



# **Rye Golf Club**

## **Handbook**

**330 Boston Post Road  
Rye, NY 10580**

**Revised 2024-04-03**

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## Introduction

Rye Golf Club is a non-equity membership Club (“the Club”) owned and operated by the City of Rye. The Club offers a challenging 18-hole Devereux Emmet designed golf course overlooking the Long Island Sound, a full-service golf shop and professional Staff, teaching and practice areas, multiple swimming pools, and multiple socializing and play areas. Amenities include separate golf and pool locker rooms, a golf course halfway house, Snack Bar, and Whitby Castle. The Castle, built in 1852, and constructed with stones from the original Whiby Abbey in England, overlooks the Club’s finishing 18<sup>th</sup> green, offers distant water views, and serves as the perfect venue for many events and private celebrations.

In 1965, the City of Rye purchased the 127-acre property, formerly a country club, as a resident recreation facility. The operational model has been changed to a self-supporting Enterprise Fund. Under this model, the Club is responsible for all costs associated with the operation and maintenance of Rye Golf Club: operating expenses, debt service, capital improvements, and contribution to the City’s general fund. It is important to remember that no tax dollars or City subsidies are used to fund the Club. Club revenues, which fund the operating budget, are generated through membership dues and user fees.

## Mission statement

To provide high quality services and an enjoyable family-friendly atmosphere with a high level of member involvement and pride in their facilities.

## Information

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W: [www.ryegolfclub.com](http://www.ryegolfclub.com)

General Manager

Extension 7

[gm@ryegolfclub.com](mailto:gm@ryegolfclub.com)

Accounting Department

Extension 6

[accounting@ryegolfclub.com](mailto:accounting@ryegolfclub.com)

Pool Director

Extension 4

[pooldirector@ryegolfclub.com](mailto:pooldirector@ryegolfclub.com)

Membership Department

Extension 3

[membership@ryegolfclub.com](mailto:membership@ryegolfclub.com)

Golf Shop

Extension 2

[golfshop@ryegolfclub.com](mailto:golfshop@ryegolfclub.com)

Starter

Extension 1

# Membership

## Information and communication

The primary means of communication are email listserv and the Club's website ([www.ryegolfclub.com](http://www.ryegolfclub.com)). The member-only section of the website provides access to tee times and member notices. If you do not have your email and mobile number on file, or you choose to opt out of receiving emails and texts, you may not receive Club information.

## Membership overview

### Duration

- Membership at Rye Golf Club is year-to-year. The membership year is the same as the calendar year (January 1 – December 31). Membership accounts must be renewed annually.

### Application

- Memberships are processed according to the following schedule:
  - Renewing golf members: February
  - New golf members: March
  - Pool members: April, into Season
- Prospective members can join the Club by contacting the Membership Office.
- Current members will receive a renewal application and information by email according to the above schedule. Information will include a link to the application, list of fees by membership category, and other pertinent information.
- All applications must be filled out completely with all the requested documents attached to be processed; the processing may take up to 5 business days. Use of Club facilities is prohibited until the application has been processed by the Membership Department.
- Rye Golf Club is not responsible for email blocking, postal delays, and any other type of non-delivery.
- Former members who have a past due balance are not eligible to reapply for membership until their account is made current.
- Rye Golf Club reserves the right to deny membership for "cause".

### Membership terms and definitions

- Resident = A person whose primary residence (legal domicile) is located within the physical boundaries of the City of Rye. Ownership of real property or mailing address may not constitute residency. Proof of residency is required by the Membership Department annually. Proof is ultimately the responsibility of the member.

- Non-resident = A person whose primary residence is not within the physical boundaries of the City of Rye.
- Full member = A person aged 18+ who has an individual membership, or who is part of a family membership as one of the guardians.
- Adult = A person aged 18 and older.
- Junior = A person aged 17 and younger.
- Dependent child = An unmarried dependent aged 22 or younger as of January 1 of the current membership year, residing in the same domestic unit as parents.
- Family = Full members and dependent children living in the same household.
- Golf facilities = The golf course, practice areas, and golf locker rooms.
- Pool facilities = The pools, pool grounds within the fenced areas, Snack Bar patio, and pool locker rooms.
- Daily access = The ability to have access to facilities when all or parts of said facilities are open for use by the members. Does not guarantee unlimited or unrestricted use of any or all facilities.
- Member in good standing = A member that has not experienced a disciplinary warning from Club management for the most recent 12 months (having had their membership/Club usage privileges suspended or revoked) and has not had an account in arrears by 60 days or more.

#### Payments and member charge account

- Rye Golf Club is a cashless Club, except as follows:
  - All food and beverage concessions accept member charge, cash, or card.
  - Golf Shop merchandise and lessons can be paid with member charge, or card.
  - All other charges must be settled through member charge account.
- All accounts are settled to the credit card on file.
- All payment and member charge account policies are subject to change. Notification of final determinations of, or changes to, policies will be sent directly to members through the Club's membership email delivery system.
- If an account is in arrears for any reason, member and/or charging privileges may be suspended until the account is settled. If the account is 30 days past due, a 5% monthly service charge on the balance may be added.
- If no account is established, the member will have no charging or guest privileges.
- Members with a history of failing to maintain a current account may be required to pay dues in full and have their membership charging privileges revoked.
- Members must first address account charge inquiries to the Accounting Department before filing a grievance or dispute with their credit card company. Members who do not comply with Rye Golf Club's request to retract a credit card dispute will no longer

remain a member in good standing, resulting in a suspension from Rye Golf Club until the dispute is resolved to the satisfaction of the Club.

## **Membership categories**

### Comprehensive

- Daily access to golf (Tuesday–Sunday) and pool facilities (daily) for a family of full members and dependents.

### Individual Daily Golf

- Daily access to golf facilities by an individual full member, Tuesday–Sunday.
- No pool privileges. Cannot be a guest of another member at the pool.

### Young Executive

- Daily access to golf facilities by an individual full member who is between the ages of 18 and 34 inclusive as of January 1 of the current membership year.
- No pool privileges. Cannot be a guest of another member at the pool.

### Individual Weekday Golf **(Only available to existing IWG members as of 2017.)**

- Access to golf facilities by an individual full member, Tuesday-Friday only.
- Access to Monday golf when the golf course is open on holidays is at the discretion of the General Manager.
- No pool privileges. Cannot be a guest of another member at the pool.

### Family Pool

- Daily access to the pool facilities by a family of full members and dependents.
- No golf privileges. Cannot play golf as a guest of another member.

### Individual Pool

- Daily access to pool facilities by an individual member.
- No golf privileges. Cannot play golf as a guest of another member.

### Pool For 2 **(Only available to existing PF2 members as of 2021.)**

- Daily access to pool facilities by a full member and a spouse/significant other residing in the same domicile.
- No golf privileges. Cannot play golf as a guest of another member.

## **Add-on memberships**

### Legacy Comprehensive and Legacy Pool

- Available for children of Comprehensive or Family Pool members who have aged out of membership eligibility and are aged 23 to 26 inclusive as of January 1 of the current membership year.
- The individual does not need to reside with the full member, or in the City of Rye.

#### Early morning lap swim (EMLS)

- Add-on for Comprehensive, Family Pool, Individual Pool, or Pool for 2 members.
- Add-on is per individual (must be purchased for each participant) and valid for the EMLS season only. Hours will be posted by the Pool Director.
- Must be aged 18 or older.
- No guests are permitted.

#### Childcare Provider (CCP)

- Available with Comprehensive or Family Pool memberships.
- Only for Pool attendance.
- Required for members who would like their own childcare provider (babysitter, au pair, live-at-home nanny, etc.) to accompany the full member's children to the pool.
- CCP has no independent membership privilege and may not use facilities unless accompanied by full member's children.
- CCP may not bring any guests to the facility: this includes children of other members.
- Not transferrable from one CCP to another; the CCP must be named on the membership account.
- Families with a physically or mentally disabled dependent child will not be responsible for paying for the CCP add-on.

## **Governance**

The management of Rye Golf Club is under the direct supervision of the Club's General Manager. A 7-member Rye Golf Club Commission is elected by and represents the membership in an advisory capacity to the Club's Staff. This advisory board makes recommendations to management about Club rules and policies, in addition to reviewing annual budgets. Standing and ad hoc Committees report back to the Commission and Staff. The Commission convenes at monthly meetings, January through November.

### **Commission**

- The Rye Golf Club Commission will consist of seven (7) Club members in good standing, elected by the eligible voting Club members. The Commission shall at no time have more than one non-resident member.
- Unless otherwise noted, the term of each Commission member shall be three years, commencing January 1 of the year following a regular election year.
- In the event of a vacancy, the Commission can vote to appoint a member in good standing to fill the remainder of the departing member's term.

## **Commission Elections**

- Elections will take place over a three-week period. Voting will be conducted using a secure online independent third-party voting system licensed by the City. Members will receive voting instructions and a link to electronic ballots through the Club's email notification system.

### Voting eligibility

The following categories are eligible to vote:

- Comprehensive: 2 votes (*2 email addresses must be on file with the Club*)
- Individual Daily Golf: 1 vote
- Young Executive: 1 vote
- Individual Weekday Golf: 1 vote
- Family Pool: 2 votes (*2 email addresses must be on file with the Club*)
- Individual Pool: 1 vote
- Pool For 2: 1 vote

## **Committees**

In general, all members of Rye Golf Club are encouraged to bring forth their feedback, suggestions, or complaints to the attention of the General Manager, Staff, or Commission. At varying levels of involvement, more formal input is requested by the General Manager and the Commission through member participation in committees. Any member wishing to serve on a committee should contact the General Manager. When active, committees are limited to no more than nine (9) total members and cannot include more than three (3) current Commissioners.

## **Disciplinary matters**

Staff will enforce all rules stated herein. Members who violate such rules may be subject to a hearing and, subsequently, disciplinary action as set forth in Appendix A.

Members in violation of any rule or policy are subject to the following procedures:

- Written warning
- Required to leave the property
- Suspension of playing privileges at certain times and/or for certain tournaments
- Suspension of golf cart use
- Suspension from participating in events
- Ban from serving as a Committee member or Commissioner for the Club
- Suspension of Club use and entering Club property
- Loss of membership privileges



# Policies

## General rules & policies

Our rules and policies are developed for the safety of members, guests, and the Staff. All members and their guests must adhere to all Club rules, policies, and procedures that have been adopted or revised by Rye Golf Club. Members who violate such rules may be subject to a hearing and subsequent disciplinary action by the General Manager as set forth in Appendix A. In the event of a violation by a guest, the member may be subject to disciplinary action.

- Members must comply with Staff requests relative to the operation or safety of the Club, its property, members, guests, and Staff.
- The City of Rye has a zero-tolerance violence policy and will enforce the rules and regulations to ensure that all members, employees, and guests are treated in a respectful manner. Physical contact of any type, obscene or abusive language, or actions toward Staff, other members, guests, or neighbors will not be tolerated.
- Posted signs, directions, and markings must be adhered to.
- No person may give instruction/lessons of any type unless authorized by Staff.
- Only food and beverages purchased through Club facilities may be consumed on Club property. Food delivery and outside catering are prohibited.
- Disrobing in public or parking areas is not permitted. Locker rooms and changing stations must be used.
- Smoking (in any form, including electronic vaping instruments) is prohibited in all buildings, as well as all outside designated smoke-free eating areas.
- Members must have up-to-date pictures on file on their membership account.
- Membership account may only be used by the member it is assigned to. Any misuse of your membership account may result in suspension or loss of membership privileges.
- Members must present their membership number when charging or to any Staff member upon their request.
- Audible cell phone use at the Club is restricted to the parking lot and pool facility.
- Cell phone use of any type is strictly prohibited in all locker rooms and restrooms.
- Members must clean up after themselves and deposit litter and recyclables in appropriate receptacles.
- Pets are not allowed on Club grounds including after hours or in the off season.
- Skateboards, scooters, in-line skates, hiking, riding bikes, sleigh riding, cross country skiing, snowshoeing, dog walking, and other such activities on Club grounds are prohibited.
- The use of "drones" or conducting photography "shoots" of any type are not permitted without the written consent of management.

- Club management has the right to ask anyone to vacate Club property at any time if it is deemed necessary.

### **Disclaimers**

- The Club maintains a “no refunds” policy that is strictly enforced.
- The Club is not responsible for articles lost or stolen from locker rooms or facilities or left at the Club, including areas such as locker rooms, golf carts, etc.
- All members and their guests participate in Club activities at their own risk and acknowledge that there is risk of injuries, damage, or loss to person or property which may be sustained as a result of use of the Club facilities or property and agree to waive and relinquish all claims and hold harmless the City of Rye, Rye Golf Club, its officers, agents, and employees from any and all claims.
- The Club reserves the right to adjust fees and schedules and may close or restrict use of all or part of Club facilities as deemed necessary without refund or credit of fees. Reasons may include, but are not limited to: golf outings, swim meets, corporate events, private parties, maintenance, power outages, weather, or other unforeseen circumstances.
- Members and guests agree to grant the City of Rye, Rye Golf Club, its officers, agents, and employees the irrevocable and unrestricted right to use and publish photographs and/or videos of them or their guests in which they may appear for advertising and promotional purposes and in any manner and medium to alter the same without restriction.
- Members aged 18 and over shall be held responsible for their own conduct and actions, and the conduct and actions of their children, other minors in their charge, and that of their guests whether they are present or not.
- Responsibility for damages to real or personal property situated on or adjacent to the Rye Golf Club premises caused by a member or their guest shall include but not be limited to repair or replacement. The General Manager will determine if damaged property shall be replaced or repaired and will determine the actual cost of such.
- Rye Golf Club does apply fertilizers, pesticides, and other organic materials on a regular basis for golf course and landscape maintenance.

### **Dress Code**

Proper attire is always required throughout the Club. Our policies below address our Dress Code at different parts of the facility. Management has the final call on all attire.

#### Golf facilities

- Appropriate golf attire is as follows: dress slacks, chino style pants, skirts, and walking shorts that are no more than six inches above the knee. Golf shirts, mock turtlenecks, and tailored shirts are acceptable and should be tucked in.

- No metal spikes are allowed on our golf facilities.
- Strapless, halter, tee shirt, underwear-type shirts, jeans or denim of any color, sweatpants, fatigue type pants, bathing suits, and cut-offs are prohibited.
- Members and guests are expected to use our locker rooms to change their shoes.

#### Pool facilities

- Proper swimwear is always required by everyone using the pool facilities.
- Appropriate swimwear is as follows: swim trunks, water shirts, or bathing suits made of material designed for use in aquatic facilities. (Clothing not designed with water-friendly fabric is much more likely to carry bacteria into our pools.)
- Disrobing of undergarments in public or in parking areas is not permitted, regardless of age. Please use the locker rooms or designated changing stations.

#### Guest policies

- Only members with an established member charge account may bring guests and all guest fees must be paid through the member's account.
- Members are responsible for making certain their guests adhere to all Club rules, policies, and Dress Codes.
- All guests, regardless of age, must always be accompanied by the sponsoring member (see age restriction section for guests aged 17 and under).
- Junior members may only bring junior guests, aged 17 and under.
- Weekend guest fees apply Friday-Sunday and Holidays.
- Guest play is permitted on the golf course only after 10:30AM on Saturday, Sunday, and Holidays.
- Guests may be required to show photo identification.
- An individual may be a guest at the Club a maximum of 6 times in one year. This number is cumulative; not 6 times with one member and 6 times with a different member, but 6 times total.
- Members with pool access are limited to bringing 6 guests per Family membership, or 3 guests per Individual membership or Pool For 2 membership.
- Members can have a maximum of 3 guests per day at the golf facilities.
- Staff may make exceptions to the guest policies, if permissible.

#### Age restrictions

- Children less than 14 years old must always be accompanied by an adult member (aged 18+) unless noted otherwise.
- No individual under the age of 9 is permitted to use golf facilities, except for the short game area, under constant and direct supervision of a parent or guardian.
- Please refer to golf- and pool-specific age policy sections for further information.

# Golf

## Golf rules, policies, & information

- Members of Rye Golf Club enjoy a brisk pace of play. At all times, members and their guests must be prepared to remain within one shot of the group in front of them.
- Each player must have his or her own golf clubs and golf bag.
- Only designated areas can be used for practice.
- No member may use the teaching tee or any other area as a driving range unless accompanied by a member of the Professional Staff.
- Golfers must obey all daily rules, restrictions, signs, directional arrows, ropes, and other markings.
- All golfers must check in with the Starter prior to playing.
- Golfers will be grouped with other players to make foursomes whenever possible. Singles, twosomes, and threesomes declining to be grouped as requested will be deferred to a later available tee time or denied play.
- Only those people actively playing golf are allowed on the course. Spectators are permitted in designated areas only for special events as specified by the General Manager or Golf Professional.
- All players participating in Club events must possess a Rye Golf Club USGA Handicap unless noted otherwise.
  - The USGA Handicap System enables golfers of all skill levels to compete on an equitable basis. All scores, including rounds at other courses and tournament and partial round scores, must be posted. (See the Golf Professional for compete details on the Handicap System, posing of scores, and penalties.)
  - The Handicap Subcommittee will monitor players, entry of scores, and Handicaps.
  - The Subcommittee may adjust scores or Handicaps as necessary and will determine eligibility for tournaments or events.
  - The Subcommittee may disqualify a player from participating in an event with cause.
- The Golf Professional will resolve all questions or concerns related to golf rules, Handicaps, or tournament play.
- The Starter will handle matters of course conduct or pace of play issues.
- Staff may remove a player from the course at any time if players are in violation of any rules or policies.
- To participate in adult tournaments a member must be at least 18 years of age. To be eligible for a junior tournament, a player may not be older than 17 at any point during the tournament.

## Golf etiquette

Golf is a self-policing sport. Each player is expected to hold themselves to the highest standards of care when it comes to the golf course, pace of play, and etiquette. If you witness a violation. You should politely inform the violator of their responsibility to themselves and others. If the matter is egregious, you must report it to the golf operations Staff.

Abide by the "spirit of the game". Unlike many sports, golf is played, for the most part, without the supervision of a referee or umpire. The game relies on the integrity of the individual to show consideration for other players and to abide by the rules. All players should conduct themselves in a disciplined manner, always demonstrating courtesy and sportsmanship, irrespective of how competitive they may be.

- USGA rules prevail whenever not posted or covered by local rules.
- All golfers must start at the first tee and always play all holes in numeric order unless directed otherwise by the Staff. All holes must be played in succession. Skipping or playing holes out of order is prohibited. Golfers are expected to adhere to the highest levels of golfing etiquette and care for the golf course:
  - Replace or repair divots, repair ball marks, enter and exit traps from the lowest point, and obey all signs and markings.
  - Before leaving a bunker, players should carefully rake over all disturbances and footprints made by them and any nearby made by others.
  - Carry bags are not permitted on tees and greens. Place them in the rough.
  - The flagstick should be properly replaced in the hole before players leave the putting green.
  - Only one ball may be played; please do not use the course as a practice area.
- Delays due to weather or other unforeseen situations are for the safety of the players or to minimize damage to the golf course. Please be patient.
- No more than four (4) players may play together at any one time.
- Players may request permission to play through if a hole is open ahead. Slow players should honor this request.
- Players who have stopped after the 9<sup>th</sup> or 12<sup>th</sup> hole must be ready to tee off on the next hole when the preceding group is out of range. If stopped for a prolonged period, other groups may play through, and you will be required to check in with the Starter to be slotted back into play.
- Observe extreme caution when playing shots within range of other golfers and Staff. Do not hit your ball until those in front of you are out of range.
- If a player plays a ball in a direction where there is danger of hitting someone, the traditional warning "Fore" should immediately be shouted. If in doubt, always shout "Fore" as loudly as you can.

## **Pace of play**

If players obey the following guidelines, it will make the game more enjoyable for everyone. It is expected that players affirmatively respond to other members if another member suggests that a player abide by customary golf course etiquette and local pace of play expectations. If a player or group consistently disregards these guidelines during a round, disciplinary action against the offending player or group may be taken. Such disciplinary action may include, but is not limited to, adjusting tee times that better suits the player or groups ability to keep up, loss of prime time playing privileges, prohibiting play in certain tournaments or events, or suspension of playing privileges.

"Pace of play" = Always keeping up with the group in front of you.

"Ready golf" = Being ready to hit your shot as soon as the group in front of you is out of range.

- It is a group's responsibility to keep up with the group in front of them. Do not worry about what is going on behind you.
- Play "ready golf".
- Go directly to your ball even if you are further ahead of your playing partners.
- Bring multiple clubs to your ball.
- Have the club you need selected.
- Complete your pre-shot routine while waiting to play.
- When the group ahead is out of your range, play your shot.
- If you are the first person ready to play in your group, regardless of proximity to the hole, play your shot.
- Assist playing partners by bringing clubs, looking for balls (after you play your shot), raking bunkers, and fixing ball marks.
- When playing on or near the putting green, leave your bags or carts in a position that will enable quick movement off the green and towards the next tee.
- If a group is falling behind and therefore slowing down the pace of play, Staff may request that the group pick their golf balls up and get back into position on the golf course by not playing the hole out, but rather advancing ahead to catch up with the group in front of them.
- Staff may direct a slower group to let another group play through.
- If a player believes their ball could be in a hazard, lost, or out of bounds, to save time they should play a provisional ball.
- Pace of play rules apply to tournament play.

## **Operations schedule & tee time reservations**

- The golf course is open from late-March to December, weather permitting.
- The Golf Shop, course, and practice areas will open 30 minutes prior to the first scheduled tee time of the day.
- "Prime time" = weekends and Holidays before 10:30AM.
- Golf course hours are subject to change due to the season, length of day, weather, maintenance, or events.
- Changes and closings will be posted ahead of time whenever possible.
- Club management reserves the right to close, delay, or restrict play on the golf course at any time. The General Manager, Superintendent, or their designee(s) have full authority to order closings, delay, or restrictions when necessary.
- All or portions of the course may be closed for maintenance or construction for prolonged periods of time without refund or credit of fees.
- The Club processes tee time requests for Friday—Sunday and Holidays through an online request system called Foretees.
- Other tee times may be reserved one week in advance by calling the Starter at 914-835-3200 X 1.
- If you are unable to keep your tee time, you must cancel your reservation as soon as possible to avoid potential penalties.
- Players must report to the Starter no less than 15 minutes prior to their scheduled tee time; otherwise, the Starter may drop back all or part of the group to a later available time or substitute players for those who have not checked in.
- Golfers will be grouped with other players to make foursomes whenever possible.
- Groups with frequent latecomers or no-shows will be subject to loss of tee time reservation privileges or assigned later starting times. Individual offenders may be subject to financial fines after an initial warning.
- A player's inability to maintain pace of play will be taken into consideration when assigning tee times. Please request a tee time with your ability to keep pace of play in mind.

## **Cart and hand cart usage**

- Golf carts must be paid for before the start of your round. Members who are observed riding in a golf cart that has not been registered for will have their account charged for use of the golf cart.
- Golf carts must remain on paths or designated areas as directed by Staff, GPS instructions, or course markings.
- Hand carts must always remain off tees and outside greenside bunkers.
- No more than 2 riders and 2 bags per golf cart are permitted at any time. Standing on the sides or backs of the carts or overloading them in any way is not allowed.

- Pulling or towing of hand carts by a golf cart is prohibited for a player's own safety.
- Golf carts must be returned in the evening by sundown.
- No one under the age of 16 can operate golf carts. Staff may require age verification.
- No golf carts are permitted on any public road except for crossing Soundview Avenue after carefully checking for oncoming traffic.
- Reckless driving or failure to obey rules may result in forfeiture of use of golf carts or playing privileges.
- **RGC Golf Cart Disclaimer**

*Members agree that in consideration of permission to use the Rye Golf Club golf carts, they due hereby release, waive, discharge and covenant not to sue the City of Rye or the Rye Golf Club (Owner), its members, officers, employees and agents from liability from any and all claims, including the negligence of Owner, resulting in personal injury, accidents or illnesses, and property loss arriving from use of the golf cart. Use and control of a golf cart, by its very nature, carries with it certain inherit risks that cannot be eliminated regardless of care taken to avoid injuries. The specific risks vary from one activity to another, from one location to another, from one individual to another, but the risk of driving, riding, or using a golf cart range from minor injuries to major and catastrophic injuries. Members using RGC golf carts understand and agree that it is their responsibility to assess the hazard presented by their use of said golf cart and further agree that they are the ultimate judge as to whether they can use the golf cart without risk of harm to themselves and others. They also agree to defend, indemnify and hold harmless, the Owner, its members, officers, employees and agents, from and against any and claims demands actions or causes of actions for costs, attorney's fees, expenses or damages to personal property, a personal injury, which may result from any use of the golf cart. They also agree to pay for any damages or expenses caused by their guests or themselves to the golf cart, Club or personal property.*

## **Junior golf**

- Parents are responsible for their children or other minors in their care at all times.
- All junior golfers may be required to attend an orientation prior to using golf facilities or at any time management deems necessary.
- Juniors required to play with an adult member must make prior arrangements with the adult member they will be playing with, as opposed to walking up to the first tee with no previously scheduled tee time.
- Restrictions for junior golf:
  - Juniors aged 15–17 can play golf unsupervised by an adult only after 3:00PM.
  - Juniors aged 9–14 must be supervised by an adult at all times when golfing.
  - No one under the age of 9 is permitted to use the golf facilities except for the Club's short game area under constant and direct supervision of a parent or guardian.



- Junior golfers cannot bring guests until after 4:00PM. Age restrictions (15–17) apply.
- Juniors aged 9–17 who want to become certified must complete the Junior Golfer Training Program; there are no exceptions. There are no fees for exams, which are scheduled at the discretion of the Golf Professional. This program will include participating in a rules and etiquette seminar, a simple written exam, and an on-course playing review administered by the Golf Staff.

### **Winter golf**

- Winter golf rules take effect when the Golf Shop is closed for the year.
- The course is open to Rye Golf Club members only. Guests are not permitted.
- Players can only play holes that are open and must use temporary tees and temporary greens as marked. All holes should be played in order.
- Having more than one ball in play per golfer is prohibited.
- No member may use the teaching tee or any other area as a driving range.
- Posted signs, directions, markings, and ropes must be adhered to.
- Requests of Staff must always be complied with.
- Anyone in violation of the winter golf rules may be subject to disciplinary action.

## **Pool**

### **Pool rules, policies, and information**

- Hours of operation are subject to change through the Season due to the operational session, programs, scheduled events, or inclement weather.
- Locker rooms close promptly at scheduled pool closing time.
- The Pool Director and/or General Manager reserve the right to close, delay, or restrict pool usage at any time, for any reason. There will be no refund or credit of fees.
- Members who violate or disregard pool restrictions or closings are subject to disciplinary action.

### **Facility rules**

#### General rules

- Patrons can only enter and exit the facility through designated pool booth gates.
- No running on the pool deck.
- Children under the age of 14 must be supervised by an adult.
- Guardians are responsible for their children and other minors in their care.
- Patrons under the age of 18 cannot bring adult guests.
- Chairs on the pool deck cannot go beyond the drain line or 4 feet from the pool edge, whichever is farther. Staff reserves the right to prohibit chairs on the deck.
- Playing music from a speaker is forbidden in the area surrounding the pool and at the Snack Bar.

- No sitting or hanging on any divider ropes or lane lines.
- Ladders and steps must always be clear for swimmers to enter and exit the pool.
- No backward entry into the pool.
- No changing of clothes outside of the bathrooms or designated changing areas.
- Bathing attire must be made-for-water fabric. No street clothes in the pool.
- Children who are not toilet trained must wear swim diapers in the wading pool. They cannot use the main pool.
- Swimmers must be rinsed of all sand and dirt before entering the pool.
- No urination, defecation, spitting, nose blowing, or expectoration in the pool.
- Swim lessons can only be given by Club Staff.
- No "breath holding contests".
- Faking an injury or emergency will result in immediate ejection from the facility by Staff and a disciplinary meeting with the Pool Director and/or General Manager before readmission to the pool facility.

#### Whistle signals

- 1 short blast: lifeguard is getting a patron's attention.
- 2 short blasts: lifeguard is getting another employee's attention.
- 3 short blasts: lifeguard is entering the pool for an emergency.
- 1 long blast: lifeguard is clearing the pool.

#### Food and beverage

- Food is strictly forbidden outside of designated eating areas.
- Alcohol cannot be consumed in or around the pool.
- Glass is not permitted anywhere in the facility.
- Outside food cannot be brought into the facility.

#### Swim equipment

- No swim toys in the main pool.
- No water guns in the facility.
- No inflatable personal flotation devices or "swimmies". Only US Coast Guard approved devices are allowed (vests, bubbles, or puddle jumpers). The device must go across the user's chest.
- Children using personal flotation devices must be supervised by an adult nearby. Lifeguards are not babysitters and cannot be a primary supervisor for a child.
- Swimmers cannot go beyond the shallow end red line if they are wearing a personal flotation device.
- Training equipment (kickboards, pull buoys, flippers, and snorkels) is permitted in the lap lanes only.

- Mask-style goggles that cover the nose are only to be used with a snorkel when swimming laps. They are otherwise forbidden.
- Club-owned training equipment (kickboards, pull buoys, flippers, and snorkels) are for instructional use only and are not lent out. Patrons are responsible for providing their own swim equipment.
- Swim noodles will be provided upon request to adult members for use in the lap lanes or shallow end.

#### Lap lanes

- Swimmers must be swimming laps when in the lap lanes.
- No swimming under the lane divider lines unless entering or exiting the lanes.
- No hanging or leaning on the lane divider lines.
- No touching the starting blocks unless during designated instruction time or with permission granted by the Pool Director.
- No using the backstroke bars to lift oneself out of the pool.
- When 2 people are sharing a lane, they are to each swim on their own respective sides of the blue center line. When 3 or more people are sharing a lane, they are to abide by the rules of circle swimming.
- Only Lanes 1–8 can be shared. There are no sharing Lanes 0 and 9.

#### Deep end/diving boards

- Dives, flips, and other jumps off the diving boards must be performed with a frontward entry unless during designated instruction time or with permission granted by the Pool Director.
- Diver must swim to the closest ladder and exit the pool after diving.
- One person on the diving board at a time.
- Diver must wait for the person before them to reach the ladder before jumping.
- Diver must be able to swim to the ladder independently after using the board.
- Diver must jump off the front of the board (divers cannot jump to the side).
- No running on the diving board.
- No diving from the wall next to the diving board unless during designated instruction time or with permission granted by the Pool Director.
- No personal floatation devices or patrons requiring them in the deep end.
- No goggles on the diving boards.
- No fulcrum adjustments unless during designated instruction time or with permission granted by the Pool Director.

### Weather policies

- Wind
  - Patrons may be required to close their umbrellas during heavy wind, even when raining.
- Rain and hail
  - The pool will close due to rain or hail at the discretion of the Pool Director.
- Thunder and lightning
  - The pool and pool deck will close for 30 minutes after each instance of audible thunder or if lightning is detected within a 3.1 mile (5 kilometer) radius. All patrons must clear the pool deck and grass areas and move to under the Snack Bar awning or the locker rooms with their belongings.
  - The entire facility will close for 45 minutes after each instance of lightning that is visible and/or detected within a 1.6 mile (2.5 kilometer) radius. Patrons must leave the facility. If the patron does not have a vehicle or arrangements to leave the grounds, they may be permitted to shelter in the bathrooms until a ride becomes available, with permission from the Pool Director.
  - No belongings can be left unattended during thunder and lightning.
  - Staff may not be able to assist patrons in gathering their belongings, and patrons should be prepared to vacate the premises unassisted.
  - Umbrellas are to be shut. Unattended umbrellas will be closed by Staff, even if belongings were left behind under the umbrella.
  - All further policies on inclement weather in Appendix B must be followed.

### **Junior pool usage**

- Children aged 13 and under must be accompanied by an adult member. (Club Staff is not responsible for juniors entering the pool facility without an adult member.)
- Adults are responsible for their children or other minors in their care at all times.
- For safety reasons, swimming should always be done under supervision.

# Appendix A: Rye Golf Club disciplinary matters

## 1. General jurisdiction

- a. The following disciplinary regulations ("Regulations") are made and adopted by the Rye Golf Club Commission ("RGC Commission") and shall be followed by the Rye Golf Club Manager ("RGC Manager") and the City Manager in relation to any disciplinary matters which include, but are not limited to, the following:
  - i. Alleged breaches of Club rules or policies contained in the Handbook
  - ii. Alleged breaches of any Club-sponsored events
  - iii. Any matter in which a member or his/her guest engages in any conduct which is inappropriate, harassing in nature or otherwise unlawful or behaves in a manner which is unacceptable or opposed to the general interests of the Club or the sports of golf or swimming.
- b. The Regulations apply to all members and their guests of the Club, including, but not limited to, employees and contractors.
- c. The Regulations may be amended by the RGC Commission at any time upon a majority vote and such amendments shall be effective immediately.
- d. Disciplinary proceedings shall be commenced against a member in accordance with these Regulations where the RGC Manager receives a Notice of Complaint or where the RGC Manager becomes aware of a disciplinary matter referred to in Regulation 1a above.
- e. In the event the RGC Manager is involved in a disciplinary matter, either as a complainant or a respondent, then the matter shall be referred to the City Manager.
- f. As a general rule, the RGC Manager, where considered appropriate and in his/her sole and absolute discretion, may deal with a disciplinary matter in an informal manner, however, should the RGC Manager deem a matter to be sufficiently serious, he/she may commence a more formal disciplinary proceeding and these Regulations shall apply. Where the matter is to be dealt with on an informal basis, it may be dealt with informally by the RGC Manager. Regardless of the seriousness of the complaint, the RGC Manager and/or the City Manager may consult with the Corporation Counsel, outside counsel, the RGC Commission, or others and seek assistance in gathering evidence, speaking with witnesses or any other necessary review of the matter.

## 2. Notice of Complaints

- a. A Notice of Complaint may be lodged with the General Manager by any person in relation to an alleged disciplinary matter which is referred to in Regulation 1 above. The Complainant can remain anonymous, if specifically requested, unless disclosure is required by law. Complaints may be filed by anyone (neighbor, guest, member, etc.) regarding activity that occurred on Club property.
- b. The Notice of Complaint shall be made in writing as soon as practicable but no later than **10 calendar days** following the alleged incident (or knowledge of the incident by the Complainant) and shall set out the details of the Complaint including, where applicable, the specific rule, regulation or policy which is alleged to have been breached by the Respondent.

## 3. Initial investigation

- a. On receipt of a Notice of Complaint or the RGC Manager otherwise becoming aware of an alleged disciplinary matter regarding a member, the RGC Manager shall within **14 calendar days**:
  - i. commence an initial investigation into the matter in order to gather information and evidence;
  - ii. forward a copy of the Notice of Complaint, with the complainant's name redacted if requested or necessary under the circumstances, to the Respondent and invite a written response from the Respondent within **10 calendar days**; and
  - iii. undertake any further investigation deemed appropriate in order to ascertain the best course of action to resolve the Complaint or commence disciplinary action against the Respondent.

- b. Upon the completion of the steps outlined above, the RGC Manager may take any of the following steps:
  - i. decide that no further action is required in which case the RGC Manager shall notify the Respondent and the Complainant in writing explaining the reasons why the Complaint has been dismissed;
  - ii. deal with the matter informally by way of advice, information, or mediation between respective parties;
  - iii. issue a written warning to be put on the member's file;
  - iv. suspend member's privileges for a specific period of time during the current season, restrict playing time or tournament participation;
  - v. revoke membership privileges, including, but not limited to, use of the Club (or a portion thereof) and charging privileges at Whitby Castle, for the remaining season and additional season(s) depending on the severity of the violations.
- c. As soon as it is practicable, the RGC Manager shall inform the Complainant and the Respondent of the course of action taken in writing. Either party may appeal the determination of the RGC Manager to the City Manager.

#### **4. Disciplinary hearing**

- a. Where a matter is appealed to the City Manager, the City Manager may hear the appeal by way of oral hearing or consider the charge on the basis of the submissions from the Respondent and the Club/Complainant as appropriate and at the request of the parties. In the event that an oral hearing shall be held, the City Manager shall make such arrangements for the hearing to be held within a reasonable time.
- b. The Respondent may be represented at the hearing and such representative may make submissions on the Respondent's behalf.
- c. The procedure for an oral hearing shall be flexible and shall be at the discretion of the City Manager, who may make such decision as necessary to ensure the orderly and effective conduct of the hearing, subject to the overriding requirement of fairness. The City Manager will outline the basic procedure of the hearing.
- d. If the Respondent does not attend the hearing as arranged above, provided that the City Manager is satisfied that notice of the hearing was served properly, it may proceed to hear the evidence and decide the case in the absence of the Respondent.

#### **5. Decision and available sanctions**

- a. The City Manager shall either communicate its decision to the parties at the end of the hearing or notify them of the decision in writing at a later date as set by the City Manager.
- b. The City Manager may dismiss the Complaint against the Respondent or where the disciplinary matter is found proven, impose such sanctions upon the Respondent as he/she sees fit, including, without limitation:
  - i. dismiss the case where the Charge is not proven;
  - ii. issue a written warning with respect to the misconduct or rule that was breached;
  - iii. suspend or exclude the Respondent from Club activities
  - iv. suspend the Respondent's membership in the Club for a specified period;
  - v. expel the Respondent from the Club;
  - vi. remit the matter for a re-hearing by the RGC Manager;
  - vii. reduce or increase the original sanction; and/or
  - viii. a combination of any of the above or any other disciplinary action as considered appropriate.

#### **6. Miscellaneous provisions**

- a. The standard of proof in all cases before the RGC Manager and the City Manager is reasonable belief (*i.e.* if it is 51% likely).

- b. The RGC Manager and the City Manager are not obliged to follow strict rules of evidence. They may consider such evidence as he/she thinks is fit and accord such evidence such weight as he/she thinks appropriate in all the circumstances.
- c. The City, the Club and the RGC Commission shall not be liable to any person, member or body for any loss, however caused, whether direct, indirect financial or consequential arising out of or in connection with any disciplinary action taken under the Regulations.
- d. The City Manager shall hear and decide all complaints involving the RGC Manager. If a member, guest or employee harasses the RGC Manager, then the RGC Manager has the right to file a complaint with the City Manager for a review and determination of the matter.
- e. After two written warnings are placed on a member's file within six (6) consecutive months or three written warnings within 24 months, the next finding of a violation shall result in a suspension of the member's privileges at the Club for a specified period of time.

## Appendix B: Rye Golf Club Lightning Policy

### 1. General

The following excerpts from the National Lightning Safety Institute speaks to the life-threatening level of danger caused by lightning. To read the NLSI's recommendations in full please visit:

[http://www.lightningsafety.com/nlsi\\_pls/multiagency\\_recommendation.html](http://www.lightningsafety.com/nlsi_pls/multiagency_recommendation.html)

- "On average, lightning causes more casualties annually in the US than any other storm related phenomena, except floods. Many people incur injuries or are killed due to misinformation and inappropriate behavior during thunderstorms. A few simple precautions can reduce many of the dangers posed by lightning.
- The seemingly random nature of thunderstorms cannot guarantee the individual or group absolute protection from lightning strikes, however, being aware of, and following proven lightning safety guidelines can greatly reduce the risk of injury or death.
- The individual is ultimately responsible for his/her personal safety and has the right to take appropriate action when threatened by lightning. Adults must take responsibility for the safety of children in their care during thunderstorm activity.
- No place is absolutely safe from the lightning threat, however, some places are safer than others.
- Large enclosed structures (substantially constructed buildings) tend to be much safer than smaller or open structures.
- In general, fully enclosed metal vehicles such as cars, trucks, buses, vans, fully enclosed farm vehicles, etc. with the windows rolled up provide good shelter from lightning. Avoid contact with metal or conducting surfaces outside or inside the vehicle.
- AVOID being in or near:
- High places and open fields, isolated trees, unprotected gazebos, rain or picnic shelters, baseball dugouts, communications towers, flagpoles, light poles, bleachers (metal or wood), metal fences, convertibles, golf carts, water (ocean, lakes, swimming pools, rivers, etc.).
- **Safety Guidelines for Individuals:**
  - Generally speaking, if an individual can see lightning and/or hear thunder he/she is already at risk. Louder or more frequent thunder indicates that lightning activity is approaching, increasing the risk for lightning injury or death. If the time delay between seeing the flash (lightning) and hearing the bang (thunder) is less than 30 seconds, the individual should be in, or seek a safer. Be aware that this method of ranging has severe limitations in part due to the difficulty of associating the proper thunder to the corresponding flash.
  - When available, pay attention to weather warning devices such as NOAA weather radio and/or credible lightning detection systems, however, do not let this information override good common sense."

## 2. Pool operations

In accordance with the Westchester County Department of Health, which governs operations of aquatic facilities, the following policy is in place at Rye Golf Club's pool facility:

- a. In the event of thunder or lightning detected within 3.1 miles (5 kilometers), the pool must be cleared for 30 minutes.
- b. In the event of visible lightning or lightning detected within a 1.6 mile (2.5 kilometer) radius, the pool and surrounding facility will close for 45 minutes after each instance of lightning.
- c. The Pool Director will maintain responsibility for ordering closures according to this policy and enacting the Club's aforementioned inclement weather procedures if these weather activities occur.
- d. Members who refuse to comply with this policy and the aforementioned procedures will immediately be suspended pending further review from the Club Manager and must leave the Club's property.

## 3. Golf operations

- a. Golfers are responsible for their own safety while on the golf course. The Golf Club staff will help golfers maintain their own safety by monitoring the weather within our region. If golfers are concerned about dangerous situations that may arise due to storms, they should monitor the weather on their own and leave the golf course when inclement weather is forecasted.
- b. The Golf Club Superintendent and Starter will monitor weather events in our area. It is the responsibility of the afternoon starter to observe the current weather report before leaving their shift at the end of the evening. In the event that inclement weather is in the area the afternoon starter must notify the Club Manager or Superintendent before leaving so that a responsible manager may continue to monitor the weather until sundown.
- c. If local weather reports indicate that a storm with potential for lightning is imminent, Staff will warn golfers via the GPS system on golf carts and by relaying the information through on course rangers. It is strongly encouraged that golfers consider leaving the course when such a warning is issued, as early action may be the only way to be sure of avoiding dangerous situations created by a storm. During this warning process the Staff will make every effort to offer a ride to golfers that are walking the course. This will be the last chance that a "walker" will have the opportunity to receive assistance with vacating the golf course from the Club's Staff.
- d. If Staff feels that a dangerous storm is imminent, play will be suspended until no lightning or thunder has been observed for at least 30 minutes by sounding an air-horn. Golfers must leave the golf course under these situations.
- e. These are the only safe structures that will provide safe shelter from lightning that are always readily available to golfers from March through October:
  - i. The 9<sup>th</sup> hole bathrooms.
  - ii. The Golf Shop building.
  - iii. The Administration building.
  - iv. The interior of Whitby Castle.
- f. The following structures are not safe and will not provide protection from lightning:
  - i. The 9<sup>th</sup> hole halfway house.
  - ii. The starter building at the first tee.
  - iii. The rain shelter in between the 13<sup>th</sup> and 14<sup>th</sup> holes.