



Rules, Regulations  
Policies & Procedures

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## Preface

Alta Mesa Country Club, hereafter referred to as the Club, is a valuable social and recreational asset to its members. These Rules, Regulations, Policies, and Procedures (Rules) are established by the Club to facilitate and to promote the health, safety, welfare and enjoyment of the members, their families and guests and our employees.

These Rules may be amended from time to time as the Club's Board of Directors ["BOD"] deem appropriate or necessary. It is each member's responsibility to understand and follow the Rules and to ensure that their guests do so as well. Ignorance of the Rules is not an acceptable excuse for failing to adhere to them and will not, absent special circumstances, exempt a member from disciplinary action for violation of the Rules.

Club operations are under the direction of the General Manager who is responsible for the enforcement of all Rules. If the General Manager is unavailable, serious issues should be directed to the department managers or to the Board of Directors (BOD). It is the duty of the General Manager to report serious Rules violations to the BOD

## I. Regulations

### A. Harassment

1. It is the policy of the club and a requirement of Title VII of the Civil Rights Act, that we provide an environment in which members, their families, guest and staff are treated in a non-discriminatory manner. This policy strictly prohibits acts of harassment by or against members, their families, guests and employees on the basis of sex, race, national origin, citizenship, religion, age, or marital status or any other category or protected group recognized by Title VII.
2. Sexual harassment violates the individual rights of members and employees and also state and federal laws. All members must be permitted to enjoy the Club and all employees must be permitted to work in an environment free from unwelcome sexual harassment, as defined by law. Sexual harassment debilitates morale and interferes with productivity. Therefore, sexual harassment by members towards each other or towards employees will not be tolerated. Sexual harassment constitutes grounds for the imposition of discipline by the Club, including, suspension of privileges or expulsion. Sexual harassment includes but is not limited to, unwelcome sexual advances, requests for sexual favors, inappropriate touching, and verbal innuendo of a sexual nature.
3. Any member whose conduct toward an employee results in the filing of an employment discrimination claim or suit by the employee against the Club shall indemnify the club and all of its members from all damages and costs associated with defending the claim, including fines and attorneys' fees.

### B. Liquor Laws

1. The Club has a state of Arizona Series 14 [Private Club] Liquor License that is renewed annually. Under our license, only members of the Club and their of-age guests may be served alcoholic beverages by the Club.
2. No person under 21 years of age may be served or may consume any alcoholic beverage by or at the Club. It is a criminal offense to consume alcoholic beverages if under the age of 21 and, equally, it is crime to serve alcoholic beverages to any person under the age of 21.
3. All alcoholic beverages purchased at the Club must be consumed on the premises. No alcoholic beverages not purchased at the Club may enter onto Club property (other than in sealed containers within motor vehicles, as permitted by law. "To Go Cups" will not be available outside of golf operation hours.
4. It is illegal to sell liquor to or for someone to provide liquor to an individual who is deemed by the Club or its employees to be intoxicated, that is, who appears to be over the legal limit (.08).
5. No one under the age of 21 is permitted to sit at the bar for any reason.
6. Liquor may not be served from 2am to 6am daily and from 2am to 10am on Sundays.

7. Any member who violates these regulations faces discipline, including suspension of privileges or expulsion from membership and shall indemnify the Club and all of its members from all damages and costs associated with such violation, including fines and attorneys' fees.

C. Smoking Laws

1. The state of Arizona enacted the Smoke Free Arizona Act in 2006. The purpose of the Act is to protect our employees, members and guests who may be particularly vulnerable to the health risks associated with breathing secondhand tobacco smoke by prohibiting smoking in enclosed public places and places of employment.

2. This Act applies to all forms of tobacco products including cigarettes, cigars and pipes.

3. Smoking is prohibited by state law anywhere in the main clubhouse building, cart barn, maintenance sheds or within 20 feet of any entrance or open window.

4. The designated smoking area is on the outside patio (on the Southside of the clubhouse).

5. It is mandatory that smoke does not enter nonsmoking areas through doors, windows or vents.

6. Smoking is also permitted on the golf course, putting green and driving range.

7. Any member, guest or employee who violates these regulations faces discipline including suspension of privileges, expulsion from membership or, for employees, termination of employment and shall indemnify the Club and all of its members from all damages and costs associated with the violation, including fines and attorney's fees.

## II. Membership

### A. Club Amenities are included with the membership

1. Golf privileges
2. Use of the practice facility
3. 7 day advance tee times
4. Dining Room
5. Golf Shop
6. Charging privileges
7. Voting privileges for Equity Members Only

### B. Other Amenities are provided for additional fees as established by the Board of Directors from time to time. These include:

1. Club Carts
2. Club Pull Carts
3. Private Carts with an executed contract
4. Private Pull/Push Carts with an executed contract
5. Locker and Bag Storage
6. USGA Handicap

### C. Categories of Membership

1. Single - A single membership is defined as one single golfer on the membership. The single golfer membership includes unlimited golf and full use of the practice facility and all club amenities for that single golfer only. Spouses/companions and children under the age of 22 residing at home are eligible to enjoy the dining room and make purchases in the golf shop but may not participate in any golf activity except under the guest policy.
2. Family - More than one single golfer on the membership. The member shall be the individual in the household who is listed as the member on the membership application. If a spouse is listed on the membership application, that spouse shall have all the rights and privileges of the member. The Family membership includes unlimited golf and full use of the practice facility and all club amenities for the member, spouse/companion, and any children under 22 residing at home.
3. Category Changes - A member can remove or add a qualified spouse/companion, subject to the Companion Policy, thus changing their membership category from one category to the other once in a 12-month period. Adding and removing children under the age of 22 living at home is not subject to this restriction. Those changes and charges will be effective on the next billing cycle after approval.

D. Types of Memberships

1. Full Equity – The single member or at least one person on the membership between the ages of 40 and 69.
2. Senior Equity - The single member or at least one person on the membership between the ages of 70 - 75.
3. Super Senior Equity - The single member or at least one person on the membership age 76 or over.
4. Junior/Legacy – The single member or at least one person on the membership [oldest] between the ages of 18 and 39. Junior members earn a 1.5% discount on the full equity membership for every month they remain a Junior member in good standing. This discount, along with the initiation fee, will be used towards the initiation purchase of an equity membership upon the Junior Member's 40th birthday. This membership confers no right of ownership in any property or asset of AMCC, Inc. and requires a minimum commitment of monthly dues for 12 months. Resignation after this period requires a 30-day written notice and will expire at the end of the next month's billing cycle of which the resignation was received.
5. Seasonal memberships – A decision to offer seasonal memberships will be made by the Board of Directors from season to season. These memberships are a flat fee and incur no monthly dues but includes full Club amenities. Age brackets do not apply.
  - a) *Winter seasonal is offered from November through April of any given year and may only be purchased once.*
  - b) *The summer seasonal is offered from May through September and may be purchased each summer season.*
6. Dining Memberships – Dining Memberships may be for a single person or a family membership. The single and the owner of the family membership must be at least 18 years of age. This membership entitles the member[s] to utilize the dining room, attend all dining special events not pertaining to golf, purchase merchandise in the golf shop and exercise charging privileges.

E. Inactive Status - "Inactive status" for dues paying members in good standing may be granted when the BOD determines that a hardship exists. Inactive status applies to all members of a family membership.

F. Prospective Member Play – Any prospective member wishing to play the course prior to purchasing a golf membership may do so under the following conditions:

1. Tee times must be made through the membership coordinator.
2. The normal guest fee will be collected by the golf shop on the day of play.

3. When possible, the prospective member will be paired with an active member.
- G. Resale of memberships is handled in accordance with the Bylaws. The Resale list is confidential. Access is strictly limited to the Board President, General Manager, Membership Chairperson, and the Membership Coordinator.
- H. Action by the Board of Directors – With just cause, any member may be expelled from the Club or have his/her privileges suspended by an affirmative vote of two-thirds of the BOD.

### III. Club Rules

#### A. Accounting and Finance

1. Monthly dues, in an amount established from time to time by the BOD, and all other charges incurred by a member are due and payable by the last day of the month following the billed month. Late payment of monthly charges shall accrue late charges in an amount set forth on the monthly billing statement.
2. Each member is responsible for the payment of all charges made by his or her guest.
3. No cash transactions will be permitted except for purchases made from the beverage cart, employee tips and by participants in outside events.
4. For the convenience of all members, a service charge percentage, as determined from time to time by the BOD, may be added to all food and beverage sales.
5. Cash tipping is encouraged and appreciated for Club service attendants, wait staff, bartenders, beverage cart operators and locker room attendants.
6. It is customary for the Club to provide an opportunity for members to voluntarily contribute to a holiday fund for all employees. The BOD shall be responsible for the distribution of these funds to the appropriate personnel.
7. Any member whose account is thirty [30] days delinquent will receive notice in the next billing statement giving them until the 15th of that month to become current on their account or face suspension of charging privileges without further notice.
8. Monthly payments may be made by automatic withdrawal, check, or credit card. If a credit card is used for payment, a charge in the amount of 2.5% of the amount due will be added to the member's account.
9. A \$25 fee will be charged for returned checks.

B. Clubhouse Dress Code

1. Clean, casual dress, including jeans is acceptable attire. Tank tops, halter tops, tee shirts, cut-offs, sweatpants, tennis outfits, gym or other athletic warmup suits or shorts are not permitted.
2. Footwear is required in all areas of the Clubhouse.

C. Club Facilities and Grounds

1. The golf course is intended to be used for golfing only, and is not intended to be used for jogging, bicycling, skate boarding, dog walking or recreational walking.
2. Pets are not permitted on the Club grounds during hours of operation at any time unless contained at all times within a golf cart during the member owner's round of golf. Service animals trained to support disabled individuals are permitted in all public areas of the facility.
3. Members shall not have the personal use of the Club's furnishings or equipment. No member or guest shall remove anything belonging to the Club without prior permission from Club management.
4. Commercial advertisements shall not be posted or circulated in the Club nor shall solicitations of any kind be made on the Club facilities or upon the Club's stationery without the prior approval of the BOD.
5. Members, guests or employees who destroy or damage Club property will be held responsible for said actions and will be charged for such destruction and be subject to further disciplinary action as deemed appropriate by the BOD.
6. The Club is not responsible for damage to adjoining properties caused by a member or guest while using the Club facility.
7. Parking is permitted in designated spaces only.
8. The BOD may designate areas within the clubhouse where card playing, dice or other games may be played use of the restaurant area may be restricted during times of heavy demand.
9. Private functions using Club facilities are permitted with prior permission of the Club provided the function does not interfere with the normal operation of the Club or with the services regularly available to club or with the services regularly available to members. Events impacting normal member services require Board approval. Members may make reservations with the appropriate Club personnel for available dates, arrangements and applicable fees. The sponsor of the function is responsible for guest conduct, costs incurred by guests, damage to the Club and removal of any décor supplied by the sponsor.
10. No employee of the Club shall open any member's locker without the member's authority to do so.

11. Members shall not request on duty employees to leave the premises for any purpose.

D. Common Courtesy

1. Members and their guests will treat all employees in a respectful manner. No member or guest shall reprimand, discipline or abuse [verbally or otherwise] any employee. If an issue arises, contact the appropriate department manager, the General Manager, or a BOD.

2. Members and their guests will behave in a manner that is respectful of our Club and all its members at all times when in or about the clubhouse and grounds. Inappropriate behavior will not be tolerated.

3. Loud or profane language in or about the clubhouse and grounds is expressly prohibited.

4. Do not litter in the clubhouse or grounds. Cigarette and cigar butts should be disposed of properly in a trash receptacle.

5. Each member is responsible for his or her guest's conduct.

6. Parents are responsible for the behavior of their children on Club property.

7. No firearms allowed on property.

E. Food and Beverage

1. In the event of any discrepancy between this section of the Rules and Section I.B., Liquor Laws, shall be resolved in favor of Section I.B.

2. All liquor consumed at the Club must be furnished by the Club.

3. All food consumed in the clubhouse must be furnished by the Club. Exceptions for special needs or occasions should be coordinated with the F&B staff.

4. The Club reserves the right, in its sole discretion, to refuse service to a member or guest who appears to be intoxicated.

5. All Food & Beverage minimums were suspended as of June 2013 but may be revisited by the Board of Directors at such time as the Board of Directors determines appropriate.

6. Outside functions are permitted only when the function does not conflict with any Club or member function.

7. The General Manager along with the Food and Beverage Chairman shall maintain a policy on Hours of Operation.

8. Any and all special events held by the Club's Bar & Grill will require advance reservations. To cancel a reservation, (member or guest) a 48 hour cancellation notice prior to noon of the event date is required. "No call" or No Show" will result in the member's account being charged for the event listed price.

F. Loss or Destruction of Property, Personal Injury

1. Each member, as a condition of membership and each guest as a condition of invitation to the Club facilities, assumes sole responsibility for his or her property.
2. The Club shall not be responsible for any loss or damage to any private property used or stored on the Club facilities, whether in lockers, in the cart barn or elsewhere.
3. Any personal property left on the Club facilities for six [6] months or more without payment for storage shall be deemed forfeited to the Club and may be sold by the Club with or without notice, at a public or private sale or may otherwise be disposed of, and the proceeds retained by the Club.
4. Every member or guest of the Club shall be liable for any property damage and/or personal injury at the Club or at any activity or function operated, organized, arranged or sponsored by the Club, caused by the member, his or her guest or family member. The cost of such damage shall be charged to the responsible member's club account.
5. Any member, family member, guest or other person who makes use of or accepts the use of any privilege, service, appliance or equipment whatsoever, whether owned, leased or operated by the Club, including without limitation the use of golf carts, or who engages in any contest, game, function, exercise, competition or other activity at the Club, shall do so at his or her own risk. The member and his or her family members and guests hereby hold AMCC, Inc. and its respective owners, directors, officers, members, employees and representatives [collectively referred to as the "indemnified parties" harmless from any and all loss, cost, claim, injury, damage or liability sustained or incurred by him or her, resulting or arising out of membership in the Club or use of club facilities and/or from any act or omission of any of the indemnified parties.
6. Should any party bound by these Policies and Procedures bring suit against any of the indemnified parties in connection with any event operated, organized, arranged or sponsored by the Club or any other matter in connection with membership in the Club and fail to obtain judgment against any one or more of them, said party bringing the suit shall be liable to the prevailing indemnified parties for all costs and expenses incurred by them in the defense of such suit, including court costs and attorneys' fees.

#### G. Violations of Club Rules and Discipline

1. Violation of any of these rules of conduct that is likely to endanger the welfare, harmony or good reputation of the Club, be offensive to other members, or deemed improper by the BOD may subject the violator to disciplinary action by the Club in accordance with these policies and procedures and/or the Bylaws of the Club.
2. Discipline may include but is not limited to reprimand, fine, probation under specific written terms, suspension or expulsion from the Club
3. The BOD shall, acting by majority vote of a quorum of the BOD, be the sole decision maker as to what constitutes conduct subjecting the member to discipline.

### IV. Golf Rules

#### A. General

1. The USGA rules of golf and rules of etiquette govern all play except as modified by the local rules.
2. The Golf Committee shall define "local rules" and a booklet is available at the golf shop desk and on the website.
3. The Head Golf Professional or Golf Superintendent shall determine when the course is fit for play.
4. Proper attire is required of all members and guests using the golf course or practice facilities. For Men, this means shirts with collars or mock turtlenecks and sleeves, and slacks or shorts of mid-thigh length. For Women, slacks or dresses, skirts, skorts and shorts of appropriate length and golf shirts or blouses with collars or sleeves are considered appropriate. Tank tops, halter tops, tee shirts, cut-offs, sweatpants, jeans or denim of any color, tennis outfits, gym or other athletic warmup suits or shorts are not permitted. The Golf Professional on duty is authorized to determine what appropriate dress is and require conformance before permitting a member or guest to play or practice.
5. Appropriate soft spike golf shoes are required of all golfers.
6. Each player must have his or her own set of clubs.
7. All players must have a starting time reserved through the golf shop. Starting times shall be determined and assigned by the golf staff in a manner deemed appropriate by them.
8. All members and guests must register in the golf shop before beginning play. "Cutting in" or starting mid-course is not permitted without the approval of the Golf Professional.
9. Groups larger than fivesomes will be permitted at the discretion of the Golf Professional.
10. Eighteen holes of play should be completed in 3:55 hours or less.

11. If a dangerous condition exists, such as lightning, play shall be suspended and the course and practice areas must be evacuated.
12. Members are advised that the Club does not have a horn or siren system to warn of approaching lightning.
13. All tournament play must be arranged and approved in advance by the Head Golf Professional.
14. Golf course and practice area access may be restricted during major tournaments, special events and Tuesday WGAAM events.
15. It is required that all members who have received golf shop credits must use them by December 31st of each year. Golf shop credits issued in November or December are good until the following year end.

B. Courtesy on the Golf Course

1. Help maintain the course by leaving it in better condition than you found it.
2. Refrain from throwing cigar and cigarette butts on the ground. Put them out and keep them until the next trash can is available.
3. Refill all divots that you make or find. Walkers are requested to carry divot mix as well. Refill divot mix at the turn to ensure you don't run out.
4. Properly repair your ball marks and any others that you find.
5. Rake bunkers to a consistent surface [no gouges or dips] and place rakes completely outside the bunker when finished.
6. It is the responsibility of each group to keep pace with the group ahead of you. If you are unable to keep pace and the group behind is consistently waiting on you, allow them to play through.

C. Golf Cart Usage

1. The Club's golf carts may be used only after assignment and registration by the Golf Shop and only when the course is open for play.
2. The operator of any golf cart or substitute (e.g., motorcycle-style 2 or 3 wheeled conveyance), whether the Club's golf cart or a member's golf cart must be at least 16 years old, have a valid automobile driver's license, and have the cart and driver registered with the golf shop.
3. Unless the BOD prescribes to the contrary on a temporary basis, which will be announced, members using a Club cart are expected to double up within the group, having two riders per cart. Choosing not to do so, will result in a charge at the full cart rate of two riders. Private cart owners are not required to share their cart with another rider but are encouraged to do so, however, if a private cart owner is utilizing the complimentary club cart portion of their contract, they will be required to abide by the single rider policy and will also be subject to a charge if electing to ride alone.

4. Excessive cart usage can damage the course. Keep all four wheels on the cart path, scatter onto the fairways and try to avoid wet areas. The same rule applies to two and three wheeled golf “cart” type vehicles.
5. Carts are not to be driven forward of the cart signs near greens or within 30 yards of any unmarked green.
6. Carts are to remain on the cart paths at the practice facilities.
7. The Golf Superintendent or designee may restrict or prohibit golf cart usage to avoid damage to the course in wet or frosty conditions and immediately after over seed. Adherence to these restrictions shall be strictly enforced and violators subject to discipline by the BOD.
8. Operation of a golf cart is at the risk of the operator. Persons who are intoxicated shall not operate a golf cart. The cost of repair for damage to a cart by a member, family member or guest will be charged to the member.
9. Each member and guest of the Club accepts and assumes all responsibility for liability connected with operation of the golf cart. The member and guest of the Club also expressly indemnify and agree to hold harmless the Club from any and all damages, whether direct or consequential, arising from or related to the use and operation of the golf cart.
10. The Membership Committee maintains “Private Cart” contracts subject to BOD approval for any member wishing to utilize their private cart on the golf course or Club premises. This contract outlines all rules and regulations as they pertain to such privilege.

D. Guest Policy

1. The Golf Committee with BOD approval has restricted guest play from January 1st through April 30th. There will be no guest play on Wednesdays and Fridays after 11:30am and on Saturday mornings before 11:30am.
2. All guests are limited to a total of twelve [12] rounds of golf during 12 consecutive months and a maximum of six [6] rounds from October through April.
3. Guests must register with the golf staff prior to practice or play.
4. Guests must abide by the policies, procedures and bylaws of the Club.
5. All guests will be charged a cart fee with their round or golf whether or not they use a cart.
6. Courtesy rounds may be granted to golf professionals, prospective members or others at the discretion of the Head Golf Professional.

E. Golf Handicaps

1. Handicaps are computed through the World Handicap System [WHS] under supervision of the golf staff.

2. All member rounds played at the Club must be posted to the World Handicap System.

F. Minor Golfers

1. Minor golfers are defined as all golfers seventeen [17] years of age and younger.

2. Minor golf tee times will be at the discretion of the golf staff. Minor Golfers are not permitted to make tee times during the busy times. Adults will always have priority on the tee, when making starting times, on the range, and using the putting green.

3. Minor Golfers when accompanied by an adult member may play at any time subject to the discretion of the golf staff.

4. Minor Golfers must observe all course and etiquette rules, as well as, proper general conduct appropriate for a private club. Examples: Clubhouse & Surrounding area: No horseplay, loitering, yelling, profanity, littering, such as leaving cups, bowls, etc. on putting green or range areas. Driving range & Practice areas: No domination of practice areas. When a member comes to any of the practice areas, the minors will give up their spot to the member. No hitting at the range picker, homes, streets, etc. Hitting to designated areas.

5. Minor Golfers are not allowed into the bag storage or cart barn area under any circumstances.

6. Minor Golfers must abide by the dress code. Collared shirts only, which must be tucked in at all times and caps must be worn bill facing forward. Appropriate shorts or slacks, meaning no parachute pants or denim.

7. Discipline will be at the discretion of the golf staff and Club management. Disciplinary action will be taken if any of the above rules are not followed. 1<sup>st</sup> offense: 1-week suspension – loss of privileges; 2<sup>nd</sup> offense: 1-month suspension-loss of privileges; 3<sup>rd</sup> offense: referral to BOD for disciplinary action against membership holder.

8. Minor Golfers under the age of 22 are not eligible to participate in the Men's or Ladies' Club Championship, Couples' Club Championship, Member/Member, Member/Guest, Gold Rush, The Kachina or any event deemed ineligible by the Golf Committee.

9. Minor Golfers are subject to all bylaws, rules & regulations and policies & procedures of the Club.

- G. Teaching Professionals –
  - 1. Paid lessons shall be taught only by the golf staff or the Club.
- H. Tournament Eligibility
  - 1. All “dues paying members” are eligible to compete in the Men’s Club Championship, Ladies’ Club Championship, Men’s Senior Club Championship, Couple’s Club Championship, the Kachina and the Gold Rush.
  - 2. All members including seasonal members can play in any other tournament or event other than those listed above including, but not limited to: Member/Member, 4-member, Couples’ Twilight, Memorial Day tournament and Father’s Day scramble.
  - 3. Only women may play in the Ladies’ Club Championship.
  - 4. Only men may play in the Men’s Club Championship.
  - 5. Only couples, which for the purposes of the Couples’ Club Championship means member and spouse/companion under the same membership may play in the Couples’ Club Championship.
  - 6. Must have your handicap registered in the WHS system at the Club.
- I. Hole in One Club Policy
  - 1. All dues paying members are automatically enrolled in the “Hole in One Club” unless opted out in writing.
  - 2. When an enrolled member achieves a hole in one, each enrolled membership is billed five dollars [\$5].
  - 3. When 5 enrolled members get a hole in one, a food and beverage party will be hosted by the club whereby the enrolled memberships may attend.
  - 4. All hole in ones must be witnessed and registered in the golf shop on the appropriate form available in the golf shop.
  - 5. Must be a minimum of nine [9] holes either holes 1 thru 9 or 10 thru 18 to be eligible.
  - 6. No guests or children permitted to attend the ‘Hole in One’ party.
- J. Violations of Golf Rules and Discipline
  - 1. The Board of Directors, the General Manager, and the Head Golf Professional and his or her staff have the responsibility and the authority to enforce the golf rules.
  - 2. Violation of these rules may result in loss of playing and/or golf cart privileges.