



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. Upcoming events, menus, and calendars will be available on our website and emailed to all members through Constant Contact.*
- *The Clubhouse food and beverage areas are available to Members and their Guests, Time share Access Cardholders, Daily - Fee Golfers and Temporary Guest Members.*
- *Use of the Club facilities may be restricted or reserved from time to time by the Club or Club management. Unless otherwise Board approved, the clubhouse policy is to allow the club to be closed for one private event booking every 30 days.*
- *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 on club property.*
- *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.*
- *A service charge 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 which 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.*
- *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 Management 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.*
- *Only leashed animals are permitted on or around the club facilities which includes Trained Assistance dogs. Owners are required to remove animal wastes.*
- *Employees of the Club are responsible for enforcing the Club rules and policies that have been established by the Management 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(s).*
- *Smoking is prohibited in the Clubhouse or patio.*

Club Service and Activities

- *The Swimming Pool, Tennis Courts & Fitness Center is available to club members. Please activate your member card at the Time Share Office. Hours of Operation are generally 8:00 am to 9:00 pm. Please check with the Timeshare Office to verify times.*
- *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.*
- *To reserve the club for your own function or event, please contact the Food and Beverage Director. Availability and rates will vary.*
- *Dinner reservations are strongly encouraged, and may be required from time to time during busy periods of the season. Please call the clubhouse at 706-746-5304 ext. 4, or email rsvp@skyvalleycountryclub.com. Dinner reservations are typically taken for seatings beginning 5:30 pm through 8:00 pm. Walk-ins will be accommodated on a space available basis. When a Member has a party of 9 or more, the Club will require a 24 hour prior notice to the time of the reservation. Parties of 9 or more may be limited to 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. After 15 minutes the Club is not responsible for holding that reservation for the Member. A no-show fee may be charged to the Member's account if a reservation is not cancelled 48 hours prior to the reservation.*

ADDENDUM

EVENT REQUEST PROTOCOL

FOLLOWING IS THE PROCEDURE FOR REQUESTING NEW EVENTS AT THE CLUBHOUSE AND/OR PAVILION. THIS PROCEDURE IS REQUIRED TO PREVENT DOUBLE BOOKING, INAPPROPRIATE SCHEDULEDING, AND ENSURE EVENTS ARE SCHEDULED WITHIN CAPABILITY OF OUR CLUBHOUSE STAFF

Director of Food and Beverage is responsible for review and approval of all clubhouse and pavilion events at SVCC.

All event requests are to be directed to the Director of Food & Beverage in writing with copy to House Committee Chair.

The event must meet the following requirements to be considered. This 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 includes incremental labor expenses

Events should be supported by a minimum of 25 Club Members

DFB 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 Director the request will be presented to the House Committee and/or Board for final decision.

Club Attire

Our Dress Code Philosophy

In setting the dress code requirements for the club, we have attempted to maintain 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 applies at all times with the exception of Saturday Evening in the Main Dining Room*
- *Resort Casual is considered the standard dress code and the typical attire. We do allow nice jeans, golf attire and shorts*
- *Saturday Evenings is the club’s Fine Dining evening in the clubhouse beginning at 6:00 pm. Collared shirts are requested, dinner jacket optional. No shorts or jeans are permitted.*
- *Gentlemen are asked to remove their caps and visors in the Pub or Main Dining Room.*
- *Under no circumstances are short-shorts, tank tops, or bathing suits allowed in the clubhouse or golf course. Shirts and shoes are always required.*

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, regardless of who the host member might be. The members should identify their guests when making reservations.

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.

Temporary Guest Memberships (TGM) will be available to those renting property within Sky Valley. TGM's are available for a minimum of 7 days up to a maximum of 30 days. There will be a charge to the renter based on the length of stay. A Temporary Membership Card will be issued at the Club Office. TGM's will be entitled to the same privileges as social members, with the exception of use of the Timeshare Amenities. The Temporary Guest Member must not own any property within 50 miles of the Clubhouse. The Club Privilege would be for the renter only, not the homeowner.

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 after paying the premiere card fee issued weekly through Sky Valley Time Share.*

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.

Any Member may resign from the Club by delivering written notice to the Club Secretary or the Comptroller 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*
- *Displayed unsatisfactory behavior, conduct or appearance.*
- *Persistently failed to pay indebtedness to the Club in a proper and timely manner.*
- *Failed 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. (Please see 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.*
- *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 not 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. Please 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 a 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 lightning 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 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 and remember to leave rakes in trap.*

Golf Cart Rules

- *Golf carts shall not be used by a Member or guest without proper assignment and registration in the pro shop.*
- *Privately owned carts must be approved by the Golf Pro.*
- *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.*
- *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 Professional. There is a \$35 yearly fee.*
- *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.*

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. Once a player has teed off, only rain checks will be issued, not refunds.

Date: April 14, 2016

Signed by:

Scott Farrell, Food & Beverage Director

Steve Heher, Club Golf Professional

Milton Gillespie, President of S.V.C.C.
