

ROCKVILLE LINKS
RULES AND REGULATIONS

The following rules and regulations shall apply to all members (regardless of membership class) and their family members and guests. Violation of these rules and/or regulations may result in disciplinary action including suspension of membership privileges and/or financial penalties.

I. DUES AND MONTHLY CHARGES

Annual dues are payable by March 20th or in three equal installments payable on or before March 20th, April 20th and May 20th.

Monthly charges must be settled in full no later than the close of the month following the date of the club's invoice.

II. NEW MEMBERS ADMISSION PROCESS

- (1) Current Rockville Links members in good standing are limited to being the primary sponsor of only one new member candidate ("Candidate") per calendar year. In order to receive a Candidate application form for membership at Rockville Links, two separate letters must be prepared and submitted by the primary sponsor and the secondary sponsor (which sponsors must both be members currently in good standing) for review by the Membership Committee Chairman. Candidate applications, release form and price list are only to be given to the primary sponsor at the direction of the Membership Committee Chairman.
- (2) Upgrades to golf membership shall follow same rules as new membership applicants. The sponsors must be full member who own a share of stock in the Rockville Links Corporation.
- (3) All Candidate applications must be filled out entirely by both sponsors and the applicant and the original submitted to the Rockville Links main office, Attn: Rockville Links Membership Committee.
- (4) The primary sponsor, secondary sponsor, the two Board of Director members and the minimum of five (5) member acquaintances must all be distinct Rockville Links members in good standing. That is, each application must make reference to a minimum of nine (9) distinct Rockville Links members, as categorized within the language of the application. The minimum two Board of Directors acquaintances must be Rockville Links Board Members.

- (5) All sponsors, members and Board of Directors members listed on the application as being in support of the new member candidate must be personally acquainted and familiar with the applicant as they are tacitly being asked to approve the candidate's character and fitness for membership at Rockville Links. The primary sponsor must ensure that the Candidate is in fact personally known to all Members listed and referenced on the Candidate's application.
- (6) Candidates will be posted for a minimum of thirty (30) days prior to interviewing before the entire Membership Committee. Members objecting to a particular Candidate should express their concern in writing to the Membership Committee Chairman or any member of the Membership Committee immediately.
- (7) At least one sponsor is suggested to be present at the membership interview.
- (8) All new members must go through new orientation program.
- (9) All new members are subject to a one year probationary period. At the completion of the one year period the board shall review the new member status.
- (10) A leave of absence is from March 1st to February 28th, the club's fiscal year.
- (11) Members and their Families who take a leave of absence are not permitted to enter the premises unless they are a guest at a private function.
- (12) All classes of membership are granted one leave of absence in their tenure at the club.

III. GRIEVANCES

- (1) If a member or non-member with privileges observes a violation of the club rules and regulations, it should be reported to a senior club management employee (club manager, assistant manager, maitre'd or caddy master, as the case may be, depending on the authority of each such employee respectively) for action.
- (2) The senior management employee will verify the violation and request the offender to correct the violation if appropriate. Should the offending person refuse to correct the violation the employee will not confront such person, but report the matter to the Chairman of the Grievance Committee stating in the report: the reporting person's name; the name of the person against

whom the grievance is being made, the nature of the violation, and the comments of the offending person and comments of the senior management employee involved.

IV. TIPS

- (1) A service charge is added to monthly bills and allocated to employees.
Tippling is not permitted except for the following:
 - a) Locker room attendants may be tipped for shoe cleaning at the discretion of the members.
 - b) Parking field attendants are permitted to receive tips for valet service at the discretion of the vehicle operator.

V. HOUSE AND GROUNDS

- (1) Each year, the Board of Directors will establish and publish the hours of operation for the Club, as well as the dress code which will be observed for all Club grounds, (including golf course, pool and Clubhouse) and at special Club events.
- (2) The Club is not responsible for personal property brought to or stored within the Clubhouse and grounds. This includes golf equipment as well as items stored in lockers, coat rooms and automobiles.
- (3) Club Property may not be removed from the Clubhouse or grounds for any reason. Personal property may not be donated to the Club without the advance permission of the Board of Directors.
- (4) Each member is responsible for the cost to repair or replace Club property which is damaged or destroyed by their actions or the actions of their family members or guests.
- (5) Club employees will be treated with courtesy and respect. Complaints concerning misconduct or unsatisfactory service provided by employees must be brought to the attention of the General Manager or Assistant General Manager for action. Verbal and/or physical confrontations or abusive language between members or their guests and employees will not be tolerated and will result in a grievance being issued against that member/host of guest by the Board of Directors. Members are not permitted to use employees for the performance of personal errands or tasks. Members are not permitted to invite caddies and groundskeepers into the Clubhouse. Children of Members shall not be permitted to be employees of the Club.

- (6) Notices and announcements may not be placed on Club bulletin boards or other Club property without prior permission from the House Committee. Solicitation of funds on Club grounds is not permitted without the prior approval of the Board of Directors.
- (7) The operation and parking of motor vehicles and bicycles are permitted only in authorized areas and within authorized spaces. "No Parking" areas must be strictly observed including times when valet parkers are not present. The use and possession of skateboards, roller blades and roller skates are prohibited on Club grounds. Illegally parked vehicles will result in fines.
- (8) Each private function hosted by the Club must be sponsored by a member. Sponsoring members are responsible to ensure that all financial obligations related to such functions are paid including the cost to repair or replace any Club property damaged or lost in connection with such function. Sponsors must ensure that individuals attending the functions abide by all Rockville Links Club rules including dress code.
- (9) Pets are not permitted in the Clubhouse or on Club grounds.
- (10) Smoking of cigarettes and cigars is only permitted outdoors or within designated areas of the Clubhouse.
- (11) Children under eighteen years of age must be properly supervised while on Club grounds and within the Clubhouse. Minor children are not permitted within the locker room. Particular attention should be paid to ensure the good behavior of minor children in all dining areas.
- (12) Card playing is only permitted in designated areas of the Clubhouse.
- (13) The Board of Directors and General Manager shall determine the hours of operation and approved locations for the serving of all food and beverages. Members with table reservations will be given preference for seating. For buffet offerings, members will self serve all food. Beverages will be served by the wait staff.
- (14) Members and guests are prohibited from bringing their own food and beverages into the Clubhouse or Club grounds. Members are not permitted to order "take out" food.
- (15) Members are not permitted entry into the Club's kitchen without the prior approval of the General Manager.

- (16) The main dining room, Rockville room and cocktail lounge all have dress code requirements which shall be defined by the type of function. The following are the different types of dress codes:

Black Tie

Formal : Jacket and tie

Dress: Jacket no tie

Casual: Collared shirt, turtlenecks and long pants.

Summer Casual (Memorial Day through Labor Day) Same as casual except shorts are permitted. Shorts must be of acceptable length. The hem must be no more than three inches above the knee.

- Jeans, dungarees and denim clothing of any type are prohibited. Sweat suits, running suits and sleeveless shirts are also prohibited. All shirts must be tucked in if you are playing golf or dining anywhere on premises. Appropriate tailored shirts (e.g. Tommy Bahama style shirts) may be un-tucked while dining in the clubhouse.

Dress code is casual in the dining rooms unless otherwise specified.

- (17) Cell phones are not permitted in the Main Dining Room, Mixed Grille, Rockville Room, Cocktail Lounge and Patio.
- (18) The Veranda is open to children ages 13-17 if they are accompanied by a member or spouse.

VI. POOL

In addition to the House and Ground Rules, the following rules will be observed in connection with the use and operation of the Club's pool:

- (1) The Board of Directors and General Manager shall determine the hours and days of operation of the pool including hours during which children and minors may use the pool area.
- (2) Members and guests using the pool do so at their own risk. The Club is not responsible for injuries or accidents arising out of such use.
- (3) All members, family members and guests must register at the front desk before entry into the pool area. Individual guests are limited to two visits per month. Guests must be accompanied by the member.
- (4) Children under 14 years of age must be supervised by an adult at all times while in the pool area. The pool staff and lifeguards are not babysitters. Children must be 16 years of age or older

to bring guests without Member supervision.

- (5) Members and guests using the pool are not permitted to enter the golf course.
- (6) Chairs and tables are available on a “first come first served” basis and may not be reserved. Adult use is given preference over children’s use of these items.
- (7) Shared Locker rooms are available for all members and guests for short term use on a first come first served basis.
- (8) Beverage glasses and other breakable glassware are not permitted in the pool area.
- (9) Running, “horseplay” and ball playing are not permitted in the pool area.
- (10) Cleanliness, good hygiene and courtesy for fellow bathers should be observed by all persons utilizing the pool.
- (11) Toys, tubes, life preservers, fins, masks, snorkels and the use of water games are not permitted in the pool area.
- (12) All persons using the pool will strictly observe instructions given by the life guards employed by the Club.
- (13) The changing of infants’ diapers is not permitted in the pool area. Children in diapers are not permitted in the pool.
- (14) Loud music, and other loud or distracting noise are not permitted in the pool area.
- (15) Club towels should not be removed from the pool area.
- (16) Non-swimmers must remain in the shallow end during their use of the pool.
- (17) Pool rules must be obeyed at all times.
- (18) Summer casual dress shall apply.

VII. GOLF

1. Except as otherwise provided in Local Ground Rules, the rules of the United States Golf Association shall govern all play and **“SECTION 1, ETIQUETTE”** thereof will be strictly enforced, particularly with reference to the following:
 - a) No player should play until the players in front are out of range.
 - b) Players searching for a ball should allow other players coming up to pass them; they should signal to the players following them to pass, and should not continue their play until those passing have passed and are out of range.
 - c) Before leaving a bunker a player should carefully fill all holes and smooth out footprints made therein by him.
 - d) “Through the green”, a player should ensure that any divots or turf cuts displaced by him are replaced at once and pressed down. After the players have holed out any damage to the putting green, made by the ball or the player, they must carefully be repaired.
 - e) When the play of a hole has been completed, players should immediately leave the putting green.
 - f) A single player has no standing, and should make way to a match of any kind.

2. **FIVESOMES:**

Fivesome Restrictions from Opening to Closing Shotguns:

No fivesome can tee off before 1:30 p.m. on Wednesdays and Fridays.

No fivesome can tee off before 10:00 a.m. on Saturdays, Sundays or Holidays.

No guest is permitted to play in a fivesome.

The starter has no discretion to start fivesomes before the restricted time.

All fivesomes will be timed.

3. Except as set forth below, all golf play must commence from the first tee only. The Caddy Master may permit starting at the 10th hole. No such exception to be made unless the 9th hole is completely clear from tee to the green

4. **SLOW PLAY:**

In the interest of all players all shall play without delay. If a group has an entire hole open ahead of them, they must permit the group behind them to play through at such group's request. The Caddy Master may log the time each group tees off. Periodically the Caddy Master, at the request of the Green's Chairman, shall monitor the speed of play on the field.

Members or groups showing a consistent pattern of slow play shall be referred to the Grievance Committee for appropriate action.

5. In the course of play, all persons are required to refrain from unusually loud conversation, telephone calls, or the throwing of clubs or other items.

Members should consider not bringing cell phones with them on the course. If they do deem it necessary then the member must follow the following guidelines:

The phones MUST BE SET TO VIBRATE OR SILENCE MODE.

If a golfer must use the phone while on the course then they should do so without affecting the pace of play.

If a member fails to abide by these rules of common courtesy it is the responsibility of their playing partners to police the offender.

If other groups are affected by an individual's use of the cell phones on the course then they have the opportunity to report the breach of conduct to the grievance committee.

Members who are reported to the grievance committee will be subject to penalties including suspension of playing privileges

Members shall be responsible to advise their guests of the protocol and shall ensure that they abide by same

No member is permitted to bring a cell phone, blackberry or other electronic device with them on the course during tournament play

6. The discarding of paper or other litter on the golf course is strictly prohibited. It shall be placed in containers provided at each tee. It shall be the duty of each member to pick up papers and other litter on the golf course.
7. When playing under "*Winter Rules*", paths cut through rough are not to be played as "*Fairway*".
8. No practice shall be permitted from any tee, fairway, any regular green or at any time in the area outside the limits of the practice area and green.
9. Only irons may be used in the practice area. Woods and utility clubs may not be used at any time. Golfers are to only strike balls from the designated tee area and are not permitted to strike balls in the area by the practice hole green.

10. If carts are not used, playing golf without a caddy is prohibited before 3:00PM on any day except when caddies are not available and at the Caddy Master's discretion.
11. No single player shall be permitted to play on Wednesdays, Saturdays, Sundays or Holidays without approval of the Caddy Master.
12. Children of members and non-members with full golfing privileges, over twelve, and twenty-one years of age and under may have the privileges of using the course after 2:00 PM or at the discretion of the Starter. In all instances they must be accompanied by parents, professional or other senior member or non-member with golf privileges, except when their golfing qualifications and behavior have been certified by the Golf Professional, or Golf Facilities Chairman, provided they have obtained tags from the Golf Professional at current cost and attached same to the golf bag, so as to be in evidence at all times when playing.
13. Any and all indebtedness to the Golf Professional, including his charge for lessons and equipment, will be added to the individual's house charges if not paid to the Golf Professional by the first day of the month which comes after the first thirty days after the indebtedness is incurred.
14. No guest shall be extended the courtesy of the golf course more than twice in any month. Only one guest per group is permitted on Friday's after 12:00PM, Saturdays, Sundays and Holidays before 10:30 AM. Up to three guest per group are permitted at other times. Guests must play with their hosts, No guest shall be permitted access to the course or practice area until a greens fee ticket is obtained by the Caddy Master. On weekdays a guest may play on presentation in the office of a written introduction from a member or non-member with golfing privileges.
15. Starting time for spouses of Members with Family Memberships on Saturdays is 12 noon. On Sundays and Holidays it is 11:30 AM.
16. Outside golf parties are permitted on Mondays and Thursdays with permission of the Board of Directors, except during the month of July and August when, on rare occasions, the Board of Directors, by majority vote, may authorize same. Regardless of when the outside golf parties take place, each participant shall be limited to 18 holes of golf and required to take a caddy when available. Each foursome will be required to take two carts at the posted rate per cart.
17. Golf carts, when available, may be taken to the practice area at no charge for a reasonable period of time, and when so taken may not be used to play any holes.

18. All players must present themselves to the Caddy Master, or the Caddy Master must be aware of their presences on the club premises, prior to entry of their names into the Caddy Master's Register.
19. Caddies will be assigned on a first-come, first-served basis.

VIII. GOLF TOURNEMENT RULES

See Tournament Booklet