

BALLSTON SPA COUNTRY CLUB

MEMBERS' HANDBOOK

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Contact Information

Office, Golf Shop and
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at 518-885-1603

Direct contacts are as
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Golf Shop
518-885-7935

Office
518-885-5194
office@ballstonspacc.com

Restaurant
518-602 -9995

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Section 1: General Information

MEMBER DUES: One of the key components of BSCC's operating income is Membership dues. Members are expected to make dues payments on time. Late payments will be assessed a \$25.00 late fee. To establish a sound budget, Membership dues must be received in a timely manner. To insure this, the Board has instituted several payment plans. In January, each Member will receive a billing invoice for the current year's dues. Payment due dates are set at the discretion of the Board of Directors

PAYMENT POLICY: Membership dues statements will be sent to each Member within the first two weeks of January. Payments are due on February 1st, March 1st and April 1st. Any late payment not received within 10 days of the due date will have a late charge of \$25 added to the Member's account. Members can choose to make 12 monthly payments by signing up for automatic payments in the Business Office.

FAMILY MEMBERSHIP DEFINED: The single family and couple membership categories can be upgraded to include family members for an additional fee. Those to be included as a family are all dependent children. All current Members who are shareholders may add nieces, nephews and grandchildren under age 13 to the membership at the children rate of \$400.

STOCK: Stock invoices will be mailed on the first business day of July and payments are due August 1st. Any payment not received within 10 days of the due date will result in the loss of playing privileges until payment is made. Members will be notified via mail when they are at risk of losing their playing privileges

MEMBER ACCOUNTS: Statements for Golf Shop and Restaurant accounts will be mailed and/or emailed to Members within the first week of each month and will be due by the first business day of the following month. Members can opt for the "email only " statement by contacting the Office. Accounts not paid within 5 business days of the due date will be considered late and will be assessed a \$10 late charge. If the account is not paid in full by the 15th of the following month, playing privileges will be suspended that day. Members will be notified via mail when they are at risk of losing their playing privileges

POSTING: Late accounts will be posted with the Golf Shop staff and it will be their duty to ensure that Members who have lost their playing privileges, not be allowed to play until their accounts are paid

APPEAL: Any Member can appeal to the Office Manager or Treasurer to make arrangements for late payments if they have an unavoidable financial situation. In the event that the Member does not agree with the decision, an appeal may be made to the Board of Directors. All appeals must be made before the deadlines established above.

CREDIT: In the event that a Member has established a poor payment history, the Business Office will require a valid credit card be on file to charge the monthly payments.

MEMBER IN GOOD STANDING: A Member is considered to be in good standing if he/she has met all financial obligations to the Club when due. These obligations include (but are not limited to) dues, fees, assessments, stock purchase, restaurant obligations and Golf Shop purchases. She/he must also follow Club and course rules as set down by the BOD and its Committees.

Non-payment of the total amount of dues as set forth will result in loss of playing privileges and/or a late fee until dues are paid in full. Full payment of dues will commit the Member for the entire season. If a Member has an outstanding bill from the Golf Shop or restaurant that is greater than 30 days old, that person is not considered to be a "Member in good standing." Accounts not paid within 5 business days of the dues date will be considered late and will be assessed a \$10 late charge. If the account is not paid in full by the 15th of the month following the issuance of the statements, playing privileges will be suspended that day. Members will be notified via mail when they are at risk of losing their playing privileges.

DUES DEFERMENT (Sickness or Injury): Any Member who is unable to play golf due to an injury or unexpected medical condition, may submit a written request to the BOD that provides the necessary justification to support . BOD consideration and approval of a partial deferment (applied towards next seasons dues) of dues paid. The BOD reserves the right to request supporting medical documentation as a condition of approval. If the request is submitted prior to June 1st, 75% of the annual dues will be deferred; if submitted June 1st to July 31st, 50% of the dues will be deferred; after July 31st, no dues will be deferred. Any Member who returns to play golf at BSCC during a previously requested and BOD approved deferment period, including for guest or public play, will lose any deferment.

CONDUCT & ETIQUETTE: Improper conduct occurring during course play anywhere on BSCC property should be referred to the proper chairperson. Any member playing music should be considerate of those within earshot and act accordingly. The BOD will act on written reports from individuals or the Director of Golf within the jurisdiction of their duties. The President may appoint a committee to set up a procedure to handle any and/or all conduct problems. The BOD may take disciplinary action where deemed necessary, which may include the suspension or termination of a membership.

DRESS CODE: All players must wear proper attire on the golf course at all times. Shorts reaching the top of the player's knees may be worn. Cutoffs, tennis shorts, running shorts, athletic shorts and short-shorts are not permitted. Golf shirts must be of acceptable style as determined by Golf Shop personnel. Football jerseys, tee shirts, tank or halter top shirts are not permitted. Blue jeans are not permitted. Soft-spike or spike-less golf shoes must be worn at all times. The Golf Professional and his assistants are responsible for the enforcement of these rules and have the full support of the BOD to do so. In the event a player violates the dress code policy, the following will be implemented: The first violation will result in a letter of reprimand; the second violation may result in a letter of suspension or any other actions that may be deemed necessary by the BOD.

COURSE PLAYABILITY: The golf course Superintendent is empowered by the BOD to be the primary authority in deciding when the course is or is not open for play (i.e. frost delay, rain delay, etc.) The Superintendent also has control over when riding carts may be used and any restrictions depending on playing conditions. If the Superintendent is unavailable, the Green Chairperson (or other BOD member), in consultation with the Golf Professional will assume these responsibilities. Twice each year (May & September), the greens are aerated, resulting in the brief closing of nine holes.

GUEST POLICY: All Members in good standing, except social Members, are entitled to invite guests to the Club to play at a reduced rate. While in general there is no limit to the number of guests a Member may have during the course of the season, there are the following restrictions: On Fridays, Saturdays, Sundays and Holidays, Ballston Spa Country Club is closed to outside public play except for the guests of our Members. On Fridays, a Member may have up to seven guests (at the guest rate) any time during the day. On Saturdays, Sundays and Holidays, Members may have one guest (at the guest rate) prior to 11:00 a.m. On these days, a Member may have up to seven guests after 11:00 a.m. With prior arrangement of the Golf Shop, Members may be allowed to bring more than seven guests at the guest rate. The Board considers this a benefit of membership and is allowed as long as it does not interfere with Member play, therefore prior arrangements must be made with the Golf Shop.

Guests must play in the company of the inviting Member and if more than one foursome is involved, the tee times must be contiguous. All guests must be registered in the Golf Shop before start of play. Any guest may play at the guest rate a total of six times during the course of the season. A guest record for each non-member golfer will be maintained in the Golf Shop. When a guest has reached the maximum number of six plays, that person may continue to play at the green fee rate during periods allotted for green fee play (Monday – Thursday, non holidays). The six time guest rule will be waived for play during a Member/Guest, Invitational or any outside tournament.

PROJECT DAY: A Spring project day is scheduled on a Saturday morning early in the season. During that time the course may or may not be closed to play. Members volunteer to work on the grounds and complete various course improvement projects under the supervision of our Superintendent. After completion of the morning projects a 9-Hole Scramble Tournament may be held for all volunteers – depending on weather and course traffic. A Fall project day is scheduled on a Saturday morning late in the season. During that time the course may or may not be closed to play. Members volunteer to work on the grounds and complete various course improvement projects under the supervision of our Superintendent. The Superintendent also seeks Member help for some labor intensive projects throughout the year, such as aeration and greens covering.

RECIPROCALLS: BSCC has developed reciprocal relationships with several other country clubs. This gives BSCC Members limited playing privileges for the golf cart fee or reduced rate as set by the reciprocal course. Tee times to play these clubs must be made by the Golf Shop, 48 hours before the requested tee time. It is very important to remember that you are representing BSCC and you should treat these reciprocal courses as you treat BSCC, following the rules and regulations of the host club. The courses that we have established reciprocals arrangements include: • Cazenovia CC Cazenovia, NY • Cedar Lake Club Clayville, NY • Seven Oaks Golf Club at Colgate University Hamilton, NY • Drumlins Country Club Syracuse, NY • The Golf Club at Equinox Manchester, VT • Kanon Valley CC Oneida, NY • Oneonta Country Club Oneonta, NY • Rutland Country Club Rutland, VT.

VOLUNTEERISM: BSCC is a Member-owned golf club and has a history of volunteerism not found in most golf clubs. When needed, our Superintendent, Clubhouse chair or garden coordinator will ask for volunteers to help with projects throughout the year.

WOMEN'S ASSOCIATION: All female Members of the club are automatically Members of the Women's Association. The purpose of the association is to further the interests of the women Members, to coordinate activities, serve as a conduit to the BoD on relevant issues and to promote cooperation with other organizations. The Executive Board, consisting of four women elected by the membership, serves as officers of the Association for a two-year term. Two meetings are held during the year: one in the Spring and one in the Fall. At these meetings the full membership has the opportunity to participate in decision making policies that affect the Association, tournaments and other activities.

Section 2: Leagues & Outings

TUESDAY NIGHT MEN'S LEAGUE: The Tuesday Night Men's League is composed of approximately 80-100 Members separated into 6 flights and is match play within flights. Each week the (A-C) flights and the (D-F) flights alternate front and back nines. Flights are made based on handicap index from the GHIN system. A listing of flight Members' weekly match opponents is provided at the beginning of the season and is maintained in the Golf Shop and on the web site. It is recommended that opponents agree upon a tee time prior to their match each week. It is each Member's responsibility to call the Golf Shop if they will be late for their tee time or are unable to play. Tee times are from 3:30 PM through 5:30 PM. Anyone interested in joining the Tuesday Night Men's League should contact the Golf Shop for information on how to join. There is a league fee. This is used to cover our end of season outing and dinner as well as flight payouts.

THURSDAY NIGHT WOMEN'S LEAGUE : The Thursday Night Women's League is composed of approximately 32 to 40 players divided into multiple flights and is match play within flights. Tee times are from 4:10 PM through 5:40 PM depending on the number of players. Dues for the league season are payable in the Golf Shop. A listing of flight members, weekly match opponents, and scheduled tee times are provided at the beginning of the season. It is each Member's responsibility to notify their opponent or call the Golf Shop if they will be late for their tee time or are unable to play. Anyone interested in joining the Thursday Night Women's League should contact the Golf Shop for information on how to join.

THURSDAY MORNING MEN'S SENIOR LEAGUE: Members 50 years of age and over are welcome to join the Thursday Morning Seniors League. Scoring is based on "quota points" determined by each player's handicap. The League is reasonably competitive and teams are selected each week at random. This process allows an individual to meet and partner with every other member of the League. Teams and starting times are posted each week on the Club's website. The League play formally begins shortly after the course opens in the Spring and ends with a year-end outing around Columbus Day. Informal play continues for many Members on Thursday morning until the course closes for the season. Anyone interested in joining should contact the Golf shop for more information or simply sign up in the Golf Shop. League dues are used for league luncheons and prizes.

PUBLIC LEAGUES AND OUTINGS: An important source of revenue for the Club is provided by Public Leagues and Outings. However, public events are not allowed on Friday through Sunday (without Board of Directors approval), to allow Members as much access as possible to the Club during prime time. Mondays are primarily used for Public Outings, which are scheduled and managed by the Golf Shop. Other days may be used to hold tournaments as well. On these days Members will not have access to the course while the golf outing is in progress and has completed the majority of its play, and as long as the Member's play does not disrupt the golf outing. Members must check with the Golf Shop before teeing off on these days. There are limited times set aside for Public Leagues. Public Leagues include the following: • Jimmy Dee: Wednesday Tee Times. Begins at 3:45 • Charlton Divot: Wednesday Tee Times. Begins 4:15-5:15 Nine holes will always be open for Member play during these time periods.

Section 3: The Golf Shop

Todd Manderson, our PGA Professional, manages and operates a full service Golf Shop that Members are encouraged to support.

APPS: BSCC has three Apps to enhance our Members' golf experience.

Ballston Spa App: Making tee times.
Score keeping and GPS
Restaurant menu
Restaurant rewards or Loyalty Program for frequent users
Membership Information News items as well as up to date pertinent information that players will need to know. For example: delays, closings, openings and tournament information
Lesson scheduling
Calendar of Events

Golf Genius App: This allows Members to get involved in regular weekly groups so they never have to worry about finding anyone to play a round with. We use this for Men's, Women's, and Senior Leagues as well. This allows all players to keep up to date with the pairings and time of play that they will be starting. It includes real time scoring for each event to Increase the fun factor of your round and to watch how all are playing for the particular round that they are involved in. We also automatically post all scores to the players GHIN Number via this service after each structured round so the player never misses posting a score.

GHIN App: This is the USGA App that allows all players with a handicap to have quick access to their handicap card and also allows them to post scores on their device at the end of their rounds. It also allows the players to look at their last 20 scores.

The USGA GHIN system of handicapping is provided at no cost to BSCC Members. Members are encouraged to post all scores either through their own digital means or on the dedicated computer in the Golf Shop.

TEE TIMES: The Golf Shop coordinates and schedules all tee times. For mid-week and non- holidays, tee times can be reserved by calling the Golf Shop or making a tee time online (go to www.ballstonspacc.com, and click on the Golf Shop link, then to Member's Tee Time and follow the instructions). Weekend and holiday morning tee times are made via a lottery if the Member is not playing in an established group. Tee times can be made by accessing the BSCC web-site at www.ballstonspacc.com, and clicking on the Golf Shop link, then to Member's Tee Time and following the instructions. Requests for tee times can be submitted until Wednesday, for tee times the following weekend. You can also fill out a paper request slip, available in the Golf Shop by 5:00 PM Wednesday. The Golf Shop will publish the weekend tee times on the web-site each Thursday as well as posting a hard copy on the Golf Shop bulletin board .

WEEKLY GROUPS: Any Member can form and name a weekly group and make participation open to all Members. Every week an invitation to play the following week will be emailed to each group Member. If the invitation is accepted, each Member will automatically be randomly placed in a foursome and given a tee time. See the Golf Shop if you are interested.

CLUB STORAGE: Club storage is available for an annual fee. Storage service includes club cleaning after each round and the clubs are brought out to you before each round. Members may begin storing their clubs effective opening day of the season and must remove them at the end of the season.

PRACTICE RANGE: Members have seasonal access to the practice range for an additional cost. Members have the option to pay an annual fee, which provides unlimited use of Golf Shop range balls, or pay on a per bag basis. The practice range is open daily through October 31st from opening until 1 1/2 hours before dark.

GOLF CARTS: Golf carts are leased from an independent vendor. The Club offers multiple options for golf cart rental fees including daily 9 holes and 18 holes, as well as annual Back 9 and 18 holes rental fees. The Golf Shop can provide members with details on these rental options. Members who rent a golf cart for a round or who purchase yearly golf cart packages, must adhere strictly to the course rules set forth by the BOD, the Golf Shop and the Superintendent, for example, 90 degree rule, cart path only, distance from tees and greens, etc. Failure to do so will revoke riding privileges. Seasonal golf cart fees must be paid in full; these payments may not be made monthly.

Handicapped Members using riding carts are afforded special privileges set forth by the BOD . These carts are to be equipped with a handicap flag at all times during the round.

GOLF EQUIPMENT SALES: The Golf Shop is stocked with the latest equipment and apparel. Todd Manderson will assess your skill level and personal swing mechanics and offer his recommendations to obtain the best equipment to suit your needs at a reasonable price. The golf club manufacturers he stocks include Titleist, Mizuno and Cobra, however he does have the capability to obtain clubs from other manufacturers.

GOLF LESSONS/GOLF ACADEMY Lessons are available from Director of Golf, Todd Manderson and Director of Instruction, John Souza in the Golf & Fitness Academy building on the practice range. PGA professional John Souza is Titleist Performance Institute Certified and a National Academy of Sports Medicine Certified Personal Trainer. John and Todd use video analysis and launch monitor technology to help identify, correct, and understand what happens when you swing the club, how to make the appropriate adjustments and suggest club selection based on the results of your personal swing analysis.

HOLE-IN-ONE INSURANCE: This is available from the Golf Shop for a nominal fee. Insurance protects a player who scores a hole-in-one from incurring the costly expense of purchasing a round of drinks in the club house. Only Members enrolled in the Hole-in-One Club will receive a free drink of their choice.

PINS, SKINS & SUPER SKINS: Saturdays and Sundays and during some league play, the Golf Shop manages a “pins and skins” event for a nominal fee. Golf Shop credits are awarded to the player closest to the pin on each Par 3 and the lowest individual gross score on any hole. The Golf Shop also offers Super Skins for a nominal fee. This contest runs for the entire season among those entered in the Super Skins. The pool is divided among players scoring the lowest score on any particular hole for the entire season.

EMAIL: Notifications are sent to the membership on a regular basis. If you are not on our email list, please notify the Business Office.

WEBSITE: www.ballstonspacc.com. As a Member of BSCC you have access to the Members’ Section of the website. To access this area simply navigate to the Member login area and use your last name and member password to enter. For problems accessing this area, follow the instructions on the site or email office@ballstonspacc.com . Almost all Club related information is published on the BSCC website including, but not limited to: membership fees, tournaments, course layout and condition, special events, restaurant information, Events Calendar, Board of Directors, phone lists, The Fox, Golf Shop information and more.

Section 4:

Clubhouse and Restaurant

MONTHLY MINIMUM: Members are required to spend a monthly minimum amount in the Restaurant. Single Members are required to spend a minimum of \$50 per month for the six months, May through October. Family Members are required to spend a minimum of \$90 per month per family.

LOCKERS: Members have access to lockers for a nominal annual fee (see Member Fee section on website). The men’s locker room is located on the downstairs level of the Clubhouse. The women’s locker room is located on the upstairs level of the Clubhouse.

SPECIAL EVENTS: The Clubhouse is available for special events such as private parties and wedding receptions. Look for special events that are posted on the Clubhouse bulletin board or that are listed on the web-site Events Calendar. Contact someone from the restaurant staff or our Business Office to get information on scheduling an event at the Club. The restaurant phone number is 518-602-9995

Section 5: Tournaments

Tournaments: The Club schedules a variety of tournaments throughout the year. Members who are interested in participating must register and pay the tournament fee in the Golf Shop one week prior to the tournament or any other deadline as determined by the Golf Shop .The tournaments are also published on the web site in the Events Calendar.

Tournament Committee: The Tournament Committee reviews the tournaments from year to year and makes any adjustments as necessary. They may modify the dates of some tournaments or even delete tournaments that are not well attended and provide input to the BOD when required. If you have suggestions for a tournament, please see someone from the Tournament Committee or Todd Manderson.

Tournament Registration Procedures: Tournaments that have a Tee Time (TT) start require participants to register by 5:00 PM of the Wednesday before. Tournaments having a Shotgun Start (SGS) require participants to register by 12:00 (noon) on the Thursday before. Official registration is only complete once payment has been received.

Updated 4/18