Proper golf attire:

4.12.1 Men: No short shorts, denim jeans or sweat pants. All shirts must have a collar and sleeves; mock neck short sleeve golf shirts and long sleeve mocks are acceptable, no tee shirts allowed.

4.12.2 Ladies: No short shorts, denim jeans, sweat pants, or halter-tops. Shirts without collars or sleeves are acceptable.

4.12.3 Only soft spike shoes are allowed on the course. Soft sole shoes may be worn for players under 12.

4.13 Cart rules:

4.13.1 Pull carts must stay off the tees and at least 10' from the greens.

4.13.2 Motor carts must obey all signage and remain at least 60 feet from all sides of each green. All carts with flags must stay two cart lengths from each green. On cart path only days *all* carts must stay on the cart path. If there is a conflict in signage instruction, the more restrictive is *in effect*.

4.13.3 No more than 2 people are allowed in one motor cart, pull carts are not allowed behind carts.

4.13.4 No one under the age of 16 may operate a motor cart and must have a valid driver's license.

4.13.5 No member may ride in a cart without paying the cart fee. Each member is responsible for informing the pro shop if riding in a cart. Children under 16 may ride in a cart with a paying parent, grandparent or legal guardian for no charge.

4.14 The course and driving range could be closed during men's Member-Guest, Invitational, and Club Championship.

4.15 Thursday morning is Ladies Day. Ladies only may tee off between the hours of 8:00 am and 10:00 am or at the discretion of the pro shop. One hole must stay open between the last ladies group and any group that may follow.

4.16 Social members of Altadena may play no more than three times a month. Social members must register at the pro shop and pay appropriate green fees.

4.17 Pace of play, for 18 holes, should not exceed 4 hours

4.18 The golf pro will be held responsible for the conduct of any guest (not accompanied by a member) who is allowed to use the practice facilities.

4.19 Any golfer using the practice facilities may be subjected to fine or disciplinary action if hitting into other golfers or hitting balls over the net at the end of the practice range.

4.20 Golfers may not hit to the chipping green from the practice tee, violations may result in a fine and/or disciplinary action.

4.21 Honorary club members voted in by the board will pay no dues or fees. They may use the club as they wish and play golf twice each month with at no charge. Each time an Honorary member plays in excess of two times they will be charged a \$30 green fee including cart fee.

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5.0 Swimming Pool Regulations

- 5.1 AVCC pool facilities will be used at your own risk. The Club is not responsible for loss of or damage to personal property.
- 5.2 Each person entering the pool area is required to sign in at the snack bar each day, giving name and membership number. All persons are required by health code to take a cleansing shower before entering the pool.
- 5.3 A member must accompany all guests. The member is to identify and register their guests each time they use the pool, and sign a charge ticket for the guest fees as follows:
 - \$4.00 per guest per day
 - Out-of-town, in-house guests are allowed a special guest fee of \$10.00 per week per guest.
 - Guest fees are non-refundable and are subject to change.
- 5.4 Proper swim attire is required at all times. No street clothes are allowed on the lower pool deck. Cut-offs, golf shorts, tennis shorts, and sewn up jeans are NOT permissible as swim wear. No clothes will be allowed on tables and chairs. Proper attire (shirt and shoes) are required outside of the pool area at all times.
- 5.5 Soft drinks and beverages are allowed on the lower deck but ALL eating must be done on the upper deck. No bottles or glass containers are allowed ANYWHERE in the pool area. No food or drink will be allowed in the pool at any time.
- 5.6 Horseplay (running, pushing, wrestling, ducking, etc.) and abusive language will not be allowed. Repeat Violators will be denied access to the pool facility and may be subject to fines.
- 5.7 NO pets allowed in the pool area.
- 5.8 No floats, rubber or plastic toys are allowed in the pool except for PFD's (personal floatation device).
- 5.9 Friends, relatives, or domestic help over the age of 21 may accompany member's children under the age of 10 with the authorization of the pool manager. A guest fee will be charged only if the accompanying adult uses the facilities for swimming or sunbathing. Furthermore, they may not charge on the member's account without prior written permission from the member on file with the club.
- 5.10 AVCC "kiddie's pool" is intended for the use of pre-school children, children in diapers, and children not potty trained. Swim diapers are required by the Health Dept. and must be worn at all times. Swim diapers are available at the Snack Bar if needed.
- 5.11 The pool will be closed and locked during inclement weather. During electrical storms and other hazardous conditions, patrons will be asked to get out of the pool and off the lower deck area. The Head lifeguard or the Swim Director shall make this decision. ALL MEMBERS AND GUESTS MUST COMPLY WITH THIS DECISION IMMEDIATELY.
- 5.12 No loud radios or music players allowed.
- 5.13 NO THROWING OF OBJECTS WILL BE ALLOWED IN THE POOL OR ON THE DECK - NO EXCEPTIONS.
- 5.14 Lockers are available for DAILY use only.
- 5.15 The pool is available for private use. Fees are based on the number of persons and hours of use. Members are expected to adhere to the club food and beverage policy with the exception of birthday cakes and ice cream. Members will be responsible for all clean up afterwards. Failure to properly clean up will result in a charge of a cleanup fee to the members account. Snack bar personnel will not be present for private parties unless food and or alcoholic beverages are required. For further details, contact the Swim Director or Snack Bar Manager.

POOL HOURS OF OPERATION

<u>DAY</u>	<u>OPEN</u>	<u>CLOSE</u>
MONDAY	10:30	6:00
TUESDAY	10:30	6:00 (EXCEPT SWIM MEETS 4:30)
WEDNESDAY	10:30	6:00
THURSDAY	10:30	6:00
FRIDAY	10:30	9:00

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SATURDAY	10:30	6:00
SUNDAY	10:30	6:00

The pool snack bar opens 30 minutes after the pool opens and closes 30 minutes prior to the pool closing.

To allow for private parties, special events, and weather problems, opening and closing hours for the pool and snack bar may be altered as needed. Changes to the pool/snack bar hours and swim team schedule will be posted at the snack bar for your convenience.

NOTE: The above regulations are for the purpose of providing maximum safety and pleasure. Your cooperation will be appreciated. Members and their dependents and guests are expected to follow all sign rules and obey the lifeguard at all times. Violators of these regulations will be warned once and then asked to leave the pool vicinity for the day. Repeat Violators will be denied access to the pool facility and may be subject to fines and/or other disciplinary action as determined by The Board of Governors.

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6.0 Tennis Rules

6.1 Hours of Operation:

- 6.1.1 The tennis facility is open seven days a week throughout the year. The hours are 8:30 a.m. to 10:00p.m.
- 6.1.2 The tennis proshop is open seven days a week throughout the year. The hours are Monday through Friday 9:00a.m. to 5:00p.m., Saturday 9:00 A.M. to 4:00 P.M. **Pro shop hours are subject to change due to weather and/or seasons.**

6.2 Registration for Courts:

- 6.2.1 We are a non-reservation facility. Players must always sign – in and register their guest(s) at the tennis shop before taking a court. Failure to do so will result in forfeiture of court when others are waiting. The sign-in sheet is posted on the proshop door for your convenience. Please follow all sign rules posted.
- 6.2.2 Write your name, membership number in the “correct court #” and “time on box” when signing in.
- 6.2.3 If one of the players is a guest, the word “guest” is to be written on the sign-in sheet under the member’s name and membership number. The guest’s name is also to be recorded.
- 6.2.4 Any member bringing a guest should circle his or her membership number to ensure that the guest fee is properly charged. Failure to register a guest(s) may result in loss of guest privileges.
- 6.2.5 Guest Fee: \$4.00 per guest.

6.3 Waiting List:

- 6.3.1 A waiting list will be established if more than four people are waiting. Sign up on the court waiting list at the Tennis Shop upon arrival.
- 6.3.2 If signed in on the waiting list and your name is called for an available court, you must be near the deck, Tennis Shop, or gazebo or your name will be scratched.
- 6.3.3 You may request your name to be passed on the waiting list only if you are present.
- 6.3.4 When signing up for a court or leaving the court area, please remove your name from the waiting list.

6.4 Club Rules:

- 6.4.1 NO player can be bumped if any soft courts are available and open.
- 6.4.2 Time of play is “one hour” for both singles and doubles while others are waiting.
- 6.4.3 Adults will have priority on the soft courts with the exception of organized league play and scheduled special events or tournaments. League play and special event schedules will be posted at the tennis shop for your convenience. Lessons have priority on the hard courts. (Adults are persons 18 years of age or older)
- 6.4.4 When any part of the tennis facility is out of service due to bad weather, court repair or maintenance, adults will have priority on ALL courts, with exceptions noted above.
- 6.4.5 Proper tennis attire must be worn at all times; this includes shirts (with sleeves) and smooth soled tennis shoes. NO CUT-OFFS, RUNNING SHOES, OR GOLF SHOES ALLOWED.