



MEMBER MANUAL

Including Club Rules & Policies

Welcome to Sky Valley Country Club

General Club Rules

- *The Club's hours of operation will be established and published by the Club considering the season of the year and other circumstances.*
- *The Clubhouse food and beverage areas become "Members and their guests", 'Time Share Access Cardholders, and Daily Fee Golfers after 6:00 p.m.*
- *Use of the Club facilities may be restricted or reserved from time to time by the Club or Club management.*
- *No alcoholic beverages will be sold or served to any person not permitted to purchase the same under the laws of the State of Georgia.*
- *Brown Bagging beer or liquor is strictly forbidden.*
- *Members may bring in a bottle of wine for a \$10 .00 corkage fee*
- *It is the policy of the Club that employees, at their discretion, may refuse to serve alcoholic beverages to any person who appears to be or on the verge of being intoxicated.*
- *State tax of 7% , and a gratuity of 18% will be added to all food and beverage sales which will be distributed to the service personnel in accord with a predetermined tip schedule. An additional tip for outstanding service may be added if desired. This tip will go directly to the server.*
- *No performance by entertainers will be permitted on the Club facilities without the permission of the Club management.*
- *Solicitations of any kind are not permitted to be made on the Club facilities or upon the Club's stationary.*
- *No petition shall be originated, solicited, circulated or posted within the Club facilities without permission by the Club's Board of Directors.*
- *Employees of the Club are not permitted to deliver food or beverage outside areas designated by the Club.*
- *All food and beverage consumed on the Club facilities will be provided by the Club unless otherwise permitted.*
- *Members are not to request personalized special services from employees*
- *No Member should discipline an employee, nor ask an employee to leave the Club facilities. All complaints concerning Club employees should be brought to the attention of the general manager or the Board and not taken up directly with the employee.*
- *No Member, visitor or guest is allowed in service areas of the Club.*
- *Fireworks are strictly prohibited without the written consent of the Club.*

- *Animals are not permitted in or around the Club facilities with the exception of Certified Service or Guide Dogs.*
- *Employees of the Club are responsible for enforcing the Club rules and policies that have been established by the General Manager and the Board of Directors*
- *Violation of any of these Rules and Regulations or conduct in a manner prejudicial to the best interests of the Club may subject a Member to disciplinary action in accordance with the By-laws of the Club.*
- *The Board of Directors reserves the right to amend or modify these Rules and Regulations and will notify the Membership of any change.*
- *Smoking is prohibited in the Clubhouse and Club property.*

Club Service and Activities

- *The swimming pool, tennis courts, & fitness center facilities are available to all Club members. Please obtain and activate your access card in the Time Shares Office referencing your name and SVC club member number. Their hours are typically 8:00AM-9:00PM, however you should verify those with their office at 706-746-2743.*
- *The Club provides a variety of social, cultural and recreational events in which Members may participate according to their Membership classification.*
- *Reservations are required for most Club functions and will be taken on a first-come, first served basis.*
- *Dinner reservations are requested, and may be required from time to time during busy weekends of the season. When a Member has a party of 9 or more, the Club will require a 24 hour prior notice to the time of the dinner. Parties of 9 or more may be limited to an early or late seating, so that we may provide your party and other members with food & service in a timely manner.*
- *Whenever possible, please use both your name and member # with the staff, in order to avoid confusion.*
- *Reservations will be held for 15 minutes. After the reserved time the Club is not responsible for holding that reservation for the Member. A no-show fee will be charged to the Member's account if a reservation is not kept. An appeal may be made to the House Committee if there were extenuating circumstances.*
- *Cancellation of reservations after any published deadline may result in the Member being charged a fee to be determined by the Club.*
- *The Club encourages use of the Club facilities for private parties, weddings and meetings on any day or evening provided it does not interfere with normal Club activities.*

EVENT REQUEST PROTOCOL

- FOLLOWING IS THE PROCEDURE FOR REQUESTING NEW EVENTS IN THE CLUBHOUSE AND/OR PAVILION. THIS PROCEDURE IS REQUIRED TO PREVENT DOUBLE BOOKING, INAPPROPRIATE SCHEDULING, AND TO ENSURE EVENTS ARE SCHEDULED WITHIN CAPABILITY OF OUR CLUBHOUSE STAFF
- The Clubhouse Manager responsible for review and approval of all clubhouse and pavilion events at SVCC.
- All event requests are to be directed to the Clubhouse Manager in writing with a copy to the House Committee Chair.
- The event must meet the following requirements to be considered. This list is not all inclusive, other factors may affect the decision to approve or deny:
 - It should not conflict with other scheduled events
 - It must show a reasonable net profit
 - If scheduled on days the Club is closed it must cover costs which will include incremental labor expenses
 - Events should be supported by a minimum of 25 Club Members
 - Clubhouse Manager will review with House Committee if in doubt if event should be approved or denied.
 - If the person requesting the event does not agree with the decision of the Manager, the request will be presented to the House Committee and/or the Board of Directors for a final decision.

Sky Valley Country Club Wedding Policy

- *For weddings with more than 50 attendees the club will be closed to provide acceptable service within our staff capabilities. Minimum food Charge \$39 per person plus gratuity and tax (\$50).*
- *Club is not to be booked for holiday weekends.*
- *Scheduling should not conflict with prior golf group commitments for food service.*
- *For closings, lunch will be provided at Grill room (if operational) or at the Turn Cafe by the pro shop. No other services to be provided by club staff.*
- *Facility charge for use of the club (4 hours) for major events and weddings - \$5000 plus tax. Club members receive a 50% discount.*
- *Off Season Events will received a discounted venue fee*
- *Lakeside room is available for smaller weddings, rehearsal dinners, reunions and other events. A set up charge to be determined by the Club Manager based on the requirements of the event.*
- *Weddings requiring clubhouse closing to be booked with minimum two weeks between.*
- *Exceptions require prior Executive board approval. Terms and conditions for bookings per Contract for Wedding and Receptions as per the Clubhouse Manager*

Club Attire:

Our Dress Code Philosophy

In setting the dress code requirements for the club, we have attempted to maintain a certain decorum, while balancing the fact that we are in a resort area, and our club is a 'gathering place' for our members to get together and socialize in a relaxed and fun atmosphere. The basic theme is considered 'Resort Casual', with the exception of Saturday evenings in the Main Dining Room, which are more formal.

It is expected that Club Members and their guests will dress in a fashion appropriate to the surroundings and atmosphere of the club. It is also expected that they will abide by the spirit of any dress code requirements in cases where certain articles of clothing are not explicitly described.

Standard Dress Code

(At all times except Saturday Evening in the Main Dining Room)

Resort Casual: Nice Jeans, Golf Attire and Shorts are acceptable

Saturday Evening - Fine Dining in the Main Dining Room

Beginning at 6:00 pm

No Shorts – No Jeans

Collared Shirts Please

Under No Circumstances are the following allowed in the clubhouse:

Short Shorts, Tank Tops, Bathing Suits.

Shirts and shoes are always required.

Men, please remove your caps and visors in the Pub and Dining Room.

Guest Policy

The Sky Valley Clubhouse operates as a private club. It is important for the club to strike a balance between its members' desire to bring guests and share their club with friends, while maintaining the private nature of the club. We encourage you to show off the club to friends, relatives and business associates with the understanding that any guests who could be considered potential members not abuse the privilege of being a guest. Basic policy is that you may bring any guests that you like, but you should not bring the same guest more than four times during the year, and not more than once in any given month.

Immediate family, children & grandchildren can visit the Club unaccompanied by using the Member's card. The Member, however, should notify the Club when this is to occur and whether family members will be allowed to charge to the members' account.

Participation in the social activities of the clubhouse is restricted to club members, with the following exceptions:

- *Activities that are advertised as being open to members and guests.*
- *Activities that are advertised as being open to the general public, when approved by the Board of Directors.*
- *Guest privileges may be limited or restricted by the Club from time to time, in the sole and absolute discretion of the Club. Notice of such limitations will be given by the Club.*
- *Guests may use a credit card or cash to settle charges, however, the Member will be ultimately responsible for all charges incurred by the guest. Please let management know in writing or email that you would like for your guests to be able to charge to your account.*

House Guests *are defined as those non-family members temporarily residing in a member's residence up to a maximum of seven days. Beyond seven days the guest is considered a lessee. Host Members must register houseguests with the club prior to arrival. Houseguests may use the club's facilities without the requirement of being accompanied by the member. Members must register with the Club in advance unaccompanied guests in order that a temporary guest card can be issued. Unaccompanied guests must carry the temporary guest card when on Club property.*

Dining in the Clubhouse: In addition to Club Members, the following individuals may use the clubhouse for dining:

- *House Guests are permitted to dine without being accompanied by the host member, as long as they have been registered by the host member for the week.*
- *Day Guests may dine only when accompanied by the host member.*
- *Non-Resident golfers who have paid a daily golf fee may use the clubhouse for dining.*
- *Those staying in a Time Share Unit may dine in the clubhouse with reservations*

Children:

- *Children under the age of 10 years of age must be accompanied and supervised by an adult. Children under the applicable drinking age are not allowed in any bar area unless accompanied by an adult.*
- *Children under the age of 18 years of age are not allowed to use the Club facilities after 10:00 p.m. unless accompanied by an adult.*

Personal Injury and Loss or Destruction of Property

Each Member as a condition of Membership and each guest as condition of invitation to the premises of the Club assume sole responsibility for his or her property. The Club shall not be responsible for any loss or damage to any private property used or stored on the premises of the Club, whether in lockers or elsewhere. Any such personal property which may have been left without payment of storage thereon, in or on the Club facilities for six months or more may be sold by the Club, with or without notice, at a public or private sale, or may be otherwise disposed of, and the proceeds, if any, shall belong to the Club.

No person shall remove from the Club any property belonging to the Club without proper authorization, with the exception of library books. Every Member of the Club shall be liable for any property damage and/or personal injury caused by the Member, their guest or family member. The cost of such damage shall be charged to the Member's account.

Other Membership Regulations

Any Member may resign from the Club by delivering written notice to the Club Secretary in accordance with the Bylaws of the Club. Notwithstanding resignation, the Member shall remain liable for any amounts unpaid on the Member's Club account.

A Member may be fined, suspended or expelled by the Club, if the Member:

- *Submitted false information on the membership application*
- *Displays unsatisfactory behavior, conduct or appearance.*

- *Persistently fails to pay indebtedness to the Club in a proper and timely manner.*
- *Fails to abide by the Rules and Regulations*
- *Treated the personnel or employees of the Club in an unacceptable manner.*

Any Member who is suspended or expelled from Membership shall remain liable for any unpaid Club accounts, dues and other fees.(see the Bylaws Articles 11 and 13)

Golf

Dress Code:

Appropriate golf attire is required for all players. Collared shirts, appropriate golf shoes and other traditional golf attire are required. If you are in doubt concerning your attire, please check with the golf professional.

Golf Rules

- *All golfers must register at the Pro Shop before beginning play.*
- *Golfers under the age of 13 are not permitted to play the golf course unless accompanied by an adult or approved in advance by the golf professional.*
- *All players must have a tee time and all names are required for a tee time request.*
- *Each Member may reserve two tee times for a foursome each day.*
- *Fivesomes may play at the discretion of the Golf Professional.*
- *Twosomes and singles will be grouped with other players, if available, and at starting times determined by the golf staff. Tee times will be issued for singles.*
- *Failure to check in and register at the Pro Shop ten minutes prior to your tee time can result in a cancellation.*
- *Please notify the golf staff of any cancellations as early as possible.*
- *USGA rules shall govern all play, except when modified by local rules.*
- *“Cutting in” is not permitted at any time. Play must only be commenced at the first hole unless otherwise permitted by the golf professional.*
- *If you are not holding your place on the course, allow the players behind to play through. Do the same while searching for a lost ball.*

- *Practice is not allowed on the golf course proper, except for a playing lesson accompanied by the golf professional. The practice areas should be used for all practice.*
- *If a group fails to keep its place on the course and loses more than one clear hole on the players ahead, it must allow the following group to play through.*
- *Players who stop after any hole for any reason may not delay the following foursome and are expected to give way in order to maintain continuity of play.*
- *All tournament play must be approved in advance by the Club.*
- *The course ranger has full authority to enforce all rules and speed of play*
- *Each player must have his or her own set of clubs.*
- *If lightening is apparent in the area, all play must cease*
- *Repair your ball marks on the greens*
- *Any divots made in the fairways or tee areas should be replaced or filled with sand contained in the sand buckets located on the tee boxes and on the golf carts. Divots made in the rough can be replaced but not sanded. The sand has bentgrass seed in it that should not be mixed with the fescue rough.*
- *Carefully rake sand traps after use.*
- *Club storage is available for a yearly fee. Inquire in the Pro Shop for cost & availability*

Golf Cart Rules

- *Golf carts shall not be used by a Member or guest without proper assignment and registration in the pro shop.*
- *Each operator of a cart must be at least 16 years of age and have a valid driver's license*
- *Golf carts are not to be used off the course unless authorized by the golf pro.*
- *No more than 2 people and two sets of golf clubs are permitted in golf carts.*
- *Keep the golf carts on the cart paths at all times unless otherwise directed by the golf pro*
- *The operation of the golf cart is at the risk of the operator. Cost of repair to a golf cart provided by the Club and damaged by a Member will be charged to the Member, or in the case of damage by a guest, to the sponsoring Member.*
- *Private coolers are not permitted*
- *Food and beverage consumed on the Club facilities must be furnished by the Club.*

Handicaps

- *To establish a handicap at the club, please see the Golf Pro. There is a yearly fee for this service. Inquire in the Pro Shop for cost and set up.*
- *Handicaps are computed under the supervision of the Golf Pro in accordance with current USGA and GSGA recommendations.*
- *Accurate records are to be kept of scores turned in and recorded for all acceptable rounds played.*

Golf Rain Check Policy

Credit will only be issued on the day of play and it will be the sole responsibility of the player to apply for a rain check from the golf shop staff. Credit will be issued pro rata based upon the number of holes played unless otherwise determined by the Golf Professional.

CROQUET and BOCCE BALL

Croquet membership is available to any SVCC member for an upgrade fee of \$250 per year. Croquet Apparel is available, and personalized mallets may be ordered through the Pro Shop if desired.

The Bocce Ball Court is available to all Members of the Club, and their accompanied guests.

GENERAL CROQUET RULES

Only soft soled shoes may be worn on the lawn. No street shoes to be worn.

Do not apply bug spray on the lawn. Severe damage to the lawn can occur.

Please, no alcohol on the lawn. Alcohol will cause damage to the lawn if spilled.

Absolutely NO PETS allowed on the lawn.

White attire is required for members and guests at all times.

Members need to check in with the Pro Shop prior to play.

All of us have a major investment in our Croquet Lawn. It is each member's responsibility to not only follow these rules, but also to say something should you observe others not doing so. If

you are hesitant to approach someone regarding rules, please call the Pro Shop and they will send someone out.

Guest Croquet Rules:

A member may reserve one court only for guest play.

There can be no more than three guests for each member present. For example, a single member can have up to three guests playing with the member. A member couple or two single members may have up to six guests playing. The maximum number of guests cannot exceed six and play will be on one court per (1) above.

Members must be on the court at any time a guest is on the court playing or practicing.

All guests must wear appropriate white croquet attire.

While we encourage guests to learn croquet, guest privileges are not to be used in lieu of SVC croquet membership. Therefore, a guest can only be a guest two times during the season.

All other member rules (below) must be followed by all guests.

Winter Croquet Rules:

The Croquet Committee has decided that we will continue to have croquet from 3:00PM-5:00PM on Wednesday & Friday for those members who reside in Sky Valley year-round, without need for reservations.

We'll make games amongst ourselves.

Steve Mason, our greens superintendent has asked that we observe a few extra precautions to protect the lawn:

There will be Absolutely No Play on Any Court Until After 12:00 PM from October 22, 2018 through April 30, 2019.

Please follow our normal rules, especially the rule requiring a check-in with the Pro Shop prior to play.

This becomes most important during the colder months. Steve Mason will leave instructions with the Pro Shop if altering the normal schedule is necessary.

We want everyone to enjoy croquet throughout the year, but we must be able to control play based on weather and grass conditions to protect the lawn!