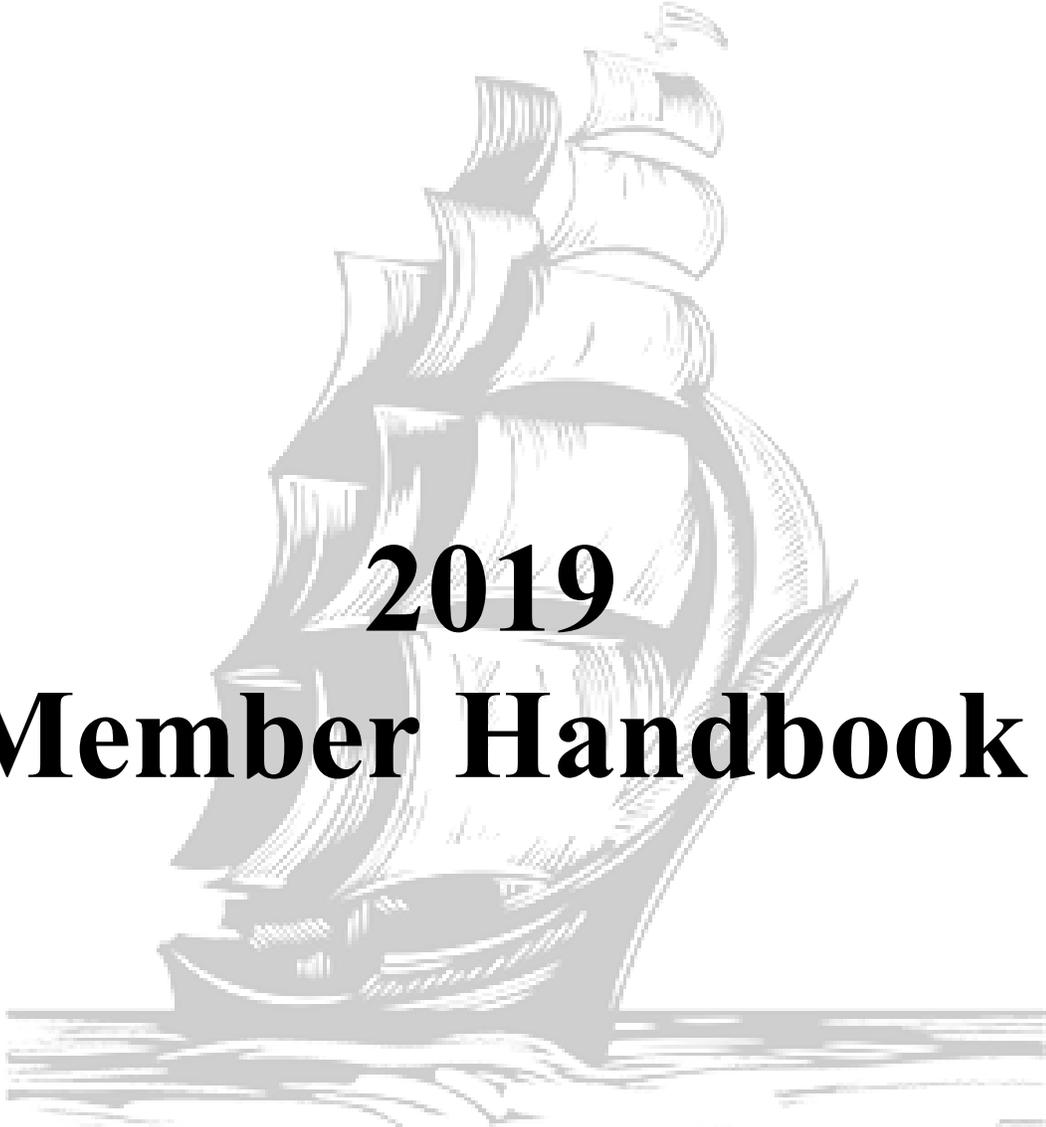


Port Jefferson Country Club at Harbor Hills



2019 Member Handbook

PJCC - 1908

44 Fairway Drive, Port Jefferson, NY 11777
631-285-1814 | www.portjeffcc.com | pjcc@portjeff.com

Table of Contents

Letter from the Mayor	1
Club History	2 & 3
Mayor and Board of Trustees	3
Country Club Management Advisory Council Members	4
Country Club 2018 Professionals	4
Letter from Bill Mackedon	5
Letter from Brian Macmillan	6
Credit Policy	7
Rules & Regulations of Golf Club Membership.....	8 & 9
Guests Policy	9
Rules Governing Play	10, 11 & 12
Observance of Rules	13
Member Social Events	13
New Members Policy.....	14
Handicap Policy	14
Equitable Stroke Control.....	14 & 15
Discrimination Policy & Green Committee.....	15
Handicap Power Cart Rules	16
Board of Governors (Golf).....	17
Course Beautification Project	18
Weekend Tournament Group.....	19, 20
Letter from the Tuesday Tournament Group President	21
Tuesday Tournament Group Officers	21
2018 Tuesday Tournament Group-Proposed Schedule	22
Tuesday Tournament Group 2017 Application	23
2018 Handicap Season.....	24
Ladies Member Guest Tournament Information	25
Procedures for Tuesday Tournament Group.....	26, 27 & 28
Letter from the Tennis Board President.....	29
Programs and Activities.....	30 & 31
Tennis Rules	31 - 34
Bylaws.....	35 - 40

Dear Members,

We are proud to welcome you this season to the golf and tennis facilities at Port Jefferson Country Club. As you may know, considerable investment has been made to the Golf Course recently with the installation of a new state of the art, irrigation system, as well as golf course renovation. The Village also completed the build out of the new maintenance facilities, resulting in a fully equipped, environmentally certified and approved maintenance complex. These significant golf course improvements are entirely funded by your membership dollars and so we are thankful for your support in helping us maintain and upgrade Port Jefferson's crown jewel country club amenity.

The Board of Trustees and the Mayor's office also worked closely throughout the year with the Country Club Management Advisory Committee and Country Club Liaison Stan Loucks, on every aspect of the Country Club administration including budget oversight, membership rate recommendations and policy creation - all with a keen eye towards fostering a stronger sense of community and club spirit. I want to thank the members of the CCMAC who volunteer their time and effort in helping us manage all the club facilities.

Our newest initiative this spring is to bring administrative offices onsite to assist members with easier bill payments, sales and maintenance issues. Our Country Club Administrator, Danielle Condia, will be in our on-site office adjacent to the tennis shop and will bring the administration closer to the membership making it easier to interface and increase communications. We also hope to upgrade our web systems to allow for payments on-line offering a higher level of convenience and cost saving initiatives.

Although a lot is going on, it seems all the time, I am certain that we will once again enjoy another season of robust, competitive play as our professional golf and tennis staff remain proud to serve your recreational needs. Whether I see you on the turn or across the net, I too am personally looking forward to enjoying our Country Club privileges and amenities and remain proud to serve as your Mayor.

Thank You,

Margot Garant
Mayor of Port Jefferson

CLUB HISTORY

Port Jefferson Country Club at Harbor Hills has undergone a continuous and glorious transformation: Six name changes, six property owners, several dedicated operators, a few devastating fires, several golf architects, coupled with two World Wars and a long list of enthusiastic, visionary Village Board members and here we are – celebrating the Country Club's 111th season.

With thanks to Philip A. Griffith, our own country club historian, we are excited to share with you a brief retrospective.

1908- Memorial Day, the 9 hole, 3,215 yard Belle Terre Club golf course, designed by Alexander Findlay, opens with John H. Hogan as the first golf master.

1922- The Laflon Realty Company, owned by NYS Assemblyman Stephen Fallon and his brother Thomas purchased 900 acres of Belle Terre and sold 600 acres, including the 9 hole course to Seaboard Sand and Gravel.

1934- December 16, the Belle Terre Club is destroyed by fire.

1953- November 30, Norman Winston purchases 600 acres and creates Harbor Hills Estates.

1955- The first models of Harbor Hills Estates, owned by Bernard Krinsky and Norman Winston, open in November offering golf, tennis, beaches and a private country club.

1956- October 13, Harbor Hills Country Club, designed by Alfred H. Tull, opens. It is a 145-acre, 6800 yard championship course and includes sections of the 9 hole, Alexander Findlay course and 18 hole Devereux Emmet course.

1961- The first Port Jefferson Open golf tournament is held on October 24 and 25 and includes many of the metropolitan area's top amateurs and professionals, Dave Marr, Doug Ford, Jim Albus, Johnny Miller, Jim Turnesa and others.

1967- The first Village of Port Jefferson tournament is held in July. All residents welcomed.

1975- April 16, Harbor Hills clubhouse is destroyed by fire.

1978- On February 20, 1978 Mayor Harold Sheprow, on behalf of the Village of Port Jefferson, leases the Harbor Hills Country Club for one dollar. On March 22, Mayor Harold Sheprow, Trustees Robert Sisler, Gordon Thomsen and Helen Ward vote to authorize a public referendum on a bond issue to approve the acquisition of the Harbor Hills Country Club from the estate of Norman K. Winston.

1980- On May 2, by a vote of 892 to 616, the residents of Port Jefferson approve the purchase of the 170 acre Harbor Hills Country Club for \$2,290,000. In November, Felix and Anthony Rinaldi Associates are given the lease to operate the Harbor Hills Country Club. December 2, Spiliotis Enterprises is selected to operate the Harbor Hills Country Club.

- 1983-** August 13, the famed singer, Frankie Avalon, sponsored his first golf invitational tournament for the benefit of Father Frank Pizzarelli’s Hope House Ministries. Such celebrities as Bryant Gumble, Ed Westfall, Kyle Rote, Joe Pesce, Ken Morrow, Whitey Ford, Sal Maglie, Tony Danza, and Telly Savalas attended.

- 1986-** On July 2, the Village Board voted 3 to 2 to change the name Harbor Hills Country Club to Port Jefferson Country Club at Harbor Hills.

- 2004-** January 1, the Village of Port Jefferson takes control of the management of the golf and tennis operations and selects the Lombardi family to operate the dining and catering facility for twenty years.

- 2008-** This year marked the 100th anniversary of Port Jefferson Country Club. Also, the Club embarked on a major capital project to replace the entire golf course maintenance facility.

- 2014-** A long-term Municipal Bond financing package to fund the replacement of the golf course irrigation system and a major golf course restoration project was completed during the year. The \$1,800,000 renovation project was started in November 2013 and was completed in the spring of 2014. A \$1,300,000 irrigation system project, \$500,000 bunker renovation and putting green enlargement completed the work.

- 2018-** Driving range renovation. Target greens by Brian Macmillan and a brand new resurfacing of the tee area by Elite Synthetics.

The name may change and the clubhouse rebuilt, but the manicured landscape and breathtaking views have long endured, promising the next 100 years to be the most memorable yet.

PORT JEFFERSON VILLAGE MAYOR AND BOARD OF TRUSTEES

Margot Garant	Mayor
Larry LaPointe	Deputy Mayor
Stan Loucks	Trustee – PJCC Trustee Liaison
Bruce D’Abramo	Trustee
Bruce Miller	Trustee

PORT JEFFERSON COUNTRY CLUB / MANAGEMENT ADVISORY COUNCIL

Joe D'Agrosa	Chair
Dave McGilvray	B.O.G. President
Dana Eng	Tennis Board President
Stan Loucks	Country Club Liaison
Jim White	Grievance Chairperson
Bob Conlin	Member
Dave Hershberg	Member
Barbaba McGilvray	Member
Lauren Sheprow	Member
Kris Adams	Tennis Representative
Ron Carlson	Non-Resident Member
Lisa Perry	Non-Member Representative

Dear Port Jefferson Country Club Member,

For the entire membership of the Country Club Management Advisory Committee I would like to extend a warm welcome to all PJCC golf and tennis members. This committee is composed of club members, some elected and some appointed, who volunteer their time and efforts to make our club successful. That success is dependent upon your enjoyment of our facilities.. The CCMAC usually meets the third Tuesday of each month in the All-Purpose room in the clubhouse. Membership is invited to attend and speak at these meetings or to express any concerns to a CCMAC member. Port Jefferson Mayor Margot Garant, the Board of Trustees and Trustee Stan Loucks deserve much credit for their continued support of our efforts to make PJCC a premier recreational facility.

There are a number of other committees made up of members that contribute to your enjoyment. They include golf and tennis boards and tournament committees which are always in need of volunteers. Although not without some frustration, is usually rewarding. We have a wonderful facility at PJCC and if we all work together, the experience can be outstanding.

Have a great 2019 golf and tennis season.

Sincerely, Dr. Joseph D'Agrosa, CCMAC Chairperson

PORT JEFFERSON COUNTRY CLUB 2019 PROFESSIONALS

Director of Golf	Bill Mackedon, PGA	631-285-1814
Director of Tennis	Fernando Juguera	631-285-1815
Grounds Superintendent	Brian Macmillan	631-743-9450
Country Club Administrator	Danielle Condia	631-828-5029

Bill Mackedon
PGA Professional

Dear Members,

I would like to welcome all of our members to the 2019 golf season. The Port Jefferson Country Club management has dedicated itself to becoming the finest municipally owned private country club in the Northeast. Through the great leadership of Mayor Margot Garant and Trustee/Liaison Stan Loucks, Port Jefferson Country Club has dedicated itself to delivering a first-class golfing facility for all members and guests.

Brian Macmillan has the staff and the tools to manicure the grounds and create outstanding turf conditions for years to come. The Country Club staff will be committing themselves to improving all of your golf and tennis needs. Our Director of Tennis, will be delivering a first-class experience for all tennis members and their guests. Danielle Condia, our Country Club Administrator will be available on-site to help with all billing, membership questions, and concerns. Jake Anderson will be coordinating programs and player development initiatives to allow all skill levels to improve. I will be making every effort to deliver the best customer service possible for all members and their guests.

The 2019 season has a wide array of activities for everyone. We have our **Tuesday Tournament Group**, which plays both 9 and 18 holes and will begin in May, continuing through the beginning of October. The **Weekend Tournament Group** plays a variety of tournaments throughout the year, and is broken down by division so that everyone has an equal chance of winning. Member Socials will be held on various Fridays and Sundays, and are a great way for you to play and socialize with many other members.

For 2019 there will again be a tee time reservation system in place. As in the past, tee times may be made 7 days in advance, 7 days a week, in person or now you will be able to make tee times on-line. For example, if you want to play on Thursday, April 25, you would come in or go on-line on Thursday, April 18. The walk-in or on-line time will vary as the tee times vary throughout the season. For April, the first tee time is 7:30, so we will begin taking tee times on-line or walk-in reservations at 7:15. For May, June, July and August the first tee time is 6:30; September, October and November – 7:30.

I invite all of your children and grandchildren to come out and learn the proper skills, techniques and etiquette towards becoming future club champions. Our junior programs will also include the opportunity to participate in golf camps, which will consist of a 5 hour, 5 day a week program in order to teach your children the necessary golf course skills and to get them ready for tournament golf.

I am very fortunate to be the Director of Golf at the Port Jefferson Country Club. We hope that everyone has a healthy and prosperous 2019 and if there is anything you need to make your days more enjoyable, please feel free to contact me at anytime. The golf shop number is 631-285-1814, and my email is bmackedon@portjeffcc.com.

In Good Golfing,
Bill Mackedon

Brian Macmillan
GCSAA Superintendent

Welcome to the 2019 golfing season! This upcoming year we are looking at many exciting things happening out on the golf course. New run off/collection areas have been mowed on a few holes to give the green surrounds some more character and to give the player a variety of shots around the green. If these areas work out and are enjoyed, we will look to add more around the course in years to come. Please note that these areas will be a work in progress as they grow in over the first year after being scalped down to approach height

A new forward tee will be opened on the 11th hole sometime in the late spring. This new tee will give a better angle into the green and allow for an enjoyable yardage on this great par 3. The old forward tee will remain and be used mainly as an outing tee to keep heavy amounts of play from the other teeing areas.

Also this year we will look to maintain the native areas on a more consistent basis. Some new equipment will allow us to mow these areas more often than we have in the past. We will continue the same maintenance program to thin out the grasses and weeds as much as possible to only leave the desired fescues which are playable and aesthetically pleasing. Please remember that these areas are designed to have very little inputs to allow our budget to fund our playable short cut areas.

Please remember to leave the course better than you have found it. Fixing ball marks is paramount to having a smooth and consistent playing surface. Raking your bunkers ensures that the player behind you will have a fair lie. Please leave rakes inside the bunker. Replacing or filling your divot on the fairways will help them regrow as quickly as possible. Please fill divot and step down on the soil to create a smooth surface. Please do not fill divots on the tee box as the maintenance staff completes that each week with a different soil and seed. Lastly following the cart signs with gas carts and staying outside of the bunkers with push carts will help reduce wear paths in important playing areas.

Thank you for the continued support, particularly the encouragement last year as we went through some intense weather in the late summer and fall. Without this great membership and supportive board members we would not be making the strides forward each year out on the course. I look forward to seeing everyone out there this year and truly believe that the best is yet to come for PJCC.

Sincerely,
Brian Macmillan
Golf Superintendent

**POLICY REGARDING REFUNDS AND CREDITS
FOR PAID MEMBERSHIP FEES FOR GOLF AND TENNIS**
(Approved at the June 21st, 2016 Board of Trustees Meeting)

Any member who has paid fees for an upcoming golf and/or tennis season may request that the fees be credited against the fees to be charged for the ensuing golf and/or tennis season. Any such request must be in writing and signed by the member requesting the credit. Requests are to be submitted to the **Membership Services Office located adjacent to the Tennis Pro Shop**. Requests for full credit will only be considered if received prior to the opening day of the golf and/or tennis season for which the request is made. Requests for a partial credit will only be considered if received between the opening day of the golf and/or tennis season and May 31st of that same year. In all cases credit requests must be accompanied in writing from the member's physician stating that the member suffers from a medical condition that prevents the member from participating in golf and/or tennis activities in the season for which the credit is requested.

The decision from the **Membership Services Office** as to a request for a credit shall be final and not subject to appeal. **This decision will be made by the Membership Services Administrative Aide in consultation with the Country Club liaison**. If a credit is granted, any increase in the membership fee over and above the credit must be paid prior to participating in the ensuing golf and/or tennis season. Membership credits shall be applied to the specific membership that the member paid dues for. For example; golf credits may not be used to offset tennis membership fees nor may tennis credits be used to offset golf membership fees.

Under limited circumstances, credits may be requested for two (2) successive golf and/or tennis seasons subject to following the above described procedures for each of the two (2) seasons for which a credit is requested.

The above applies to membership fees and assessments only.

While it is the policy of the Village not to give refunds of golf or tennis membership fees, the Board of Trustees recognizes that extraordinary circumstances (e.g., death of a member, illness or a disabling injury) may arise from time to time that warrants consideration of a refund request. Accordingly, **the Administrative Aide in the Membership Services Office in consultation with the Country Club liaison and approval of the Village Administrator** will entertain requests for refunds based upon a writing submitted to it containing the reason for the request and copies of any documents in support and confirmation of the stated reason. The **Membership Services Office** reserves the right to request such other proof that it deems necessary in order to give full consideration to any request for refund. The **Membership Services Office** reserves the right to reject any requests for a refund and shall not be liable for any denial.

RULES & REGULATIONS OF GOLF CLUB MEMBERSHIP

Membership Classifications and Playing Privileges:

Full Time Member: Member shall be permitted to play at all times when the course is open, excluding outing times.

Full Time Senior: Member shall be permitted to play at all times when the course is open, excluding outing times. Must be 65 or older on March 15 of the current golf season. Proof of age required.

Young Adult: Member shall be permitted to play at all times when the course is open, excluding outing times. Must be between the ages of 19-29 on March 15 of the current golf season. Proof of age required.

Modified Full Time: Monday – Friday except outing times. Play also permitted Saturday, Sunday and Holidays after 3:00.

Weekday: Use of the golf course is limited to Monday- Friday, excluding holiday and outing times.

Senior Weekday: Use of the golf course is limited to Monday- Friday, excluding holiday and outing times. Must be 65 or older on March 15 of the current golf season. Proof of age required.

Couple Full Time: Members shall be permitted to play at all times when the course is open, excluding outing times.

Couple Full/Modified: The Full Time and Modified Memberships must be decided upon when membership application is submitted. The Full Time member shall be permitted to play at all times when the course is open, excluding outing times. The Modified member may play Monday – Friday, except outing times, and Saturday, Sunday and Holidays after 3:00.

Modified Couple: The Modified members may play Monday – Friday except outing times. Play also permitted Saturday, Sunday and Holidays after 3:00.

Junior: May not tee off before 10:00 A.M. on Wednesdays and Fridays and not before 1:00 P.M. on Weekends and Holidays. However, if schedules permit, a junior may tee off as early as 12:00 P.M. on a Weekend or Holiday. Players must be between the ages of 10-18 on March 15 of the current golf season. Proof of age required. Junior members under the age of 13 must play with or be accompanied by an adult member.

Golf and Tennis Full Time: Member shall be permitted to play at all times when the golf course or tennis courts are open, excluding outing times.

Golf and Tennis Family: Family Membership for Couple and all members of same household 18 years of age and under on March 15 of the current golf season. Member shall be permitted to play at all times when the golf course or tennis courts are open, excluding outing times. Junior

Member status applies to 18 & under family members. Minimum age for junior golfers is 10. See golf course use restrictions for Junior Members above.

Corporate: A Corporate Member is entitled to 18 holes of golf for up to four players per day (designated corporate employee plus a maximum of three guests per day). Use of the golf course is seven days a week from 10:00 A.M. to close, excluding outing times. One corporate employee is required to be play with all guests. Greens fees included for guests. Driving range and putting green use limited to the period immediately prior to and following reservation time. Reservation for tee times may be made up to seven days in advance.

Holidays: Memorial Day, Independence Day, Labor Day (weekend rules apply).

Golf Outings: Golf outings generally have exclusive use of the golf course during their scheduled times. The golf course, putting green and driving range are considered closed for member play, unless a member is a part of the outing. **We will make every effort to open the course prior to and after golf outings.**

Member Accounts: Members may pay their accounts on-line, by mail, or in person at the membership office. Members are encouraged to sign up for “on-line” accounts. Members that are 60 days in arrears will lose all club privileges until payment is made.

Membership Cards: All members must present their membership cards to make a charge to their account. No charges will be permitted without producing a membership card.

GUESTS

1. A member may bring one guest at any time the course is available for play.
2. Guest must be in the same playing group (e.g. foursome) as the member.
3. Any individual may not be a guest more than five times per calendar year.
4. Host player shall inform guests of all rules and regulations and shall assume all responsibility for their observance, including dress code.
5. Two or more guests may not tee off before 10:00 A.M. on Wednesdays and Fridays and not before 1:00 P.M. on Weekends and Holidays. However, if schedules permit, a guest may tee off as early as 12:00 P.M. on a Weekend or Holiday if the entire group uses motor carts.
6. Guest passes must be purchased at the Pro-Shop, with a fee of \$60 for 18 holes and \$35 for 9 holes. After 3:00 P.M. the guest fee is reduced to \$35.
7. Thursday Guest Special - \$50 including cart for 18 holes anytime.
8. Identification, including an e-mail address, is required of guests at time of payment or playing. No reservations will be accepted using blank names.
9. The Golf Professional and/or Assistant Golf Professional may at their discretion waive the guest policy on a limited basis, based upon the amount of play scheduled for the day. Please adhere to these guidelines - members will not be displaced by guests.

RULES GOVERNING PLAY

1. TEE TIME RESERVATIONS:

Tee times may be made 7 days in advance, 7 days a week in person or by our on-line reservation system.

The walk-in or on-line time will vary as the tee times vary throughout the season.

April – 7:30; May, June, July, August – 6:30; September, October, November – 7:30

2. REGISTRATION:

- A. All members walking or using carts must check in at the pro shop with membership cards in their possession before proceeding to the 1st tee. There will be no exceptions.
- B. Play from the 10th tee is not allowed without the specific permission of the Pro Shop staff. If the 1st tee is available, play from the 10th tee is not allowed.
- C. Play is to be foursomes only, when other players are waiting to play. Groups exceeding four players are not permissible unless the Pro determines that this clearly will not affect the play of other members.
- D. Failure to be ready when tee time is called will result in the group being dropped back two foursomes.
- E. Repeated cancellations or changes of reserved times will result in loss of reservation privileges.

3. TIME OF PLAY

- A. When conditions dictate, the golf superintendent and/or the Director of Golf may at his discretion close the golf course. When the course is closed, no golfers, whether walking or riding, shall play on, practice on or use the golf course in any way.
- B. All members wishing to play on Saturday or Sunday must have tee times. Tee times begin as follows: (7:30 Apr.); (6:45 May, June, July, Aug.); (7:30 Sept., Oct., Nov.); (8:00 Dec.) (weather permitting).
- C. The Golf Shop will utilize the 10th tee as necessary to accommodate volume of play. This may inconvenience players starting very early on the 1st tee. They must follow scheduled groups on the 10th tee.
- D. All groups must comply with the shotgun start and be assigned a starting hole, no exceptions.
- E. Outings and tournaments, etc.
Mondays – Outings permitted, course may be open before and after outing. Please call for availability.

There are tournaments and outings on other days throughout the season: Port Jefferson Village Outing, Men's and Ladies Member-Guest, Member Socials and small member gatherings. Please read your weekly e-mails for an updated schedule of events.

4. CONDUCT OF PLAY

- A. Pace of play - your pace of play will affect every golfer who will follow you that day. His or her enjoyment of the game therefore may depend on you. Please realize that the appropriate pace of play for 18 holes is 4:00 hours or less. Note that a member is responsible for his guest.

The position of a group on the course is relative to the group in front. This will be monitored by the Golf Shop. If after a warning you do not maintain less than one hole behind, the Golf Shop is authorized to request your group to pick up and proceed to the next tee. The Golf Shop will also monitor the time between groups completing play.

When assessing pace of play between groups is not appropriate, the Golf Shop will use 4 hours as a maximum for completion of 18 holes at any time of day. All pace of play issues or complaints must be put in writing and delivered to the Director of Golf to be forwarded to the Grievance Committee. We respectfully request the cooperation of all members with this policy. There is a pace of play committee who will enforce this policy. The committee has the authority to restrict play of repeat offenders.

- B.** Care of the Course - Players and groups must police themselves during play. Divots must be replaced, ball marks repaired and bunkers raked properly. The low handicap player should instruct others in the group in proper course etiquette.
- C.** Allow foursomes behind you to play through if there is a hole open in front. Gaps of more than half a hole must be closed immediately.
- D.** Any group requested by the Golf Shop to step aside to allow a group to play through must comply.
- E.** Players must leave the green immediately after holing out.
- F.** Singles and twosomes are permitted to tee off only at the discretion of the Golf Shop. Players on the course should form foursomes whenever possible. Players must form foursomes when instructed by the Golf Shop.
- G.** Play no more than one ball at any time.
- H.** Anyone caught tampering with the irrigation system will be personally responsible for the resultant damage to the system and will have his or her golf privileges suspended.
- I.** Report any hazardous conditions immediately to the management.
- J.** The CCMAC has the authority to restrict play of repeat offenders.

5. BAG TAGS

Each member is required to carry a current PJCC issued member bag tag attached to their golf bag at all times during play on the golf course and on the driving range. Bag tags are available in the golf pro shop for all members.

6. USE OF GOLF FACILITIES ON WEEKENDS AND HOLIDAYS

Weekday members may use the putting green and driving range on weekends and holidays after 1:00 P.M. Members may bring a guest to the driving range on days they are playing the course. If they bring a guest when they are not playing, they must have permission from the Pro Shop to use the putting green and range..

It is mandatory to check in at the Pro Shop when you use the range or putting green.

7. USE OF CADDIES, MOTOR AND HAND CARTS

- A.** Players must use motor carts or caddies on Friday and Saturday until 6:00 P.M. during the months of July and August.
- B.** Players may walk during tournaments or on holidays except during the months of July and August when carts or caddies are required as stipulated in 7 A. above.
- C.** Motor carts should not be driven any closer to the greens than is indicated by markers. Motor Carts must be kept off tees, mounds and be no closer than 20 yards from the greens.

- D. Handcarts must be kept off tees, aprons of greens and away from any sand hazards. All handcarts must be directed to areas outside the sand hazards and never to areas between greens and bunkers. Keep at least 30 feet away from greens. All hand carts (pushed or motorized) must exit at the yellow stakes. Any repeat offender will be reported to the Grievance Committee.**
- E. Please observe posted cart instructions.
- F. No person under 16 years old is permitted to operate a motor cart. Safety rules as posted in cart should be observed.
- G. Players are responsible for their conduct and that of their caddies and guests.
- H. Abusive behavior towards other members or employees shall be reported to the Grievance Committee.
- I. The CCMAC and/or Golf Professional may grant special cart rules to members with a handicap condition on an annual basis. Members must apply to them with proper medical documentation from a physician. The Golf Professional will explain special rules that will apply. These rules are listed on page 16.
- J. In order to promote safety on the driving range, members and guests shall not hit practice shots over the back net along the 3rd hole. Members shall be subject to suspension and may be held liable for injury or damages.

8. GENERAL

- A. Each player must have a bag and at least five clubs. Non-players are not permitted on the course at any time without permission from the Pro Shop.
- B. Each player must demonstrate knowledge of USGA Rules governing play before being allowed on the course.
- C. Cart refunds for 9 holes will be granted if you paid for 18 holes and played 9 holes or less and do not wish to continue.

9. DRESS CODE

The Port Jefferson Country Club dress code applies at all times, to all members (male, female, junior and guests) on the golf course, putting green and driving range.

PLEASE OBSERVE THE FOLLOWING REQUIREMENTS

- A. Golf shoes with metal spikes are prohibited.
- B. Golf shirts (all types) are required.
- C. Walking shorts are permissible.
- D. NOT ALLOWED AT ANY TIME:**
 - BLUE JEANS-DUNGAREES
 - CUT-OFFS
 - TANK TOPS OR TEE SHIRTS
 - JOGGING PANTS, SUITS, OR JOGGING SHORTS
 - TENNIS SHORTS

FINAL DECISIONS SHALL BE MADE AT THE GOLF PRO SHOP

OBSERVANCE OF RULES

Since observance of the rules affects the enjoyment of the game by all members, the golf professionals and/or the CCMAC will strictly enforce the rules as stated in this booklet and as may be posted. Our Grievance Committee will consider all complaints. It will receive such complaints in writing, conduct investigations and make a report on each. The CCMAC is authorized and firmly committed to act upon such reports from the Grievance Committee. Offenders may be subject to loss of playing privileges and ultimately loss of membership. Appeal of such sanctions can be made only to the proper authorities of the Village of Port Jefferson whose decision is final. It will be the responsibility of the golf professionals to enforce the rules during the outings.

MEMBER SOCIAL EVENTS

Member Social Events are open to all members. A fee will be collected for food and prizes. Meal details and tournament format will be posted in the "The Turn" several weeks prior to each event. These events will be held on Thursday and Saturday evenings, with times dependent on available daylight.

CLUB CHAMPIONSHIP

All entrants must keep a USGA handicap. There will be a \$20 tournament fee for all players and you must have posted 8 rounds or more of golf during the calendar year to be eligible for net prizes. Exceptions will be reviewed if submitted in writing to the CCMAC.

WEEKEND TOURNAMENTS

Harbor Hills Golf Club tournaments are arranged by the tournament committee and open to Full Time members upon payment of a tournament fee. Fee must be paid prior to the 1st scheduled tournament. The tournament committee shall be the final authority on rules of play and disputes. USGA Rules govern all play.

- A. During a tournament the 1st tee will be closed for non-tournament players.
- B. Sign-up sheets for tournaments will be through the golf shop.
- C. If a player is not present at his tee off time he will be disqualified unless the format of the tournament would permit joining the match in progress.
- D. In the event of suspension of play, players should mark their balls and resume play from the point of suspension. Players not resuming play will be disqualified. If a tournament is postponed, play shall be resumed from last completed hole. Medal tournament scores are cancelled. Completion of a tournament by any flight will constitute a complete tournament for that flight.
- E. The handicap committee shall be responsible for assigning player handicaps for all tournaments. All players must have an official handicap to play in any tournament.
- F. The tournament committee may, with cause, disqualify any player for any or all tournaments. No refund in tournament fee will be made.
- G. All tournament participants must play within their flight at their assigned tee times. One-time exceptions may be made at the discretion of the tournament chairpersons.

NEW MEMBERS

All new members will be required to have an orientation meeting from the professional staff prior to obtaining a bag tag and being permitted to play. A board member or one of the Golf professionals will conduct the meeting.

HANDICAPS

A handicap is a number which best describes a golfer's level of skill. When properly applied, this will compensate for differences in skill between competitors, resulting in equitable competition. An accurate handicap is the result of complete and accurate data entered by the golfer.

In order to maintain a handicap, a handicap fee must be paid to the treasurer of the appropriate league. The fee for non-league members is \$40.00. Checks for men should be made payable to Harbor Hills Golf Club, Inc. Checks for women should be made payable to Harbor Hills Tuesday Tournament Group. Any present member not paid by May 1st will be deemed inactive.

All scores should be adjusted for **EQUITABLE STROKE CONTROL** before being entered into the computer. The equitable stroke control procedure instituted by the USGA in 1993 is still in effect. It is as follows:

EQUITABLE STROKE CONTROL

Equitable Stroke Control (ESC) is the downward adjustment of individual hole scores for handicap purposes in order to make handicaps more representative of a player's potential ability. ESC sets a maximum number that a player can post on any hole depending on the player's Course Handicap. ESC is used only when a player's actual or most likely score exceeds his maximum number based on the table below. Each player is responsible for adjusting his score in accordance with the table.

18 HOLE COURSE HANDICAP	MAX. # POSTED ON ANY HOLE	9 HOLE COURSE HANDICAP	MAX. # POSTED ON ANY HOLE
9 OR LESS	Double Bogey	4 OR LESS	Double Bogey
10 through 19	7	5 through 9	7
20 through 29	8	10 through 14	8
30 through 39	9	15 through 19	9
40 and above	10	20 and above	10

A handicap consists of the 10 scores out of your most recent 20. However a temporary handicap can be issued with 5 scores. It is the responsibility of each member to see that his/her scores are posted properly and scorecards are placed in the boxes provided.

Scores made in areas with an active golf season during winter, should be posted in April or May. It is imperative, however, that course ratings and approximate dates be given. Under **NO** circumstances should scores made in this area prior to April 1st or after November 15 be posted.

Port Jefferson C.C. is a member of the Metropolitan Golf Association, which in turn is part of the National Golf Handicap and Information Network (GHIN). A GHIN number is assigned to

every golfer when joining the system and the GHIN number will remain in effect as long as he or she stays in the system, irrespective of the club or association to which he or she transfers.

Any GHIN member who is playing a GHIN course away from the home course may post scores on computer at that course on line at GHIN.com. We are equipped with a computer to record scores, and all entries should be made at the computer. The lower number (followed by an L) is updated with each round and may be used for local play. The upper handicap number and your index changes bi-weekly and corresponds to your GHIN official handicap card. This is your official handicap and index and should be used in all sanctioned tournaments (USGA, MGA, etc.).

Your index is used to establish a handicap when playing at a course other than PJCC. By referring to a table at each club your index is converted to a handicap number, which is to be used when playing at that club.

This adjusts for discrepancies in relative difficulties of various courses. Further information regarding handicap/index is posted by the handicap computer and at GHIN.com.

The handicap committee will monitor proper score entry. Players must enter all rounds played. Severe penalties will be imposed for incomplete or improper score entry.

DISCRIMINATION

No person shall be denied membership in the Port Jefferson Country Club due to race, creed, color, age, national origin, sex or marital status. All Country Club policies will be administered in a non-discriminatory manner.

GREEN COMMITTEE PORT JEFFERSON COUNTRY CLUB 2019

RON CARLSON	CHAIR
BILL RECCO	MEMBER
MARY JANE BARTHOLOMEW	MEMBER
CHRIS FIORDALISI	MEMBER
TOM MATTUS	MEMBER
BILL MACKEDON	DIRECTOR OF GOLF
BRIAN MACMILLAN	SUPERINTENDENT

**PORT JEFFERSON COUNTRY CLUB
GUIDELINES FOR RIDING CARTS REQUIRING BLUE FLAGS**

Members requiring blue flags need to present medical evidence to the Pro Shop or to the village along with their applications. Blue flags will only be issued to those members with medical evidence on file or permission from the Pro Shop.

Golfers requiring Blue Flags are asked to adhere to the following guidelines:

GENERAL: On most holes, golfers will be allowed to drive up to the Green Approaches. **(Carts may be no closer than 20 yards to the Greens.)** They must then return to the cart crossing signs and exit to the cart path. Carts must remain on the paths while teeing off. Certain holes will have White and Green Stakes that will mark exits and entrances and carts must enter and exit at these specific points only.

SPECIFICS: The following is a hole-by-hole explanation of where to drive your cart:

Hole #1: Drive to approach-then return to white top marker stake-then exit to path to next tee.

Hole #2: CARTS MUST REMAIN ON THE CART PATH TO THE NEXT TEE.

Hole #3: Drive to approach-then return to white top marker stake -then exit to path to next tee.

Hole #4: Drive to bottom of hill-enter thru White/Green Stakes-drive to approach-return to White/Green Stakes-exit to path to next tee.

Hole #5: Drive to approach-then return to white top marker stake -then exit to path to next tee.

Hole #6: Drive to approach-then return to white top marker stake -then exit to path to next tee.

Hole #7: Stay on path-drive past #8 tee-go down the hill-turn left to parking area-return on path to next tee. CARTS MAY NOT BE DRIVEN DOWN HILL TO THE FRONT OF #7.

Hole #8: Drive to approach-then return to white top marker stake -then exit to path to next tee.

Hole #9: Drive to approach-then return to white top marker stake -then exit to path to next tee.

Hole #10: Drive to the approach-then return to white top marker stake -then exit to path to next tee.

Hole #11: Enter thru White/Green Stakes-drive to approach-return thru Stakes to path to next tee.

Hole #12: Drive to the approach-then return to white top marker stake -then exit to next tee.

Hole #13: Drive to the approach-then return to white top marker stake -then exit to next tee.

Hole #14: Drive to the approach-then return to white top marker stake -then exit to next tee.

Hole #15: Drive to approach-then return to white top marker stake -then exit to path to next tee.

Hole #16: Enter thru White/Green Stakes-drive to approach-return thru stakes to path to next tee.

Hole #17: Drive to approach-then return to white top marker stake -then exit to path to next tee.

Hole #18: Drive to approach-then return to white top marker stake -then exit to path to pro shop.

PLEASE REMEMBER TO KEEP YOUR CART ON THE PATH WHEN TEEING OFF.

**GOLF BOARD OF GOVERNORS
PORT JEFFERSON COUNTRY CLUB 2019**

DAVE McGILVRAY	PRESIDENT, WTG REP, TREASURER
RON TRAMAZZO	VICE PRESIDENT
BARBARA MCGILVRAY	BEAUTIFICATION
ANNETTE BRODERICK	HHTTG REP
BOB CONLIN	MEN'S CLUB REP
JEFF SPARLING	NON-RESIDENT REP
BURT CAVALLO	RESIDENT REP
KATHLEEN McLANE	NON-RESIDENT REP
MARIA PALMAR	RESIDENT REP

LETTER FROM THE BOARD OF GOVERNORS PRESIDENT

The Board of Governors welcomes new and old members to a new golf season. Under the guidance of Head Pro Bill Mackedon and Superintendent Brian Macmillan we have a new irrigation system, reworked greenside bunkers, a new maintenance building as well as new on-course projects.

Your Board of Governors hopes that every member enjoys a very special season and we encourage you to become involved in the many tournaments and outings. We welcome suggestions that you may have. Please feel free to contact one of the board members with your concerns. All suggestions will be discussed at our meetings and possibly recommended to the CCMAC. Your Board of Governors and your Head Golf Professional Bill Mackedon are always available to assist you with any questions and concerns.

Wishing you a great golf season,

Dave McGilvray
President

Port Jefferson Country Club Golf Course
Course Beautification Project

The Board of Governors is coordinating a program to solicit donations to be used exclusively for the beautification of the Port Jefferson Country Club Golf Course.

The initial project, which was completed in the summer of 2012, created a patio and walkway near the scoreboard, which is located off the cart path leading to the tenth tee. This patio and walkway was constructed of stone pavers, which can be replaced. In recognition of a contribution of \$ 175.00, your engraved paver will be placed in the patio/walkway. The inscription on your paver will be limited to 39 letters and/or numbers and will have to be approved by the Board of Governors. Commercial advertising will not be allowed.

Since the village will not allow any new memorials on the golf course, this will provide you with that opportunity. Your inscription can be any saying or name(s) you wish to have displayed. This could be a unique gift idea.

Note that the trees on top the berm on the right side of hole number 9 were funded by this project.

If you are interested in order one or more pavers, please complete the form below;

MEMBER/RESIDENT NAME: _____ Phone _____

INSCRIPTION: (39 spaces, maximum 3 lines) _____

CONTRIBUTION:

_____ ONE PAVER \$175.00 _____ EA. ADDITIONAL PAVER \$75.00

**PLEASE LEAVE FORM IN PRO SHOP, WITH JOE D'AGROSA OR A BOARD MEMBER LISTED BELOW.

DAVE MCGILVRAY

BARBARA MCGILVRAY

**PORT JEFFERSON COUNTRY CLUB
WEEKEND TOURNAMENT GROUP**

2019 Golf Tournament Information
Tom Graziano, President
Dave McGilvray, Tournament Chairman, Treasurer

Welcome to the 2019 season of Golf at Port Jefferson Country Club. The tournament fee will be \$225. The fee for anyone wishing to maintain a handicap only will be \$40.

Please make your check payable to **HARBOR HILLS GOLF CLUB**.

Mail to: P.O. BOX 102, PORT JEFFERSON, NY 11777, OR LEAVE IN PRO SHOP.
(CHECKS ONLY, NO CASH OR CREDIT CARDS)

The rules of golf apply to all tournaments. Local rules, if any, for each tournament will be posted prior to play. ALL SCORES ARE TO BE POSTED. Each player must play on the assigned date, time and flight.

Changes in handicaps, which occur during multi-day tournaments, will be valid. Prior to a team tournament, one member may drop to a lower flight and play to the maximum of that flight.

To play in the Club Championship, all members must have a minimum of eight scores posted in the calendar year. If the member does not meet the minimum requirement, he must apply in writing for an exemption. This written request must be done at least one week prior to the start of the Club Championship.

No pro shop credit will be presented if the winner is not a member of the Weekend Tournament Group.

2019 TOURNAMENT COMMITTEE

TOM GRAZIANO, DAVE MCGILVRAY AND BILL MACKEDON

2019 WEEKEND TOURNAMENT GROUP

PRESIDENT:	TOM GRAZIANO
VICE PRESIDENT:	RON TRAMAZZO
TREASURER:	DAVE MCGILVRAY
HANDICAP:	HAL FOX, MIKE GOLDMAN
MGA REP.:	TOM TAYLOR
TOURNAMENT GRIEVANCE:	TOM MATTUS
PACE OF PLAY:	PAUL PLATT
GREEN REP.:	TOM MATTUS

Weekend Tournaments \$225 (Check only payable to Harbor Hills Golf Club) _____

Handicap only \$40 (Check only) _____

Name _____

2019 WEEKEND TOURNAMENT SCHEDULE

Sat. May 4	Opening Day Scramble	9:00 A.M. Shotgun, continental breakfast
Sun. May 5	MGA Mem/Mem Qualifier	Tee Times
Sat. May 11	3 in 1 Pick Your Partner	Tee Times/2 Person Scramble
Sat. May 18	4 Flights	2 Person Better Ball/Lunch Follows
Sun. May 19	3 in 1 Pick Your Partner	Tee Times/2 Person Pinehurst
Sat. June 8	Mayor's Cup Round 1	Tee Times/ Match play flights of 16
Sun. June 9	Mayor's Cup Round 2	Tee Times
Sat. June 15	Mayor's Cup Round 3	Tee Times
Sun. June 16	Mayor's Cup Finals	Tee Times
Sat. July 13	President's Cup	Tee Times, 8 - 2 man teams per flight
Sun. July 14	President's Cup	Tee Times, 8 - 2 man teams per flight
Sun. July 20	President's Cup	Tee Times
Sat. July 27	Mackedon Memorial	Tee Times, 4 person teams by division
Sat. August 3	Men's Club Championship	Tee Times All flights. 72 hole medal.
Sun. August 4	Men's Club Championship	Tee Times Cut after 36 holes.
Sat. August 10	Men's Club Championship	Tee Times Top 9 & ties advance.
Sun. August 11	Men's Club Championship	Tee Times Final Round & Luncheon
Sat. September 14	Green Tees	Tee Times 2 Man BB; Net Score, lunch
Sun. September 15	Green Tees	Tee Times Individuals
Sun. Sept 29	Men's Closing Day	8:30 A.M. SG Quota 2 man teams

Gold tees are available in some tournaments with players 70 and older with a combined age and handicap that totals 90 or higher. (75 years old with 15 handicap- 80 with 10 handicap)
Tournaments not completed on the dates above due to inclement weather may be postponed until the following week.

TUESDAY TOURNAMENT GROUP

Message from the President – 2019

The Tuesday Tournament Group meets for the first time in the 2019 season on April 30. We welcome returning members and new members and look forward to an active and enjoyable season.

Each week has a scheduled tournament in which all members participate. Players must be members of the Port Jefferson Country Club as well as members of the tournament group. Having an established handicap is advised, but players who do not have a handicap may play but will not be eligible to win prizes. As they play, they will be able to establish a handicap. The fee for the Tuesday Tournament Group is \$140 which includes the handicap fee and hole-in-one insurance.

Our tournaments are varied and enjoyable. There are two groups who either play 18 holes or 9 holes. There are three flights in the 18 hole group and two flights in the 9 hole group. Prizes are awarded each week.

Our PGA professional is Bill Mackedon. Brian Macmillan is our golf course superintendent and has continued to make changes to our course which have improved playing conditions. We thank both gentlemen for their continued interest in and support of our group.

If I can be of any assistance to you please feel free to contact me at 631-928-6052 or by email at herley67@aol.com.

Daveen Herley

President

TUESDAY TOURNAMENT GROUP OFFICERS – 2019

Elected Officers

President	Daveen Herley	herley67@aol.com
Vice-President	Marilyn Speidell	marilyn@spec.net
Treasurer	Mary Anne Martino	darn3put@optonline.net
Secretary	Barbara McGilvray	macgolf2@optonline.net

TUESDAY TOURNAMENT GROUP PROPOSED SCHEDULE

DATE		TIME	COMMENTS
Tuesday, April 30	18 Hole Opening Day Scramble	9:00 SG	Break.7:30/Mixed flights
Tuesday, May 7	18 Mystery Nine/ 9 Mystery Five	8:30 TT, 8:45 SG	Mixed flights
Tuesday, May 14	Flower Power – Fewest Putts/Donation	8:30 TT, 8:45 SG	
Tuesday, May 21	Hate them (Pick 1 par 3, 4, & 5)	8:30 TT, 8:45 SG	by flight
Tuesday, May 28	Spring Cup Quarters/TOD Odds	8:30 TT, 8:45 SG	T Score, by flight
Tuesday, June 4	Spring Cup Semis/TOD Evens	8:30 TT, 8:45 SG	T Score, by flight
Tuesday, June 11	Spring Cup Finals/TOD LG/LN	8:30 TT, 8:45 SG	T Score, by flight
Tuesday, June 18	Mulligan Net	8:30 TT, 8:45 SG	Net Score
Tuesday, June 25	The Babe	8:30 TT, 8:45 SG	
Thursday, June 27	Member/Guest	9:00 SG	Members make teams
Tuesday, July 2	18 Holes - Low Gross/Low Net	8:30 TT, 8:45 SG	By flight
Tuesday, July 2	9 Holes – 3 person scramble	8:30 TT, 8:45 SG	
Tuesday, July 9	Member/member best ball	8:30 TT, 8:45 SG	By flight
Tuesday, July 16	Member/Member Pinehurst	8:30 TT, 8:45 SG	Gross
Thursday, July 18	Member/Guest rain date	9:00 AM SG	
Tuesday, July 23	Five Clubs	8:45 TT, 9:00 SG	by flight
Tuesday, July 30	The Babe	8:45 TT, 9:00 SG	by flight
Tuesday, August 6	East (pink) – West (blue) Cup	8:30 TT, 8:45 SG	flights by location
Tuesday, August 13	Club Championship	8:30 TT, 8:45 SG	by flight
Tuesday, August 20	Club Championship/Crossover	8:30 TT, 8:45 SG	by flight
Tuesday, August 27	Club Championship/Low Gross Low Net	8:30 TT, 8:45 SG	by flight
Tuesday, Sept. 3	Course Closed		Aeration
Tuesday, Sept. 10	Pro and I	8:45 TT, 9:00 SG	Mixed flights
Tuesday, Sept. 17	Tee to Green	8:45 TT, 9:00 SG	by flights
Tuesday, Sept. 24	3 Person Mixed Flights 2 Best Ball Net	8:45 TT, 9:00 SG	Mixed flights
Tuesday, October 1	18 Holes – Low Gross Low Net	8:45 TT, 9:00 SG	by flight
Tuesday, October 1	9 Holes – Fewest Putts	8:45 TT, 9:00 SG	by flight
Tuesday, October 8	*9 Hole Closing Day Stand aside Scramble	9:30 SG	Mixed flights, Luncheon

* = Mixed Flight

HARBOR HILLS TUESDAY TOURNAMENT GROUP - 2019 APPLICATION

To All Members,

To join you must be a current paid up member of the Port Jefferson Country Club. You must have an established handicap of 45 or less to join the 18 hole league. To play in the regulation, red tee, nine hole group, you must either maintain a handicap or be working towards getting one. The black tees are available for any player who wishes to use them.

The fee for the Tuesday Tournament League is \$140.00, which includes your handicap fee, hole-in-one insurance, 1 breakfast and 2 luncheons. The fee for maintaining a handicap only is \$40. All monies must be paid by 4/1/19. Once an application and fee are received there will be no refunds. **This fee includes Opening breakfast, Luncheon after the East/West Tournament, and closing luncheon as well as prizes for each tournament played.**

After April 1st there will be a \$5.00 late fee. Mail all checks with your application to: (Payable to Harbor Hills Tuesday Tournament Group or HHTTG)

**Harbor Hills Tuesday Tournament Group
Mary Anne Martino
6 Fairway Drive
Port Jefferson, NY 11777**

PLEASE DO NOT LEAVE THE APPLICATION IN THE PRO SHOP

2019 APPLICATION-HARBOR HILLS TUESDAY TOURNAMENT GROUP

Name _____

Address _____

Telephone Number _____

E-mail address _____

The above information will be published in the Harbor Hills Tuesday Tournament 2019 Handbook.

NEW MEMBERS and NEW HANDICAP ONLY MEMBERS:
Please enter your GHIN number if you have one or had one in the past.
GHIN number _____

___ 9 Hole ___ 18Hole ___ Handicap only

I plan to play in the April 30th Tournament _____

I will attend the April 30th Opening Breakfast Bi-Annual Meeting _____

I plan to eat breakfast only on April 30th _____

2019 HANDICAP SEASON

Welcome to the Harbor Hills Tuesday Tournament Group (HHTTG)! The “season” up here in the North East is from April 1st to November 15. That is when scores can be entered on the computer in the pro shop whether you play at other courses or at Port Jefferson.

New members of the HHTTG must have a GHIN number and a handicap before joining the league. In order to be eligible to play in the 18 hole tournaments, your handicap cannot be more than 45; to play in the regulation, red tee, 9 hole group, you must either maintain a handicap or be working towards getting one.

Club rules state that players must enter their scores at the end of each round, not just on Tuesday tournaments. Please follow this rule.

If you are a new member, and wish to establish a handicap only, you can submit a check for \$40.00 along with your membership application, payable to HHTTG. Write on your check “handicap only” fee, which will allow you to enter your scores under your own GHIN number. When your handicap is established to the allowed limits we will be delighted to welcome you to our Tuesday Tournament Group.

See you on the course!

Gloria Taylor - Handicap Chair

LADIES MEMBER/GUEST

Tournament Date: *Thursday, June 27, 2019*

Rain Date: *July 18, 2019*

Registration 7:30 A.M.

Breakfast 7:45 A.M.

9:00 A./M. Shotgun start – Luncheon follows golf

Prizes: Team Gross and Net – Longest Drive – Closest to the Pin – Table gifts – Raffle

Registration form/Payment must be submitted by June 1

Price: \$125.00 per person

Discount \$5 per player if paid in full by June 27

You do not have to be a member of the Tuesday Tournament Group to play in the tournament, but you do have to be a member of the club. All guests are welcome.

Member _____

Guest _____ GHIN # _____

Phone # _____ Club Affiliation _____

Guest _____ GHIN # _____

Phone # _____ Club Affiliation _____

Guest _____ GHIN # _____

Phone # _____ Club Affiliation _____

Make checks payable to HHTTG

Mail registration form and checks to
Gloria Taylor, 49 Pinnacle Drive, Port Jefferson, NY 11777

Procedures for Tuesday Tournament Group

TOURNAMENT SIGN UP PROCEDURES

You may sign up in The Turn by 5:00 P.M. on Sunday before the tournaments. After that you should call the Pro Shop, 631-285-1814, to register. If you need to cancel at any time please notify the Pro Shop as soon as possible.

BEFORE THE TOURNAMENTS

Please sign in with the officers of the day and check in at the Pro Shop. Please know the tournament format. All eighteen-hole golfers are to arrive no later than 8:15 A.M. Shotgun starts are at 8:45. Nine-hole golfers are to arrive no later than 8:00 A.M. Tee times start at 8:30 A.M.

DURING THE TOURNAMENTS

Keep TWO Scorecards, one on each cart.

Play “READY GOLF”—Keep up with the group in front of you

Keep conversation to a minimum; save discussion for lunchtime.

FOLLOWING THE TOURNAMENTS

Be sure to compare the two scorecards and resolve disputes before you date and sign them. Record Chip-ins and Birdies on the scorecard. Two signatures are required on the each card Hand in the official, Pro Shop generated score card at the Pro Shop.

Your scores will be posted by our Handicap Chairperson, Gloria Taylor

TUESDAY TOURNAMENT GROUP

2019 RULES GOVERNING PLAY

1. All members of the 18-hole tournament group must have an established handicap before joining. Nine hole players have a season to establish a handicap.
2. Players must follow the USGA Rules of Golf: Etiquette, Definitions, and the Rules of Play.
3. Paid members of the group, meeting handicap requirements, may compete for prizes. Prizes are distributed during the season.

4. Players use current handicaps at all times, even in a multi-day tournament, however, flights do not change during a multi-day tournament.
5. Players who cannot complete a multi-day tournament may not enter it. Instead, write TOD for Tournament of the Day on the sign-up sheet, or let the Pro Shop know.
6. In the event of rain, thunder or lightning, the Tournament Chair and/or Pro will decide whether or not to cancel the tournament.
7. THERE SHOULD NEVER BE AN OPEN HOLE BETWEEN GROUPS. IF A GROUP LOSES ITS POSITION FOR A LOST BALL OR SOME OTHER REASON, IT IS RECOMMENDED TO LET THE GROUP BEHIND PLAY THROUGH.
8. In the event of a tie in regular Tuesday Tournament, a match of cards will determine the winner. In match play, such as our Spring Cup Tournament, tie breakers will be determined by a sudden death playoff.
9. Any questions of disputes must be settled before signing the score card and posting the score. In stroke play, in an unresolved dispute, a second ball must be played and both the scores kept. The Rules Committee will hear questions pertaining to the Rules of Golf and will make the final decision at the end of the round. In match play, you and your opponent must resolve a dispute before going on.
10. You are required to post all scores unless otherwise directed by the Tournament Chair. Tournaments to be posted with a "T" will be noted in the local rules sheet for the day, found on each cart. Posting adjusted scores is essential for all completed rounds of play. This is an element of fair play, which keeps your handicap current.
- 11. CELL PHONES AND BEEPERS ARE NOT ALLOWED DURING LEAGUE PLAY.**
12. In order for a second-place prize to be awarded there must be at least 2 players in the flight.
13. If an individual player's conduct on the course is considered to be either objectionable or unsportsmanlike by the players in the group, this behavior should be reported to the Tournament Chairperson who will then address the issue with the player. If this type of behavior continues the player will be required to meet with a committee composed of the Vice-President, the 9-hole representative and the Grievance Chairperson. If the issue is not resolved the player may be suspended from play for some weeks.
14. A member who registers as either an 18-hole player or a 9-hole player must play in the same group for major tournaments.
15. Flexible play is possible during the season. Players may play in either the 18-hole group or the 9-hole group during regular tournaments.

HOLE-IN-ONE INSURANCE POLICY

For any Hole-In-One made at Port Jefferson Country Club by a golfer who is a member of the Tuesday Tournament Group on any day except during outside outings, Village sponsored outings, and mixed tournaments, the Tuesday Tournament Group will buy one drink for each HHTTG golfer present at the time, at the bar, sharing the occasion with the person who achieved the Hole-In-One.

PACE OF PLAY TIPS

Slow play is one of the major concerns during every golfing season. Frustration with delays may lead to an inconsistent quality in your swing and concentration loss. Concern that you are delaying those behind you often leads to the same difficulties.

It is in every player's best interest to learn and practice the following tips to speed up the pace of play.

- Always keep pace with the group in front of you. If there is an open hole in front of you, always ask the group behind you to play through.
- Be prepared to hit your ball when you are up by thinking about distance, yardage, wind and obstructions and club selection before reaching your ball.
- Mark the flight of every ball in your group with a background object such as a tree, sign, tuft of grass...
- Tee off as soon as the group in front is clear.
- Disregard "honors." The shortest hitter should be ready to tee off first.
- If you are in any doubt as to whether your ball may be lost or out of bounds, hit a provisional ball. Observe the 5 minute rule of searching for a lost ball. If the 5 minutes causes you to fall behind, ask the group behind you to play through.
- The driver of the cart should drop off her partner with the proper clubs and drive to her next shot.
- On the putting green, place your extra clubs on the cart side of the green.
- Read your putt as others putt out.
- Practice continuous putting. Avoid marking short putts.
- Always leave the green immediately after the last player holes out.
- Write down your score at the next hole.

A MESSAGE FROM THE TENNIS BOARD

Dear Tennis Member,

We welcome you to the 2019 tennis season. We look forward to seeing you on the courts and getting to know you through play as well as the social events that are offered.

Please don't hesitate to contact any of the Tennis Board members with your thoughts, suggestions, needs or concerns.

Our courts should be open by April 15, 2019. They will remain open through October 15, 2019.

Sincerely,

Your Tennis Board

2019 TENNIS BOARD OFFICERS

President	Dana Eng	danaeng2000@yahoo.com
Vice-President	Tricia Kaplan	triciastamps4fun@aol.com
Secretary	Kris Adams	kridams@yahoo.co.uk
Treasurer	Bob Lynch	rtlynch@optonline.net
Ladder Chair	Rob Grundfast	rgrundie@aol.com
Tournament Chair	Leo Sternlicht	leo.sternlicht@gmail.com
Interclub Chair	Anna Schiliro	annainny@optonline.net

Programs and Activities

Open Time Play– A PJCC Tradition

We have a wonderful concept at our club called “open time.” Every Tuesday morning 7 A.M. to noon, Thursday evening from 6 P.M. to 9 P.M., Saturday and Sunday morning from 7 A.M. to noon the lower four courts are reserved for open play. It is a one set format with no-ad scoring. Players rotate in on a first come-first serve basis. After the set is finished, you play with another group. With this format, members can play with all levels, all ages and meet new people for future games.

Ladder Play

Intermediate and advanced men's and women's singles, men's and women's doubles, mixed doubles and women's advanced singles.

Inter-club Play

Men's, women's and mixed doubles teams play home and away matches against other local clubs.

USTA Teams

Competitive USTA play throughout the region.

Club Championship**Dick O'Rourke Tournament****First Friday Socials**

Mixed doubles round robins and refreshments on the first Friday evening of the month.

Tennis Association Meetings

Welcome Breakfast and Year-End Meeting to elect officers.

Tennis Board Meetings

The Tennis Board meets monthly during the tennis season, and as needed during the off-season. A meeting schedule is established at the start of the season, and is available on the PJCC Tennis Web site and is also posted near the entrance of the Tennis Office. Members are encouraged to attend.

Tennis Rules

The official set of rules and policies are contained in the Tennis Board by-laws, which are available on the PJCC Tennis Web site. A summary of the rules governing play at the tennis facility follows:

RULE 1. Use of courts is restricted to club members and their guests.

During open time, members are limited to bring one guest to either the Open Time courts or reservation courts.

RULE 2. Members and guests must register in the pro shop before playing. Members must have their cards swiped. Guest fees must be paid in advance. Members and their guests are restricted to one court. A guest is limited to eight (8) playing times during the season. GUEST FEE: 10.00 per guest, per day.

RULE 3. Players must wear appropriate tennis apparel and soft court tennis shoes. (This excludes cross-training shoes that damage the Har-Tru surfaces.)

RULE 4. Courts open at 7:00 A.M. and close at 10:00 P.M. in June, July and August. During the other months of operation, the courts close one hour earlier.

RULE 5. Players must inform their co-players of the reservation time secured for their court. It is inappropriate to call the pro shop for this information. No member is privy to the reservation sheets without the expressed permission of the pro shop manager. Reservations may be made one day in advance. Players will be limited to one A.M. and one P.M. reservation per day. Ladder matches will be included in computing this limit. Reservations may be made only by phone during the first half hour of call-in time. A reservation may be made after the call-in by phone or in person. When possible, late afternoon and evening reservations should be made after 11:00 A.M.

<u>Call-In Time Begins At:</u>	Tel: 285-2815
April 15 – May 31:	8:15 A.M.
June 1 to Labor Day:	7:15 A.M.
Day after Labor Day – Oct 15:	8:15 A.M.

RULE 6. Advance reservations for ladder play may be made up to 1 week prior to play. From 8:00 A.M. to 11:00 A.M. advance reservations for ladder matches will be limited to no more than one upper court and one lower court at any one time. A ladder match may be reserved one day in advance after call-in time ends if court time is available and this reservation will not be subject to the ladder match reservation limit. Open Time courts may not be reserved with a single exception for one court, if needed, at 11:00 A.M. for a ladder match.

RULE 7. Junior members (ages 18 and younger) and student members (ages 19 – 25) may make court reservations after 12:00 noon.

RULE 8. Reservations are limited to one hour for singles and one and one half hours for doubles. No more than four players at a time are permitted on one court.

RULE 9. In the event that members cannot honor their reservation, they must call to cancel. Those who fail to do so or arrive more than 15 minutes after their reserved time will lose their court reservation. Repeated offenders will be subject to loss of reservation privileges.

RULE 10. Court 1 is reserved for the club professional and the pro's assistant. Play on court 1 is not permitted without the expressed permission of the pro or the pro shop manager. Only the pro or his assistant is permitted to give paid instruction.

RULE 11. Open Time is played on courts 5, 6, 7 & 8 on Saturdays, Sundays & holidays and on courts 5 and 6 on Tuesday mornings and Thursday evenings. Tennis Office staff have the prerogative of cancelling Open Time on Tuesday morning and Thursday evening, based on anticipated demand.

Open Time Hours:

7:00 A.M. – 12:00 noon on Sat, Sun, Tues, & holidays

6:00 P.M. – closing on Thurs

Note that Open Time for Juniors & Students is played on courts 1-4, Sat & Sun, 12:00 noon – 2:00 P.M.

Rules for Open Time play:

1. Doubles is mandatory when players are waiting with racquets in the rack.
2. Warm-up is limited to 5 minutes.
3. Play is limited to one No-Ad set with a 9-point tiebreaker at 5-5.
4. The maximum play time for a set is 45 minutes.
5. Court-side score posts are to be used at all times.

The Official Set of Rules of the PJCC Tennis Association

RULE 1. Use of courts is restricted to club members and their guests. During open time, members are limited to bring one guest to either the Open Time courts or reservation courts.

RULE 2. Members and guests must check in and produce their membership cards if requested before play. Guest fees must be paid in advance. Members and their guests are restricted to one court. A guest is limited to eight (8) playing times during the season. GUEST FEE: \$10.00 per guest per day.

RULE 3. Players must wear appropriate tennis apparel and soft court tennis shoes. (This excludes cross-training shoes that damage the Har-Tru surfaces.)

RULE 4. Courts open at 7:00 AM and close at 9:00 PM during the whole season.

RULE 5. Players must inform their co-players of the reservation time secured for their court. It is inappropriate to call the pro shop for this information.

Reservations may be made two days in advance. Players will be limited to one AM and one PM reservation per day. Ladder and tournament matches will be included in computing this limit. Ladder and Tournament matches reservations may be made after the call-in by phone, online or in person. When possible, late afternoon and evening reservations should be made after 11:00

AM. Reservation time will be at 7.15am during the whole season. Reservation can be made by phone or online.

RULE 6. Advance reservations for ladder and tournament matches may be made up to 1 week prior to play. From 8:00 AM to 11:00 AM advance reservations for ladder matches will be limited to no more than one upper court and one lower court at any one time. During Open Time mornings, only one ladder and tournament match (in total) may be scheduled. A ladder and tournament match may be reserved two days in advance after call-in time ends if court time is available and this reservation will not be subject to the ladder and tournament match reservation limit. Open Time courts may not be reserved with a single exception for one court, if needed, at 11:00 AM for a ladder and tournament match.

Revised October 2017

RULE 7. Junior members (ages 18 and younger) and student members (ages 19 – 25) may make court reservations after 12:00 noon.

RULE 8. Reservations are limited to one hour for singles and one and one half hours for doubles. No more than four players at a time are permitted on one court.

RULE 9. In the event that members cannot honor their reservation, they must call to cancel. Those who fail to do so or arrive more than 15 minutes after their reserved time will lose their court reservation. Repeated offenders will be subject to loss of reservation privileges.

RULE 10. Court 1 is reserved for the club professional and the pro's assistant. Play on court 1 is not permitted without the expressed permission of the pro or the pro shop manager. Only the pro or his assistant is permitted to give paid instruction.

RULE 11. Open Time is played on courts 5, 6, 7 & 8 on Saturdays, Sundays & holidays and on 3 courts on Friday evenings. Tennis Office staff have the prerogative of cancelling Open Time on Friday evening, based on anticipated demand.

Open Time Hours:

7:00 AM – 12:00 noon on Saturday, Sunday & holidays, 6:00 PM – closing on Friday

Rules for Open Time play:

1. Play time is 45 minutes
2. Doubles is mandatory when players are waiting with racquets in the rack.
3. Warm-up is limited to 5 minutes.
4. Play is limited to one No-Ad set with a 9 point tiebreaker at 5-5
5. Court-side score posts are to be used at all times.
6. If one or more players are waiting with racquets in the rack, they must be invited into a doubles match upon completion of a set or at the end of 45 minutes. This must be followed even if other courts are empty.
7. There is a 1 minute waiting time for any absent player with a racquet in the queue, after which the next player waiting can take the court

Revised October 2017

Challenge Court Rules:

1. Court 5 is the Challenge Court during Open Time.

2. Challenge Court matches are doubles play only.
3. Challenges must be made as doubles.
4. A challenge match is one No-Ad set with a 9 point tiebreaker at 5-5
5. Winners stay on the court for a maximum of two sets.
6. If one player must leave the Challenge Court before the match is over, the set is thereby concluded with the remaining team declared the winner.
7. Court 5 must be played as an Open Time court until a challenge is made.

RULE 12. Warm up is limited to use of 6 balls. Play is limited to use of 4 balls. Practice using any number of balls is permitted when the adjacent courts are not occupied.

RULE 13. End of season tournament scheduling takes precedence over all regular & ladder play.

RULE 14. Courts 1, 2, 3 and 4 will be lighted at dusk by the tennis staff when in use. If needed, the lower courts will be lighted as well.

RULE 15. Court maintenance takes precedence over play. A lowered net signifies the court is not playable and only the pro or other staff may reopen that court.

RULE 16. No children or pets are to be left unsupervised on or near the tennis courts or in the pro shop.

RULE 17. Behavior detrimental to the fair sharing of court time for all members may result in a warning. Examples of unfair behavior are frequent cancellations and misinformation on reservations. All members are expected to exhibit sportsmanship and integrity, and treat all players with respect and fairness.

RULE 18. The following penalties will be applied for infractions of tennis rules:

1st offense: Verbal warning by the President of the Tennis Association or the pro or pro shop manager.

2nd offense: Verbal and written reprimand by the President of the Tennis Association, which may include a two-day suspension of tennis privileges.

Revised October 2017

3rd offense: Verbal and written notice by the President of the Tennis Association of one week suspension of tennis privileges.

4th offense: After verbal or written notice by the President of the Tennis Association, referral to the PJCC Tennis Association Board for consideration of suspension of tennis privileges for the season.

Note: The President will consult with the PJCC Tennis Association Board in the determination of penalties & will keep a log of all warnings & penalties.

RULE 19. Rules are subject to change at any time in accordance with the bylaws, and shall not entitle a member to a refund of all or part of his or her membership fee.

BYLAWS OF THE PORT JEFFERSON COUNTRY CLUB AT HARBOR HILLS TENNIS ASSOCIATION
Adopted through a Membership Vote on October 14, 2017

ARTICLE I -
NAMES

The name of this organization shall be the "Port Jefferson Country Club at Harbor Hills Tennis Association" hereinafter referred to as the "Tennis Association." The "Port Jefferson Country Club at Harbor Hills" is hereinafter referred to as the "PJCC." The Tennis Club at PJCC is hereinafter referred to as the "Tennis Club."

These Bylaws constitute the rules of operation of the Tennis Association, and are expected to change infrequently. Other information of regular activities, including hours of operation etc are included in the Tennis Rules.

ARTICLE II –
PURPOSE

The purpose of these Bylaws is to:

1. Establish Tennis Rules that will encourage sportsmanship, mutual consideration, and an equitable sharing of the tennis facilities by all members.
2. Organize a program of activities on and off the tennis court that will promote a healthy club spirit, and enhance the pleasure of membership.
3. Recommend to the Country Club Management Advisory Council (CCMAC) changes and improvements which, in the opinion of the Tennis Association, will enhance the program at the Tennis Club and/or improve its aesthetic quality.

ARTICLE III –
MEMBERSHIP

The Tennis Club has the following categories of membership:

- Full Membership - A Full Member is one who has full tennis privileges at the Tennis Club.
- Junior and Student Membership - A Junior Member is one who is 18 years and younger, who has limited tennis privileges at the Tennis Club if full fee has not been paid.
- Student Member is 19 to 22 years of age who has limited tennis privileges at the Tennis Club if full fee has not been paid.

Full Members shall have full voting rights in the Tennis Association. Junior and Student Members shall have voice, but no vote.

ARTICLE IV – TENNIS
BOARD ORGANIZATION

SECTION 1 - OFFICES AND
DUTIES OF THE TENNIS
BOARD

The Tennis Board shall be composed of seven elected Full Members of the Tennis Association whose titles and duties follow.

1. President - The President shall be the chief executive officer of the Tennis Association and the official spokesperson in dealing with the CCMAC. The President shall attend CCMAC meetings each month. He or she shall preside over meetings of the Tennis Board and of the total

membership. He or she shall be the chairperson of the Rules Committee and, as such, shall work with the Rules Committee and the Tennis Club professional to see that rules are made, enforced, and properly interpreted. He or she shall hear complaints of rules violations and, together with the Tennis Board, recommend sanctions in case of repeated violations. He or she shall post on the Pro Shop bulletin board the names of the members of the Tennis Board and of all Standing Committees. He or she shall notify all members of membership meetings including their agenda by e-mail and a posting on the Pro Shop bulletin board at least one week prior to their scheduled date. 2. Vice President - The Vice President shall serve as acting President with all rights, privileges, and powers if the President is absent or unable to exercise that office. Commencing with the 2012 season, the Vice President shall serve as Social Committee Chairperson and shall make all arrangements for social activities approved by the Tennis Association. 3. Secretary - The Secretary shall keep the minutes of the Tennis Association membership meetings and Tennis Board meetings and shall serve as custodian of those and other written records. He or she shall e-mail a draft of the minutes to all Tennis Board members for approval as soon after each meeting as possible and post the minutes on the Pro Shop bulletin board as timely as possible after they are approved. 4. Treasurer - The Treasurer shall be the custodian for any funds raised by collection of social fees and other funds including fees for socials, guests, ladders, tournaments, member/guest events, etc. and shall make disbursements as approved by the Tennis Board. The Treasurer in conjunction with the Tennis Board shall prepare an annual budget within the first two months of each season. The Treasurer shall utilize accounting software to maintain the Treasury and to generate current financial reports for presentation at Tennis Board meetings and the annual membership meeting. The Treasurer shall keep receipts for Treasury expenditures, and will make those receipts available to the Village Treasurer. The Treasurer shall maintain the Treasury in a checking account. Records of the account shall be available to the Village Treasurer. 5. Ladder Committee Chairperson - The Ladder Committee Chairperson shall organize all ladders and/or other competitions. He or she shall set draws, determine standings, and post matches electronically for rapid communication. He or she shall maintain the Ladder Board and be responsible for updating and enforcing the Ladder Rules and choose the form of awards to be given to ladder winners. He or she may coordinate with Tennis Pros, Social Chair and/or Tournament Chair to organize non-Ladder competition. 6. Tournament Chairperson - The Tournament Chairperson shall be responsible for organizing, overseeing, determining the format, seeding players, and instructing lines persons in the year- end Tournament. He or she, in coordination with the Treasurer, shall purchase the tournament trophies, token player gifts, and maintain the Winner's Trophy Boards, if applicable. 7. Inter-Club Committee Chairperson - The Inter-Club Committee Chairperson shall serve as either the Men's or Women's Inter-Club Captain. He or she shall appoint the other Inter-Club Captains. Board members can serve as an Inter-Club captain with the approval of the Tennis Board. The Inter-Club Captains shall be responsible for arranging competition with other clubs and for selecting the players to represent the Tennis Association in such competition. The Inter-Club Committee Chairperson shall work together with his or her Committee Member and the

Treasurer to provide proper hospitality for visiting players. The Inter-Club Chairperson shall also coordinate the USTA teams, working with each of the USTA team captains. This coordination will include representing the requests of the USTA teams to the Tennis Board.

SECTION 2 - POWER AND AUTHORITY OF THE TENNIS BOARD

It shall be the responsibility of the Tennis Board to:

1. Implement Bylaws and Rules as approved by the Tennis Association. 2. Be present as a resource for members with questions or issues. 3. Transmit to the CCMAC recommendations adopted by the Tennis Association and Tennis Board relative to the tennis program and/or aesthetics of the Tennis Club. 4. Report to the Tennis Association decisions made by the

CCMAC relative to these matters, all in a timely manner. 5. Act for the Tennis Association in matters where time is of the essence and to report such actions to the Tennis Association in a timely manner through appropriate means. At a minimum, reporting to the Tennis Association will be through postings on the Tennis Pro Bulletin Board and e-mail to Full Members.

SECTION 3 - TERMS OF OFFICE ON THE TENNIS BOARD

Each Board Member shall be elected for a two-year term, except that no member may serve more than two consecutive terms in the same office.

Whenever possible, four Board members will be elected during even years while three will be elected during odd years; the President and the Vice President will not be elected during the same year.

A Tennis Board member may be removed by a 2/3 majority vote of the total Board membership. In such a case, or if a member resigns or is incapacitated, the President shall appoint a replacement until the next Tennis Association meeting, at which time a slate of candidates shall be presented by a nominating committee as indicated in Article VII, from which a member shall be elected to fill the unexpired term.

If the President is removed, resigns, or is incapacitated, he or she shall be replaced as necessary by one of the Tennis Board Officers in the order listed in Article IV, Section 1, beginning with the Vice President. Notification in accord with Article IV, Section 2, Number 5 shall be made within one week after the Tennis Board has a new President during the tennis season. A member shall be elected to fill the unexpired term at the next membership meeting.

ARTICLE V - COMMITTEES

STANDING COMMITTEES

The Standing Committees of the Tennis Association shall be the Rules Committee, the Tournament Committee, the Ladder Committee, the Inter-Club Committee and the Social Committee. Chairpersons for each of the Standing Committees are listed in Article IV, Section 1.

COMMITTEE COMPOSITION

The Rules Committee shall consist of the President and three Board Members. Composition of the Rules Committee shall be balanced with respect to gender, level of play, years of membership and participation in differing club activities as best as possible.

Remaining Committees will consist of a minimum of the Chairperson and one member, selected by the Chairperson. Every effort will be made to achieve equitable committee representation for all parts of the Tennis Association.

A Committee for a Junior Program will, where possible, include at least one Junior Member.

ARTICLE VI - MEETINGS

REGULAR MEMBERSHIP MEETINGS

An annual membership meeting and election will be held at season-end in the fall on the Saturday after Columbus Day. A quorum of 5% of the Full Members is required, represented in person or through absentee ballots. The quorum is computed as the number of Full Members casting ballots in person at the meeting combined with the number of Full Members casting absentee ballots, with that total divided by the number of Full Members.

Additional regular membership meetings may be called by resolution of the Tennis Board, with the same quorum requirement as the annual meeting.

For any regular membership meeting, an agenda must accompany its notification as prescribed in Article IV, Section 2, Number 5. No vote can be taken on any matter not listed as part of the agenda. The President shall include as part of the agenda any item petitioned by at least 5% of the Tennis Association membership.

Regular Membership meetings will follow the rules of parliamentary procedure presented in Robert's Rules of Order Newly Revised.

THE TENNIS BOARD MEETINGS

The Tennis Board shall meet at least once each month during the tennis season. The schedule of meetings during the tennis season shall be established within the first month of the tennis season, and shall be posted in the Tennis Office and e-mailed to all Full Members. The President may call additional meetings at his or her discretion and must call additional meetings when requested by at least three members of the Tennis Board. The President shall notify all Tennis Board members of meetings at least one week in advance, although this provision can be waived by unanimous consent. Decisions of the Tennis Board shall be by a simple majority. A quorum of four Board Members is required to approve resolutions.

The conduct of Board meetings shall be guided by the Bylaws. In situations not covered by the Bylaws, Robert's Rules of Order Newly Revised will apply. The membership is encouraged to attend and comment at monthly Board meetings. Occasionally, business of a sensitive nature may require portions of Board meetings to be restricted to Board members only, who will respect the confidential nature of such discussions.

Committee meetings shall be called at the discretion of the committee chairperson or a majority of the Tennis Board.

ARTICLE VII - ELECTIONS

Regular elections are coordinated with the annual meeting of the Tennis Association. If a supplemental membership meeting of the Tennis Association includes an election of board members or change to the Bylaws/Rules, the meeting will be announced to the Tennis Association at least eight weeks in advance and no earlier than the start of the tennis season.

CANDIDATE SEARCH COMMITTEE

1. The President shall appoint a Candidate Search Committee consisting of a Chairperson and at least one or up to three additional members to function at least eight weeks before a meeting of the Tennis Association. The function of the Candidate Search Committee shall be to encourage and recruit candidates for office.
2. The Chairperson of the Candidate Search Committee shall publicize the available offices in accordance with Article IV, Section 2, Number 5. The notice shall state that any member wishing to become a candidate shall contact a member of the Candidate Search Committee. The notification to members shall occur no later than seven weeks before the regular membership meeting.
3. Candidates for position of President are subject to any residency requirements of the CCMAC
4. Nominations shall be closed four weeks before the

regular membership meeting of the Tennis Association. 5. The Candidate Search Committee shall report to the President the names of all those interested in seeking office four weeks before the regular membership meeting. 6. The Secretary shall receive the report of the Candidate Search Committee, containing the names of all those seeking office, listed in alphabetical order. The candidates may provide to the secretary, on letter-size paper, an information sheet including a picture. 7. The Secretary shall see that the candidate information sheets to all Full Members no later than three weeks before the regular membership meeting, in accordance with Article IV, Section 2, Number 5. 8. There shall be no nominations from the floor.

A quorum, as defined in Article VI above, must be represented for Tennis Association Elections and other votes requiring approval of the Tennis Association.

BALLOTS

1. All elections for members of the Tennis Board shall be by secret written ballot.
2. The ballot shall be drawn and reproduced by the Secretary containing the names of all those seeking office.
3. The Board shall adopt the format of the ballot.

ABSENTEE BALLOTS

1. Absentee ballots shall be available at least three weeks before the election.
2. Absentee ballots may be requested from the Secretary in writing (including e-mail).
3. The Secretary shall provide a ballot to the requesting member containing instructions for marking and returning the ballot. Absentee ballots must be received by the business day prior to the annual meeting.

BALLOTS CAST BY THOSE PRESENT AT THE ANNUAL MEETING

1. Tellers appointed by the President shall oversee the conduct of the balloting.
2. Members present at the meeting who have not voted by absentee ballot may cast a written ballot at the meeting.
3. The ballot shall be identical to the absentee ballot.
4. The ballot shall be distributed by the Tellers and each person returning a ballot to the Tellers shall be checked against the membership list.

ELECTION RESULTS

1. The Tellers shall count all ballots and report the election results to the President in writing. The report shall include the number of members who voted, and the number of votes for each candidate.
2. The candidate receiving the most votes shall be elected.
3. The President shall announce the results of the election to the Tennis Association in accordance with Article IV, Section 2, Number 5.
4. The Teller's report shall be appended to the annual meeting minutes.

ARTICLE VIII – RULES AND REGULATIONS

The Rules Committee may propose rules changes to the Tennis Board for presentation at any regular membership meeting. Such rules must be in accord with these Bylaws.

A simple majority of those present is required for adoption. Upon adoption, rule changes must be submitted to the CCMAC for approval before becoming effective. No changes in the Bylaws are required when Rules changes are made.

ARTICLE IX – BYLAW AMENDMENTS AND WHITE BOOK
CHANGES

BY-LAW
AMENDMENTS

The Tennis Board may propose amendments to the Bylaws at any regular membership meeting. A 2/3 majority vote of those present and through absentee ballots is required for adoption. A 5% quorum is required for any such vote.

Upon adoption, amendments must be submitted to the CCMAC for approval before becoming effective. When approved, amended Bylaws will replace any previous Bylaws, and will be distributed to the Tennis Association in accordance with Article IV, Section 2, Number 5.