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PORT JEFFERSON COUNTRY CLUB

MEMBER GUIDE BOOK

Welcome to the Port Jefferson Country Club. This guide contains information relating to your membership and the operation of the club. You will be introduced to the different Governing bodies, the golf Professionals, the golf course Superintendent, the check in policies, the dress code policies, tee and reservation procedures, the rules of play, the rules of conduct, refund and credit policies, membership office staff and services, social activities, available committees, offered clinics, offered lessons, tournament activities, dining facilities and much more.

Our “ mission “ here at the Port Jefferson Country Club is to provide a high quality golfing and social experience for all of our members and their guests. To support that mission, we ask that all members and their guests know, respect and observe our rules. Each member carries a responsibility of ensuring proper behavior for themselves, their family and their guests while on the Country Club premises. It is the policy of our club to accept membership that will contribute to our “ mission “ .

No person shall be denied membership to 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.

CODE OF CONDUCT

PJCC members and their guests shall;

- Practice, play and conduct themselves in a safe manner. Never play a stroke if there is a chance that you can reach the group ahead of you.
- Operate all carts (riding, motorized and push) in a safe manner. All carts need to be kept proper distances from greens, bunkers and water hazards. At no time should any cart travel between a green side bunker and the green.
- All riding golf carts are equipped with a GPS system. These systems are programmed to keep the carts in safe and proper areas throughout the golf course. Turning off these systems is a violation that could lead to restricted use of riding carts.
- Members with medical conditions may request a red flag and that the GPS system be turned off. These requests must be substantiated with medical documents.
- Demonstrate courtesy, sportsmanship and observe the spirit of the game by always showing consideration to other players and staff.
- Obey the rules of golf and of the facilities.
- Follow the directions of the PJCC staff.
- Refrain from inappropriate language and behavior.
- Leave the golf course in better condition than it was when you played. Repair divots and ball marks whenever you see them and always rake the bunkers.
- When on the premise.....always check in.
- Wear proper golfing apparel (See dress code)
- Utilize golf course bathrooms only!

- Music is for you to hear.....not other golfers.
- Cell phone use should be for emergencies only.
- Coolers are prohibited throughout the facilities.
- Slow play is the number 1 complaint on any golf course. You need to maintain contact with the group ahead of you.

GRIEVANCE PROCEDURE

Many incidents or happenings on the golf course can be solved by a calm and rational conversation between the involved parties, groups or individuals. However, if this approach is unsuccessful, or the situation is of a serious nature, the club has a written grievance policy. If you feel that you need to file a grievance, the procedure is as follows;

- To file a grievance, you must pick up a grievance form (Incident Report) from the Pro shop.
- The form needs to be filled out with the following information; date, time, location, name of person or persons that the grievance pertains to, your name and any witnesses that may be involved.
- Check off the type of violation and write in any additional details.
- Sign your name and leave the form with the Pro shop.
- All forms will be collected by a member of the grievance committee on a scheduled basis.
- The grievance committee will interview you to obtain more information if necessary.
- The committee will then schedule a meeting to review the incident. (there must be a full committee in attendance)
- Attendance at the meeting is limited to; the full committee, the parties involved in the grievance, relevant witnesses, the BOG president and the Trustee Liaison.

Note: This form may be filled out by any member or PJCC staff member and must be strictly CONFIDENTIAL.

GOVERNING BODIES

THE BOARD OF GOVERNORS (BOG): The BOG consists of 9 members that are elected by the membership to serve a three (3) year term. The BOG is responsible for the overall operation of the golf course. They make recommendations relating to staffing, course projects, course maintenance, social events, golfing events such as tournaments, conduct of play and all membership policies which includes the clubs rules. The BOG members chair the following committees; the election committee, the social committee, the greens committee, the budget and finance committee, the handicap committee, the grievance committee, the tournament committee, the bylaws committee and the communication committee.

Members of the Country Club who are interested in becoming involved in these committees should contact one of the BOG members listed below.

BOARD OF GOVERNORS

NAME	OFFICE	CHAIR	TERM EXPIRES
Bobby Woods	Member	Election	12 - 31 - 26
Hal Fox	Member	Bylaws	12 - 31 - 26
Chris Fiordalisi	Member	Greens	12 - 31 - 26
Mike Lomelo	President	Social	12 - 31 - 27
Gwen Gnad	Vice President	Social & Communication	12 - 31 - 27
Dave McGilvray	Secretary	Tournaments	12 - 31 - 27
Peter Iasso	Member	Grievance	12 - 31 - 28
Jimmy Colon	Member	Handicap	12 - 31 - 28
Bill Gatta	Member	Budget & Finance	12 - 31 - 28

COUNTRY CLUB MANAGEMENT ADVISORY COMMITTEE (CCMAC)

The CCMAC consists of 7 members that are appointed by the mayor and approved by the Village Board of Trustees to a term of three (3) years. This committee operates under a Code of the Village of Port Jefferson that defines their responsibilities. They advise on the entire operation of the Country Club which includes all of the grounds and buildings. All major projects related to the operation and maintenance of the Country Club properties will come before the CCMAC for their approval. All of these approvals and recommendations are then sent to the Port Jefferson Village Board of Trustees for any further action.

CCMAC MEMBERS

Chairperson.....	Lisa Perry
Non-member resident.....	Jim Burke
Non-resident member.....	Ron Carlson
Member.....	Kris Adams
Member.....	Dana Eng
Member.....	Gary Zamek
Member (BOG President).....	Mike Lomelo

VILLAGE BOARD OF TRUSTEES
(BOT)

The BOT consists of 5 members that are elected by the Village residents to serve a two (2) year term. The Village Board manages the assets and financial affairs of the club. They approve all capital spending, club employees, contracts, rules and regulations, membership rates, salaries and all budgets. They receive and act upon requests and recommendations from the BOG and the CCMAC. The Boards responsibilities are inclusive of the entire Country Clubs properties, actions and activities.

PORT JEFFERSON VILLAGE BOARD MEMBERS

Mayor.....Lauren Sheprow
Deputy Mayor.....Bob Juliano
Member.....Kyle Hill
Member.....Xena Urgensky
Member (Club Liaison).....Stan Loucks

THE LEADERSHIP TEAM

The leadership team consists of our golf course superintendent, the assistant superintendent, the head golf professional, the assistant golf professional, the membership administer, our golf course mechanic and the trustee liaison. This team is responsible for all “ on the ground “ and “ on the job “ operations at the club. They staff the Pro shop, they staff the cart team, they staff the starters and rangers, they staff the maintenance crew. They supervise their staffs from daylight to dark 7 days a week for the entire season to make your course one of the best on Long Island.

MEET THE LEADERSHIP TEAM

Golf Course Superintendent.....Pat Sullivan
Assistant Superintendent.....Jeff Welischar
Head Golf Professional.....Jake Anderson
Assistant Golf Professional.....Larry Scortichini
Membership Administrator.....Danielle Condia
Club Liaison.....Stan Loucks

CLUB AMENITIES - OPERATING TIMES

MEMBER SERVICES

- The club has brought in a new tenant to run the catering in the main clubhouse. At the present time, they will not be running a full time restaurant in the building. The plan going forward is to offer “ Happy Hours “ on Fridays and to run “ Special Social “ events on selected Wednesdays. If business grows, this plan could expand.
- The new tenant (Vendor) is LESSINGS. We are sure most of you have heard the name. They have successfully run many golf clubs throughout Long Island and beyond. They will be operating THE TURN this year.
- THE TURN will be open whenever the golf course is open for play with the exception of Friday when they will stay open until the crowd leaves.
- The driving range is open year around however, there is no service during the months of January, February and March. (See range hours below)
- The fitness center located downstairs in the main building is open all year Monday - Saturday from 8:30 AM - 7:00 PM and on Sunday from 10:00 AM - 7:00 PM. The center is free to all golf members.
- The golf course is open from April thru December (Weather permitting) See page 6 for Pro shop hours and tee times.
- The membership office is located in the Pro shop. Information or questions about memberships, member accounts, member categories, rates and your minimums can be obtained thru this office. The membership office is open Tuesday - Friday from 9:00 AM - 4:00 PM and on Saturday from 8:00 AM - 12:30 PM.
- All members are required to have a credit card on file in the member office. The club has a NO CASH POLICY.
- Bag storage is available.

DRIVING RANGE POLICIES

As stated above, the driving range is open all year however, the club does not service the range during January, February and March. Those that use the range during this months must bring their own golf balls. The range opens daily 30 minutes prior to the first tee time and will close as follows;

APRIL AT 7:00 MAY - SEPT. AT 7:30 OCT. AT 6:00 NOV. - DEC. AT 5:00

NOTE; The country club allows the Port Jefferson School golf teams to practice on the range and on the course. We ask that the teams restrict themselves the the first 4 stations on the driving range. Additionally, the coaches must be present at all times on the course and on the range for supervision.

GOLF CART POLICIES

- The use of riding golf carts is mandatory on Friday and Saturday from the Saturday of Memorial Day weekend through and including the Saturday of Labor day weekend during the months of June, July and August.
- The riding carts are equipped with GPS systems that are programmed for our golf course. The system will keep your cart in a safe area and will prohibit you from driving in areas that are off limits. Turning off the system on your cart is dangerous and is also a violation of the rules. Repeated offenders will lose the privilege of using riding carts.
- No more than 2 bags and 2 golfers are allowed on 1 cart.
- The riding carts should never be shifted into the neutral position for the purpose of coasting.
- Drivers of carts must be over the age of 15 and have a drivers license.
- No coolers are allowed on the golf carts or any other place on the course.
- Motorized and push carts should never travel between the green side bunkers and the greens.
- All carts should be parked on the cart paths when you are on a green or on a tee box.
- Refunds for carts: if you have paid for 18 holes and have only played 13 holes, you are entitled to a 9 hole refund. If you have paid for 9 holes and only played 4 holes you are entitled to a full refund.

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THE PRO SHOP

The Pro shop should always be your first stop when you come to the club for a round of golf or to simply practice. Checking in at the Pro shop is mandatory when you are on the country club premises whether you are playing, practicing or simply coming for a visit. The pro shop is where you can make a tee time, visit the membership office or browse for some golf merchandise. The golf shop hours are as follows;

APRIL.....	7:00 AM - 7:00 PM
MAY - AUGUST.....	6:15 AM - 7:00 PM
SEPT. - OCT.....	7:00 AM - 7:00 PM
NOVEMBER.....	7:00 AM - 6:00 PM
DECEMBER.....	7:30 AM - 5:00 PM

THE GOLF COURSE

It is suggested that you always have a tee time for your round of golf. Tee times can be made 7 days in advance by calling the Pro shop (631-285-1814. or at the shop in person or by using the Chronogolf App on your phone. Ask your golf pro to help you load the App ...All tee times must have a name attached to the time.....Tee times throughout the year are 10 minutes apart starting as the schedule below indicates: Remember, if for some reason you cannot show up for your scheduled tee time, you have up to 6 hours to cancel. Repeated failures to cancel or repeated no shows may result in a charge to your account or the suspension of playing privileges.

APRIL @ 7:30
MAY - OCTOBER @ 6:35
NOVEMBER @ 7:00
DECEMBER @ 7:30

NOTE: There will be times when the Superintendent will close the golf course for all golfers. When this happens, no golfers may be anywhere on the golf course. There will be other times when the course will be open for walkers only. This can happen during extremely wet conditions.

Also, PJCC does not have a golf course speaker or alarm system to alert you leave the course for you own safety so.....if you hear an Air Horn, you need to leave the course as quickly as possible and seek shelter

MEMBERSHIP RENEWAL

Your membership for the following year will be automatically renewed and billed to your your account at the end of December and the beginning of January. Payment must still be made by check or by credit card. If you are paying by credit card ,an Email from you providing approval to charge the credit card along with the last 4 digits of the card to be used must be sent to membershipoffice@portjeff.com. If you no longer intend to be member, you must submit a resignation letter to the membership office. **Remember, your rates will increase \$100 - \$200 if payment is past the due dates listed on the rate sheets.**

MEMBERSHIP CATAGORIES

Full Membership.....	Play anytime course is open.
Weekday Member.....	Play Mon.—Fri. plus Sat., Sun., Holidays 2:00 Pm.
Young Adult (19-29).....	Play anytime course is open.
Juniors (12-18).....	Play Mon.—Fri. 8:00 & after 2:00 on Sat., Sun., and Holidays

REFUND POLICIES

The village policy is to not give refunds however, they recognize that there are circumstances that may warrant a refund. Requests for refunds need to be substantiated in writing to the membership office. The request must contain documents to support the request.....illnesses, moving, injuries or deaths are justifiable requests. If the member has used a portion of the membership or the season of the membership is in progress, the refund (if approved) will be prorated based upon the time of the season and the date of the request. In most cases, if the refund request is approved, it will be based upon the dues portion only.

Refund vs Credit.....many times, refund requests are injury related. In these cases, the Village will offer a credit towards future membership. The procedure for a credit is the same as the refund in that you must substantiate your request with documentation. In these cases, that would require medical documents. Credits are usually approved vs the refund.

GUEST POLICIES

- A member may bring 1 quest at any time.
- A member may bring up to 3 guests after 10:00 AM
- All guests must play with the member.
- Members are responsible for informing their guests of the club rules including dress.
- Any individual may be a guest a maximum of 6 times.

CLUB TOURNAMENTS

The club offers a variety of tournaments for both men and women throughout the golfing season. The women's group called " The Harbor Hills Tuesday Tournament Group " (HHTTG) runs tournaments on most Tuesdays during the season. The HHTTG is open to all members. For the men, the tournaments are run by the " Mens Club " on many weekends during the season. To join the Mens Club, you must be a full time member. Additionally, the club offers a Tuesday night league and the overall club championships for all members. There are entry forms (applications) and fees attached to these tournaments. Information including forms and fees are available in the Pro shop.

GENERAL RULES FOR TOURNAMENTS

1. During all tournaments, the first tee will be closed to non-tournament golfers.
2. All entrants to tournaments will sign up thru the pro shop.
3. All entrants must have an up to date USGA handicap.
4. Entrants failing to show up for their scheduled tee time will be disqualified.
5. Entrants will play in the flight dictated by their handicap.
6. The tournament committee may (with cause) disqualify any entrant.

DRESS CODE

The Port Jefferson Country Club dress code is intended to assist in maintaining a comfortable yet appropriate atmosphere which is one of our hallmarks. Members are responsible for ensuring that their children and guests comply with the following guidelines;

MEN AND BOYS - Required to wear collared shirts, turtle neck or mock turtle neck shirts, slacks or hemmed shorts and proper golf shoes. Shirts must be tucked in at all times.

WOMEN AND GIRLLS; Required to wear collared shirt, turtle neck or mock turtle neck shirts , slacks. skirt or hemmed shorts and proper golf shoes.

NOT PERMITTED (Adults and Children)

Hats worn backward.

Tee shirts

Jeans of any color

Cargo slacks or shorts

Leggings or bare midriffs.

Metal spiked golf shoes or sandals of any kind.

Halter or tank tops

BEAUTIFICATION FUND

Not everything that you see on your course comes from the Country Club Budget. The Tee Box Signs, the Patio Pavers, the Hole-in-One Pavers, many of our new trees and flower beds have been purchased with monies from our beautification fund. **You can be a part of this...The Club offers many ways for you to create a legacy, a lasting memory or to advertise your business.**

■ **Purchase a paver engraved with your name for your Hole-in-One.**

■ **Purchase a paver in memory of a loved one to be placed in our patio.**

■ **Advertise you business on one or more of the Tee signs.**

The money from these pavers and advertisements go directly into the beautification fund to be used strictly for beautification and upgrades that are not covered in our budget.