



Sussex Pines
COUNTRY CLUB

MEMBER HANDBOOK



CLUBHOUSE

856-6283

PRO SHOP

856-3363

GOLF COURSE SUPERINTENDENT AND MAINTENANCE

856-7718

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GENERAL DISCLAIMER

Any and all policies contained herein are subject to review
and/or change by the Board of Directors

www.sussexpinescountryclub.com

A Brief History of Sussex Pines

In the early 60's an enterprising group of local men embarked on the formidable task of building a Country Club in Georgetown, Delaware. Approximately 125 acres of land was purchased from Roland Scott for \$40,000.

The construction of the golf course was done by Colonial Gardens under the direction of architect Edmund Ault. The initial cost was \$87,300 augmented from time to time by monies from the founding fathers.

The club was incorporated April 14, 1965 and the first president was Howard Abbott. Richard Klute, hired in 1966, was the first Greens Superintendent at Sussex Pines.

The Nine Hole Golf Course was officially opened on June 1, 1967. The first foursome was Nelson Megee, Harry Smith, Paul Gardner and Delaware Governor Charles L. Terry, Jr.

The expansion of Sussex Pines to eighteen holes began at the annual meeting on November 13, 1985, when stockholders approved a special assessment of \$200 from regular members to finance a study to determine the feasibility of adding an additional nine holes. To accomplish this, the "Back Nine Committee" was formed, made up of 14 members, the Greens Superintendent and the Golf Professional.

Construction began in the fall of 1987 under the direction of Al Janis, architect and builder. The eighteen-hole golf course was opened for play in the spring of 1989.

The new eighteen-hole layout continued to attract more golfing members, which provided financial support, in part, for the many major improvements to the overall facility.

In 1999 under the direction of Golf Course Architect, Brian Ault, the practice range and hole #3 were redesigned, expanded and improved.

Clubhouse

Sussex Pines has a full service clubhouse, which includes The Grille Room, The Pine Room, and The Sussex Room, which is designated as the main banquet and special events dining room. Also included in our large clubhouse is a full locker room facility for both ladies and gentlemen. The clubhouse is open to all members and their guests.

HOURS

Clubhouse hours are determined by the Board of Directors and change seasonally. Current hours of operation will be posted on the website, in the SPCC newsletter and also at the clubhouse. Dinner reservations are requested.

DRESS CODE

Golfers Grille Room and The Pine Room

All members and their guests must wear appropriate attire. Blue jeans are permitted in The Grille Room and The Pine Room. Shirts are required; tank tops, gym shorts, cut-offs and bathing attire are not permitted. Shoes or sandals must be worn, and golf shoes are permitted.

The Sussex Room

All members and their guests must wear appropriate attire. Stricter dress codes may be required during special events. Notice will be given prior to the event via the announcement and/or website.

Banquets

The Clubhouse is also available for members and guests to host banquet functions including wedding receptions, theme parties, company and corporate breakfasts, luncheons and dinners, etc. The Sussex Room can seat up to 230 people and the Pine Room can seat approximately 100. For larger parties the Sussex and Pine Rooms can be combined for a capacity of over 300 people. The Club employs a full time banquet manager who is available for consultation to arrange and coordinate any banquet function.

Accounting Procedures

MEMBER ACCOUNT NUMBER

Each member is provided an account number when his or her membership application has been accepted. This number is unique to each account. It is important that each member's number is correct and the signature is legible on receipts for all charges.

HOUSE CHARGES

A standard gratuity is added to each receipt. With exceptional service additional gratuity is welcome.

HOUSE MINIMUM

Each membership class has a monthly or annual house minimum that is met by the purchase of food, beverage and alcohol items only. Gratuities are not included in the minimum. If your charges are less than the stated minimum, the difference will be charged to your account.

MONTHLY STATEMENTS

Members will receive a monthly statement showing all charges to their account. The statement period covered is from the first to the last day of the month. Statements will show details on house minimums, finance charges assessed, and any balance. Charges or payments to accounts after month-end will show on the next statement. The annual dues balance is shown separately on the statement from other charges. Accounts are due upon receipt and are considered past due if not received or postmarked by the 25th day of the billing month.

FINANCE CHARGES

Bank charges for checks returned for non-sufficient funds (NSF) will be charged to the respective membership account and if appropriate the account shall be posted. All past due accounts will be assessed a monthly finance charge.

PAYMENTS

Payments may be paid by cash, check or credit card.

Mailing Address is:
SUSSEX PINES COUNTRY CLUB
22426 Sussex Pines Road
Georgetown, DE 19947

For your convenience, there is a drop box on the
comptroller's office door.



Golf

Golf at Sussex Pines is meant to be enjoyable and rewarding. Adhering to the Rules of Golf and golf etiquette will enhance your golfing experience. The following section outlines the rules and policies for golf at Sussex Pines.

GENERAL

At certain times the golf course will be opened only to those members involved in special, club-sponsored events (Invitational, Member-Guest, MISGA, etc.). Normally these will be listed in the golf calendar, newsletter or website.

- 1) Golf season is from April 1 through October 31.
- 2) All players must register in the pro shop before teeing off.
- 3) Members are encouraged to bring guests to play at Sussex Pines. They are responsible for their guests' registration, fee, conduct and dress code. All fees are paid before play commences.
- 4) Guests shall not be sponsored more than eight times during a year.
- 5) Each player must have a set of clubs.
- 6) All players must start on hole number 1 unless given expressed permission to do otherwise by Pro Shop personnel.
- 7) It is understood players moving from hole 18 to hole 1 will alternate play with other groups starting on hole 1.
- 8) Golfers should play in groups of 3 or 4. Other size groups are allowed with permission from the Pro Shop.
- 9) During golf season, the ladies' organized 18 and 9 hole golf association groups will be given preferred tee times for Tuesday golf. Pro Shop personnel will arrange other golfers' Tuesday play that does not conflict with ladies' play on the course.
- 10) Starting times may be required during the golf season. This information will be posted throughout the club as well as on the website. Times may be reserved three or fewer days in advance and at least three names must be provided.
- 11) Profane or vulgar language is not acceptable at any time.

- 12) Littering including cigarette butts is forbidden on the course, grounds, or woods of our club. Receptacles are provided for trash.
- 13) The Greens Superintendent, Golf Pro, and/or Chairman of the Greens Committee have the authority to close the golf course for safety reasons or to prevent damage to the course due to adverse weather conditions. In case of the absence of all three, someone with authority to close the course will be appointed in advance by the Greens Superintendent.
- 14) When it is determined that lightning is in the area, Pro Shop personnel will sound an alarm. Golfers must leave the course or find appropriate shelter immediately. There are no exceptions. Resumption of play will be at the discretion of the Golf Professional or his designee. As is always the case, if you see lightning, don't wait to hear the alarm – leave immediately.
- 15) Food and beverages are not permitted on the golf course unless purchased through the clubhouse.
- 16) All golfers must wear conventional and appropriate golf attire. Men must wear shirts with collars and sleeves. Turtlenecks, mock or crew neck golf shirts and tailored shorts with pockets are acceptable. Soft spikes are required and tennis shoes are allowed. No metal spikes of any type are permitted. Unacceptable clothing includes but is not limited to: tank tops, t-shirts, cut-offs, bathing suits, gym shorts, sweat suits, or any denim clothing of any kind or color, halter-tops, tennis shorts, or short shorts.
- 17) Golf club storage is available. Inquire in the Pro Shop.
- 18) Handcarts are allowed.

Junior Golfers

- 1) Definitions: Juniors: ages 14 through 17.
Children: ages 13 and under.
- 2) Children must be accompanied by an adult at all times, or be under the supervision of Pro Shop personnel.
- 3) During the golf season, Juniors must be accompanied by an adult on Saturdays, Sundays and holidays or under the supervision of Pro Shop personnel.

- 4) Juniors are not allowed to play before 2 p.m. on Saturday, Sunday, Tuesday, or holidays unless accompanied by an adult or under the supervision of Pro Shop personnel. If the course is crowded, the decision to allow play by juniors is at the discretion of Pro Shop personnel.
- 5) Junior golfers may participate in club tournaments by invitation only. The Golf Committee will issue this invitation exclusively.

Rules for Riding Carts and Hand Carts

- 1) Golfers shall obey all posted rules on the course and any special rules in the Pro Shop for the operation of riding carts.
- 2) Riding carts shall not be closer than 30 feet from any green on any hole unless they are parked on carts paths. Hand carts may be brought closer to the green when circumstances warrant, but they must at all times remain a prudent distance from the green and must never be pulled along the aprons of the green, or between the green and any bunker/sand trap.
- 3) Riding carts shall not be driven over or parked on mounds in front, behind, or on either side of any green.
- 4) When teeing off, riding carts shall be parked on the cart path adjacent to the tee box. Handcarts are not permitted on the tee box.
- 5) Riding carts shall not be taken into or through the woods except on cross-through paths.
- 6) No person without an automobile driver's license may operate a riding cart unless accompanied by a licensed driver or be employed by the Pro Shop or the Greens Superintendent. The driver or the accompanying licensed driver shall be responsible for any damages done to the cart or to club property while the car is being operated by said driver.
- 7) Riding carts shall not be driven in wet areas or areas under repair.
- 8) Riding carts shall scatter, use 90 degree crossing rule, or, if specified, stay on the cart paths.
- 9) The Pro or Assistant Pro can issue handicap flags. Handicap flags, when placed on carts, can provide the handicapped rider access to areas restricted to other golfers and allows the closest cart

access to the next golf shot. Users of carts with handicap flags are responsible for assuring that their use in any normally restricted area will be conducted with utmost care to minimize any potential damage to any part of the golf course. In no case will a cart be driven onto or across any putting green/putting surface.

- 10) Cart path only restrictions apply to everyone including carts with handicap flags.

Golf Etiquette

The practice of good golf etiquette makes the game more enjoyable for everyone. Etiquette involves courtesy to other golfers, taking good care of the golf course itself, and maintaining a good pace of play, especially when the course is crowded.

Pace of Play

A good rule of thumb for pace of play for a foursome is: complete 18 holes in 4 hours, 20 minutes or less; complete 9 holes in 2 hours 10 minutes or less.

It is always a good idea to keep track of where your group stands on the golf course. Are we a hole or more behind the group in front of us? Is the group behind us being forced to wait while we finish each hole?

Here are some helpful hints to maintain the pace of play: When not in tournaments, play “ready golf.” Plan your next shot while walking/riding down the fairway. If possible, go directly to your ball unless you have to help someone look for his or hers or unless someone behind you is preparing to hit. Take a minimum of practice swings and hit your ball when ready, provided no one is in front of you, regardless of who may be furthest from the hole. When on the greens, do the best you can within the bounds of courtesy to line up your putt and then be ready to putt as soon as it is your turn. When all players in a group do this, it is amazing how much quicker the round goes.

The use of a provisional ball can also speed up play.

General Golf Etiquette

- 1) Repair ball marks on greens. Always repair your own ball mark and any other marks noted. Also remember, your ball may have left a mark even if it did not stay on the green.
- 2) Fill your divots with sand and seed from bottles available from the Pro Shop. If this is not possible, replace your divot whenever practical.
- 3) Before leaving a bunker, carefully rake the area disturbed and replace the rake in the bunker.
- 4) Slower players should allow faster players to go through. If a group fails to keep its place on the course and loses more than one clear hole on the players in front, it must allow the group following to pass, provided that the group following is close behind. The group playing through should do so without delay.
- 5) Players searching for a ball should allow others players coming up to pass them; they should signal to the players following them to pass and should not continue their play until those players have passed and are out of range.
- 6) If you are uncertain as to location of your shot – whether it be out of bounds, or lost in the woods (however, **not** if you believe it went into a hazard), hit a provisional ball at that point. Proceed according to the rules of golf.
- 7) As a courtesy to groups following, when the last player has holed out, players should immediately leave the putting area. Record scores at the next tee.
- 8) When putting, always leave your riding cart on the cart path or your handcart in a place on the way to the next tee. Do not leave a hand cart in front of the green where you will have to retrieve it after putting, thus slowing down the group behind you.
- 9) Unless playing “ready golf,” the player who has the honor shall be allowed to play before the opponent or fellow competitor tees his or her ball.
- 10) As a courtesy to your fellow players, do not move, talk, and stand close to or directly behind the ball or the hole when a player is addressing the ball or making a stroke.
- 11) No one should play until the group in front is out of range.

Computer Handicap

- 1) It is mandatory to use the U.S.G.A. Handicap System if a player wishes to compete in any club-sponsored tournament. Golfers do this by posting their scores on the handicap computer in the Pro Shop. All members at Sussex Pines are automatically charged for and are entered into the Club handicap computer system by Pro Shop personnel.
- 2) The Sussex Pines Handicap Chairman, who also sits on the Golf Committee, oversees the golfers' handicaps for the Club and ensures fairness and accuracy.
- 3) There can be a difference between the actual score you shoot and the score posted on the handicap computer. The use of Equitable Stroke Control as shown below defines proper score adjustment for posting. This ensures fairness over the course of the golfing season and is designed to minimize "padding" of handicaps, i.e. raising one's handicap to achieve an advantage in tournaments and matches. The rules for posting scores are as follows:

18-Hole Course Handicap	Maximum Number Posted On Any Hole
9 or less	2 over par
10 – 19	7
20 – 29	8
30 – 39	9
40 – 49	10
50 and above.....	11

9-Hole Course Handicap	Maximum Number Posted On Any Hole
9 or less	7
10-14.....	8
15-19.....	9
20-plus.....	10

- 4) In tournaments, all holes are to be played out and your actual score submitted to tournament officials, even though your posted score for the computer may be lower. For the sake of pace of play in informal matches, if you are having a very bad hole, it is often best to pick up and record the score you most likely would have had if you completed the hole.
- 5) To maintain handicap integrity, golfers should post scores of all rounds. Eighteen-hole golfers should post 18-hole scores or post two consecutive 9-hole scores (without an intervening 18-hole round). Nine-hole golfers should post their nine hole scores. It is particularly important that all Tournament rounds be posted. The Handicap Chairman will check postings on a random basis (or when given a reason to do so) and has the authority to make adjustments for scores not posted or posted incorrectly. The Handicap Chairman's decision is final.
- 6) Failure to enter all completed rounds within 72 hours may result in an entry being made according to direction from the handicap chairman.

SUSSEX PINES MISGA

MISGA (Maryland Interclub Senior Golf Association) is an association of senior golfers (50 and older) on the Delmarva Peninsula. Our group visits each of the clubs in our division and, in turn, they play either mixers or matches at Sussex Pines, starting in early April and concluding in late October with the Sussex Pines two-day Fall Finale and awards dinner. The events, which include coffee, donuts, golf carts, lunch and prizes are reasonably priced.

MISGA also has a number of inter-club events such as a two-day Spring Fling in May, Better Ball of Partners Tournament and a Past President's Tournament. Also, outstanding trips are available to places such as Jekyll Island in Georgia, Sea Trails in North Carolina, Seabrook and Santee in South Carolina.

Pool

POOL SEASON

The pool and bathhouse season runs from Memorial Day through Labor Day. The pool will be open on weekends until the school year ends and be open all week (weather permitting) beginning in July. Certified lifeguards are on duty as needed during all hours of operation. The hours of operation, or any other changes to the above will be posted at the pool and on the website.

POOL SAFETY AND BEHAVIOR

All bathers are required to abide by pool safety rules established by the lifeguards. Appropriate bathing attire is required. Lifeguards will enforce pool rules.

Activities and Social Events

Through the years Sussex Pines Country Club has hosted a full range of activities. Each year Sussex Pines Country Club has included events that suit differing tastes and likes in their calendar of events. These are posted monthly on the website.

Golfing: We have many tournaments for the men and ladies in addition to mixers that include both men and women.

Cards: Bridge is a favorite at Sussex Pines. The ladies' bridge group plays every Tuesday with a social lunch. The mixed bridge group plays every Thursday evening with a social dinner offered prior to play.

Clubhouse and Dining: Wine tasting, holiday meals, special menu nights (lobster, pig roast, luau) and many more social activities are planned each year.

Miscellaneous

RESIGNATIONS

Resignations must be tendered in writing to the Board of Directors. Full payment of balance on account must accompany this letter in addition to member's share of stock (if applicable) in order for the Board of Directors to accept resignation.

MEMORIALS

Requests for memorials for any member must be made in writing to the Board of Directors. The request must describe what the memorial will be and where the memorial is requested to be. The Board of Directors has discretion in this matter.

REPRIMANDS

Members who fail to comport themselves in accordance with the rules in this handbook and bylaws of Sussex Pines Country Club may be subject to a reprimand determined by the Board of Directors.

LEAVE OF ABSENCE

The Board of Directors will consider approving a leave of absence, (LOA) for any member in good standing for a period of one year. Reasons for requesting a LOA may include: illness, work related transfers or assignments, and military obligations. A written request for approval of a LOA must be submitted to the Secretary of the Board of Directors no later than December 31st. LOA's are granted on a calendar year basis at the Board of Directors discretion.

SUSSEX PINES COUNTRY CLUB MEMBERS CODE OF CONDUCT

One of the goals of our Country Club is to provide a positive environment for all members and staff, free of harassment, discrimination and any other form of uncivil or hostile conduct. Federal Equal Employment Opportunity law requires that certain minimum standards be met for employees and provides for monetary penalties in cases where they are not. Staff of the Club has a specific non-harassment policy to which they must adhere. In addition, Members should be aware that actions tantamount to sexual harassment of staff might subject the Club and individual Members to legal and fiduciary liability.

Irrespective of these legal obligations, it is in the best interests of all Members to conduct themselves towards one another and the staff in a civil manner at all times simply because it is the right thing to do.

Therefore, the Board has adopted the following Members Code of Conduct. This is in addition to the required policies referred to above.

1. Members shall not engage in any behavior, verbal or other otherwise, towards a fellow Member, guest or staff that constitutes unwelcome sexual harassment, intimidation, insult, hostility, language or ridicule. In addition to outright sexual harassment (implicitly or explicitly promising a benefit or threatening a penalty in exchange for a sexual favor) this may include unwelcome touching, gesturing, joking or yelling.
2. This policy also prohibits the circulation of sexually, racially, ethnically-oriented literature, "jokes" and similar material of an offensive nature on Club premises or via the use of Club electronic media, irrespective of whether it is directed at a particular individual or group.
3. Complaints about staff service shall not take the form of direct confrontation with the staff person. Rather, the issue shall be communicated to a manager or put in writing.

4. The Club is not the proper forum for public disagreements and arguments with other Members or the Board. Pursuing personal disputes inside the Club distracts other Members from their relaxation and enjoyment and causes embarrassment to the Club in front of potential new members.
5. ENFORCEMENT: All Board Members witnessing conduct such as described above have the authority to request offenders to immediately cease the conduct in question. Failure to comply shall cause a complaint to be filed under Para. 6. below.
6. COMPLAINT PROCEDURE:
 - An aggrieved party (or witnessing Board Member) may file a written complaint with the Board within ten calendar days of the act (or of becoming aware of the act).
 - Within two weeks of receipt, the Club President shall appoint three Board Members as a Panel to investigate the complaint. The President shall ensure that neither he/she nor the appointees are involved in the matter being investigated. (If so, the individual shall recuse.)
 - The Panel shall investigate the complaint as fully as possible, to include talking with and/or obtaining statements from the principles and witnesses, and submit a written Report with Findings and Recommendations to the Board.

7. TABLE OF PENALTIES

If the Complaint is found to be sustained, the Board shall impose penalties in accord with the following Table.

First Offense: Written Warning up to 10-Day Suspension of all Club Privileges*

Second Offense: 30-90 Day Suspension of all Club Privileges

Third Offense: Termination of Membership

* includes golf, pool and house use

The Board of Directors of Sussex Pines Country Club, Inc. has a responsibility to insure that the country club experience, and workplace environment, is positive for both members and the staff. After several alleged incidents on Club property during the past two years, which could be construed as various forms of "harassment", the Board decided to promulgate a policy dealing with any potential future incidents. The possibility of legal and/or financial penalties against the club, or its' members, weighed heavily on our decision to set down some rules for behavior. To ignore or condone any form of harassment could put us in an untenable legal position. The preceding policy was approved by the Board of Directors at the October 11, 2006 Board meeting.

Notes





Sussex Pines
COUNTRY CLUB

22426 Sussex Pines Road
Georgetown, DE 19947