

Macomb Country Club Policies, Rules, and Regulations

Welcome,

These Rules and Regulations are established Policy by the Macomb Country Club (MCC). They have been written to protect the MCC Facilities and to promote the health, safety, welfare and enjoyment of the members, their families and guests and all other persons using the Macomb Country Club. In the interest of making MCC a pleasurable experience for all persons and to protect the Club Facilities, the MCC Board of Directors reserves the right to amend these following *Policies, Rules, and Regulations* in an effort to maintain the most current and effective to protect the enjoyment of the MCC, and everyone who uses it.

Sincerely,

Macomb Country Club
Board of Directors

These Policies, Rules, and Regulations are adopted this 22 day of December 2020.

Macomb Country Club Policies, Rules, and Regulations

Definitions:

Guests: Any person(s) brought or invited to MCC within the guidelines set forth in these policies and procedures who will use any of the MCC amenities.

Non-Resident Status: An individual must provide the following information to establish nonresident status in McDonough County and therefore be considered a nonresident for fees/dues consideration:

1. Provide a redacted copy of the latest Federal tax return that shows permanent residence
2. Provide current voter registration card noting the declared out of county residence
3. Provide current driver's license noting the declared residence address
4. Vehicle registration noting the declared permanent address

The General Administrator will gather all such information from the applicant and present the information to the Board of Directors.

The Board of Directors will review all information and through a vote, determine whether or not an applicant is eligible for classification as a nonresident

Club Administrator: The Club Representative in all matters of the Club pertaining to daily operations and building repairs. The General Club Administrator is an advisor to the board.

Restaurant Manager: The person responsible for the operation of the dining facility and bar including not limited to hiring, training, supervising of staff. The Restaurant Manager is responsible for organizing and planning banquet events.

Grounds Superintendent: The person responsible for the oversight and maintenance of all golf related property, hiring grounds personnel, and routine maintenance of all club owned maintenance equipment.

Office Manager: The person responsible for the recording and documentation of all Club transactions, billing, and all membership related business.

Facilities

Pool: The entirety of the swimming pool and area surrounding the pool within the fence. This is to include the storage area, pool maintenance area, and dressing room area located at the pool.

Clubhouse: The entirety of the MCC clubhouse which includes but is not limited to the administrative offices, storage, kitchen, Mulligans, formal dining room, patio, playground, and the storage building commonly referred to as the nineteenth (19th) hole.

Pro Shop/Maintenance Building. The entirety of the MCC pro shop which includes the Club Administrator's office, retail sales and golf registration, bag storage, cart storage area, Grounds Superintendent's office, maintenance facility, and areas around this building used by maintenance staff.

Pickleball Courts. The entirety of the pickleball and area surrounding the pickleball courts within the fence.

Guidance

Policies, Rules and Regulations: The written guidance found herein which provides the rules and regulations that are expected to be followed by the membership and guests of MCC.

Macomb Country Club Policies, Rules, and Regulations

Liability

All members and guests who use or visit MCC, assume the risk of personal injury and/or loss of personal property. These persons agree to release the MCC, its Board of Directors, and its employees for any and all liability from injury or loss

Policies, Rules, and Regulations: General

Alcohol

MCC provides its members and guests with an environment that fosters the enjoyment of recreational and social gatherings. MCC is committed to act responsibly in the sale and consumption of alcoholic beverages. MCC therefore reserves the right to refuse the service of alcoholic beverages to anyone who in the best judgement of the Restaurant Manager, bartender, wait staff, or other authorized MCC employee may jeopardize his/her safety or the safety of others. Alcoholic beverages will not be sold to anyone less than twenty-one (21) years of age. Valid identification is required and must be presented if requested.

Conduct

MCC will not abide any behavior by any member or guest on the premises of the MCC that is considered inappropriate, abusive, or threatening toward another person, their property, or property of the MCC. Such behavior will be considered a violation of the rules and regulations or the MCC By-Laws, and subject to disciplinary action. Any damages to the MCC, its furnishings, its equipment, or its supplies caused by a member and/or guest(s) will be charged to the member's account.

Conduct Toward Club Employees

Members and their guests may not abuse any MCC employee, verbally or otherwise. All pro shop and maintenance service employees are under the supervision of the General Administrator. All Clubhouse service employees are under the supervision of the Restaurant Manager and General Administrator. No member or guest shall reprimand, discipline, or give service instructions to any MCC employee. In addition, no Member or guest may send any employee off Club premises for any reason.

Drugs

The use or sale of any illegal drug or unauthorized prescription drug at the MCC is forbidden. Any member or guest who violates this policy will be reported to the authorities. Members violating this

Macomb Country Club Policies, Rules, and Regulations

policy will be suspended pending adjudication of the offense. Guests violating this policy will not be permitted to return. Employees in violation of this policy will be terminated.

Club Facilities

Use of the MCC Facilities may be restricted or reserved for private parties or events from time to time by the Club. Questions or concerns regarding the events may be directed to the appropriate Manager.

Member Concerns

Member concerns should be directed to the Club Administrator.

Coolers

Members or guests may not use personal coolers in their vehicle or golf cart to bring drinks or food onto the property of MCC. Members or guests are prohibited from bringing food or drinks to the pool area or patio area when Mulligans is open for business. Snacks are permitted in the pool area. Beverages may be purchased from the Pro Shop when Mulligans is closed.

The food and beverage service remains an integral part of the economic stability of the Club. Failure to purchase drinks and food from MCC creates a financial loss for the Club. No local restaurant or establishment allows people to enter their business and consume food/beverages from another business.

Correspondence

Any complaints or suggestions concerning the management, service, or operation of MCC should be in writing, signed by the member, and addressed to the Club Administrator. Complaints or suggestions regarding the Club Administrator may be submitted and addressed to the current or acting President of the Board of Directors.

Errors in billing charges should be directed in person or by mail to the attention of the Office Manager. His/her office is located in the Clubhouse.

Members should address all correspondence to the Club to:

Macomb Country Club
20 Hickory Grove
Macomb, IL. 61455

Dogs

Dogs and other pets, with the exception of approved service animals assisting person(s) with special needs, are not permitted within the Club buildings without prior approval of the General Administrator. Where dogs are permitted on the grounds, they must be on a leash and Members must clean up after their animal. Members are responsible for damage caused by any animal owned by the member or his

Macomb Country Club Policies, Rules, and Regulations

or her guest, or under the member's or such guest's control. *Non-members shall be prohibited from using any of the grounds of MCC to walk dogs.*

Guest(s)

1. All residents of McDonough County are limited to being a guest of an MCC member a maximum of three (3) times during a calendar year. Events held at MCC that waive green fees or are included in the entry of a function do not count towards the three-time limit. Guest(s) must be a guest of a member with golf privileges.
2. Clubhouse guest(s) may come to three organized events per calendar year.
3. Guests from outside McDonough County may play for "public" fees to be set by the MCC Board of Directors. These guests must have arranged prior tee times avoiding busy MCC times. These guests are not limited to the "three (3) times" rule.
4. Pickle ball guests follow the same limitations as golf guests. If residing in McDonough County, they are limited to three (3) times in a calendar year and must be a guest of a member with nongolf privileges.
5. Pool guests follow the same limitation as golf guests. If residing inside McDonough County, they are limited to three (3) times in a calendar year and must be a guest of a member with pool privileges.

Mailing Addresses and Contact Numbers

Each member is responsible for keeping his/her mailing address, email address [optional], and contact numbers up to date. A member is deemed to have received correspondence from the Club seven [7] calendar days after correspondence has been mailed to the member's address on file in the administrative office.

The Macomb Country Club is to be notified in writing of any change of address, email address, or contact number(s). Failure to do so shall constitute a waiver of the right to receive Club notices, bulletins, or any other communications. Failure to notify the Club of such changes is considered a violation of the Rules and Regulations.

Payments

General-Dues. Per the MCC By-laws, members may pay on an annual basis in June. Members who have already paid all assessments, dues, and charges may be billed on a monthly basis.

Mid-membership Year Dues. Any member joining mid-membership year, will pay the regular monthly dues. In lieu of monthly payments, a mid-membership year member may elect to pay the one-time rate which will be prorated.

Credit Card. Payment of Member's account by credit card will be charged the current service charge to cover any added expense to the Club.

Macomb Country Club Policies, Rules, and Regulations

Direct Pay. Members may also make arrangements for direct payment five (5) days before due date through direct electronic funds transfer by making arrangements with the MCC office with no service charge.

Property of MCC

The Macomb Country Club is for the exclusive use of its members and guests. Person(s) who are not affiliated with MCC through any class of membership, i.e. golf, social, or nongolf, may not use any of Macomb Country Club's amenities without authorization of a member as a guest and by paying any fees necessary for that use.

Non-Members (regardless if an individual resides adjacent to the golf course) are prohibited from being on any property owned by MCC. This includes but is not limited to purposes such as biking, walking, walking pets, exercising, or being on cart paths. Any non-member reported as using the MCC property will be verbally notified by the Club Administrator of the rules set forth for MCC use. Any further violations will be dealt with progressively.

Donations of Physical Property

Any physical donation to MCC by a member that will require that donation to be constructed, attached, built, or otherwise placed upon any of the grounds of MCC requires the expressed consent of the Board of Directors

Memorials

All memorials must be reviewed by the Greens Committee or Restaurant Committee depending upon the location of the proposed memorial. A memorial is to be in excess of \$500 in order for a marker or plaque to be considered and included.

The Board of Directors has the final responsibility and must approve any proposal for a memorial.

Smoking

Smoking tobacco and the use of vapor devices are prohibited inside any of the facilities of MCC. Smoking is permitted in designated areas only.

Macomb Country Club Policies, Rules, and Regulations

Policies, Rules, and Regulation: Golf Course

RESPECT FOR OTHER GOLFERS

Enjoyment of golf is reliant on course etiquette, mutual respect, and consideration of other players. Therefore, players are expected to sound verbal warning when a ball may land near or potentially strike someone, replace divots, rake traps, repair ball marks, and maintain an appropriate pace of play. Players are expected to treat other players with courtesy and respect. Players will not engage in threatening or provocative actions toward other members or guests. Such behavior will be considered as conduct unbecoming a member of the MCC, and subject to disciplinary action.

Hours of Operation: Pro Shop

The Pro Shop is open daily beginning March 15th through November 15th. Beginning May 15th—through September 15th the Pro Shop will open daily at 7:30.

Dress Code: Golf Course

1. Shirts with sleeves and a collar or mock tee for men. Shorts shall be a typical golf variety made of a nylon or cotton fabric. Blue jean shorts or athletic shorts are prohibited. If slacks are worn, nylon or cotton golf type slacks shall be used. No blue jeans, sweatpants, other non-golf apparel shall be permitted.
2. Shirts or blouses for women with typical golf skirt or short made of nylon or cotton fabric. No blue jeans, sweatpants, or other non-golf type apparel.
3. No clothing will be worn with anything printed or sewn onto it that may be considered offensive to others. Club Administrator or designee shall have the authority to determine the offensiveness of the clothing.
4. Shoes are required.
5. *The clothing code may be suspended by authorization of the Club's General Administrator during cooler spring or fall weather.*

Driving Range:

1. Range is distance restricted per signage posted.
2. The range is under the supervision of the MCC Golf Professional or designee.
3. Range will be open when the Pro Shop is open, except for times in the evening typically after 5:30 PM or, approximately one (1) hour before dark whichever is earlier to recover range balls for mowing.
4. Golfers are expected to hit only from designated areas and to designated areas.

Macomb Country Club Policies, Rules, and Regulations

5. Range players have a legal and courtesy duty to use caution to avoid hitting balls in the direction of players on the #one (1) hole in addition to players retrieving balls from the driving range during play of the #one (1) hole. Any range player who strikes a player during play of the #one (1) hole, may be subject to legal liability.
6. The practice bunker is to be raked upon completion of practice.
7. Range balls will not be removed from the range, practice bunker, or putting green.

Golf Cart Utilization: Private/Club:

General

1. During inclement weather when carts are restricted to path only on the back nine, there are no exceptions for leaving the cart path. When the Pro Shop is not open, a notification of cart closure will be put onto the Pro Shop answering machine and onto the club web page. Course closure signage will also be posted by the Superintendent.
2. Carts should be kept at least thirty (30) feet away from greens and follow all directional cart signs.
3. Person(s) claiming physical hardship may make special arrangements with the Pro Shop staff for exception to parking and driving carts less than the thirty (30) feet as required. These carts will be issued a flag to be properly displayed on the cart thus indicating to others permission to operate carts in otherwise general restricted areas. Any area that is marked off with rope, paint, or other means will be restricted from ALL cart use regardless if flag is displayed or not.
4. Not more than two (2) persons are allowed to ride in a cart without the permission of the Course Pro.
5. Only two golf bags are permitted on the cart without the permission of the Course Pro.
6. When operating and/or riding in a cart, standing up or leaning out of the cart is prohibited.
7. Carts will at all times be operated in a safe manner with due caution exercised when on slopes or embankments. At no time shall carts be operated in a reckless manner or at an excessive speed. *Members are encouraged to report any unsafe cart operation to the Pro Shop.*

Club Carts

1. The MCC charges per person on the cart. If two golfers take an MCC cart, they must double up.
2. Season cart passes are based on the calendar year.

Private Carts

1. Member (owner) must accompany golf cart at all times or rider will be charged regular rental fees.
2. Cart must be operated by an individual with a driver's license. Any member allowing an unlicensed driver to operate a cart on MCC property shall be held responsible for any liability resulting from any injury, damage, or potential loss of life incurred to the driver, themselves, other member, or non-member as a result of an accident.
3. There will be no charge to ride with a private cart owner's father, mother, brother, sister, son, daughter, stepson, stepdaughter, grandchildren, great-grandchildren, or any guest of a cart owner paying green fees.

Macomb Country Club Policies, Rules, and Regulations

- Trail fees will be determined and set by the MCC Board of Directors. If a member has a second cart, the fee will be half (½) the fee for the first cart. MCC will not charge for any cart that will not be used on the golf course.
- Private cart owners may ride with other private cart owners at no charge.
- If MCC has a customer on a member's private cart, another member on their membership may use a MCC cart at no charge if occurring at the same time.
- Private carts may not be hauled into the MCC parking lot for daily use.
- Members may store their private cart at the MCC for a fee to be set by the Board of Directors, provided room is available. MCC shall not be held liable for any damage, theft, or other potential occurrences of the members cart while stored at the MCC.
- No member may operate, allow to be operated, or store any private cart upon any MCC property without having the golf cart properly insured. This shall be the member's responsibility. Private cart owners must provide the MCC proof of insurance coverage upon request.
- Private cart owners are allowed to purchase gas for their golf carts from the MCC at 10 cents per gallon over the cost to the MCC. This purchase will be billed to their account.

Tee Times:

Tuesdays. Female members have priority to tee time from noon – 5:00. After 11:00 same day, male golfers have access to all times not taken.

Thursdays. Male golfers have access to all tee times from noon –5:00. After 11:00 same day, female golfers have access to all times not taken.

- Any member signing up for an event at the club may be charged for the event if the Pro Shop has not been notified of the member's intent to cancel prior to teams being formed and an appropriate replacement cannot be found.
- Reciprocal Golf Course members may use the MCC facilities equal to their membership at their home course. Golf may be played for cart fee only with prior tee time arranged, or dinner arrangements prior to arrival so confirmation may be made. MCC members may do likewise with reciprocal courses and may print their USGA handicap card to show current membership status.

Liability: Inclement Weather

Members and guests of the MCC assume the risk of injury/death from lightning while on the course during regular play. On MCC sponsored events, a staff member will sound a horn from different hole locations around the course to notify golf participants that play is suspended due to lightning being detected within ten (10) miles of the course. All golf participants must vacate the course and will be allowed to return 20 minutes after the last lightning strike.

Macomb Country Club Policies, Rules, and Regulations

Vehicles

Vehicles are strictly forbidden from being driven upon any portion of the golf course without the expressed permission of the Club Administrator or Greens Superintendent.

Course Burn Pile

The burn pile located by the #8 tee shall be for the burning of foliage removed from the golf course. MCC allows any member by use of golf cart to bring sticks, limbs, or leaves from their residence to the burn pile. Members are however prohibited from placing any of the following items on the burn pile:

1. Plastic bags.
2. Wood products, wood furniture, or any other building materials.
3. Any cardboard or other paper products.
4. Grass clippings.
5. Any hazardous material

Policies, Rules, and Regulations: Pickleball

Pickle Ball courts are available for use by nongolf members during corresponding times that the Pro shop is open. Equipment for pickle ball may be checked out in the Pro Shop.

Members shall be responsible for the daily care of the pickle ball courts, equipment, and chairs. The court will be winterized (nets and chairs removed) by the Club Administrator or his designee.

Only proper tennis shoes will be allowed while using the pickle ball courts. Skateboards, roller skates, scooters or any other conveyance upon the courts is strictly prohibited.

Macomb Country Club Policies, Rules, and Regulations

Policies, Rules, and Regulations: Pool

1. Members are required to register any guest(s) prior to entering the pool area.
2. All members are required to sign the register at the gate upon first entry to the pool on a daily basis.
3. Pool will open daily if air temperature is a minimum of seventy (70) degrees.
4. Pool hours will be 11:00 AM—7:00 PM Saturday of Memorial Day weekend through Labor Day. Pool hours will be extended to 9:00 PM on Wednesday and Friday evenings. During these hours, a minimum on one (1) lifeguard will be on duty.
5. The swimming pool will be made available daily at 8:00 AM daily for lap/exercise swimming for members with pool privileges that are a minimum of 18 year of age. No lifeguard will be on duty at this time.
6. In the event of a mechanical problem or health issue at the pool, the Pool Chairperson , Club Administrator, or the lifeguard(s) on duty have the authority to evacuate the pool for a period of time, or close the pool until the issue is resolved.
7. Use of the wading pool is strictly limited to infants and toddlers six (6) year of age and younger. An adult must accompany each child.
8. Per State of Illinois regulations, no glass is allowed inside the fenced pool area. This includes but is not limited to any breakable glass container(s), bottle(s), cup(s), etc. Any person found to have glass inside the fenced pool area will be asked to remove these item(s) to their vehicle or outside of the pool area. Failure to comply, will result in the member being asked to leave for the day and the Club Administrator will be notified.
9. No pets are allowed inside the fenced pool area.
10. Per State of Illinois requirements, the MCC pool will close down if lightning or thunder is heard from the pool area. Swimmers may not return to the pool area until twenty (20) minutes after the last lightning or thunder is detected.
11. Additional rules as deemed necessary may be posted in the pool area by the Pool Chairperson, Club Administrator, or lifeguards on duty under the direction of the aforementioned.
12. Any violations of improper conduct, discourteous behavior, or violations of the pool rules by any Member or Guest using the pool shall be documented by the Lifeguard or Clubhouse staff prior to the employee leaving MCC after their shift. The Club Administrator shall review the report and inform the Board of Directors at the next stated meeting to determine what level of disciplinary action should be taken.
13. The Club Administrator shall be responsible for the hiring and training of all pool staff and lifeguards in accordance with the MCC policy and regulations that are to be followed by all Members and Guest(s).
14. Food and beverages are not to be brought to the pool area when Mulligans or the Pro Shop is open. An exception is made for birthday cakes.

Macomb Country Club Policies, Rules, and Regulations

Policies, Rules, and Regulations: Clubhouse and Dining Facilities

Dress Code: Clubhouse

Clothing worn with anything printed or sewn onto it that may be considered offensive to others is not permitted. The Restaurant Manager or Club Administrator has the authority to determine what is offensive.

Wet swimsuits are not permitted in the Clubhouse. Persons in swimsuits must wear cover ups while in the Clubhouse.

Shoes/sandals are required at all times while in the Clubhouse

Men are required to have shirts with sleeves and a collar. Mock tees are permissible.

Food and Beverages

Bringing food or beverages to the Clubhouse or Patio when Mulligans is open for business is prohibited. Special arrangements can be made in advance with the Restaurant Manager for birthday cakes.

Alcohol

MCC provides its members and guests with an environment that fosters the enjoyment of recreational and social gatherings. MCC is committed to act responsibly in the sale and consumption of alcoholic beverages. MCC therefore reserves the right to refuse the service of alcoholic beverages to anyone who in the best judgement of the Restaurant Manager, bartender, wait staff, or other authorized MCC employee may jeopardize his/her safety or the safety of others. Alcoholic beverages will not be sold to anyone less than twenty-one (21) years of age. Valid identification is required and must be presented if requested.

Smoking

1. Smoking tobacco and the use of vapor devices are prohibited inside any of the facilities of the MCC.
2. Smoking is prohibited within **15 feet** of the Clubhouse doors. Smoking is allowed on the North side of the clubhouse. A tent for member convenience is provided during the summer months. Smoking in the designated patio area when the tent is down is permitted.
3. Cigarettes are to be properly discarded and placed only in an ash tray or club provided cigarette receptacle.
4. Smokeless tobacco products may also be used when outside on the patio or inside the fenced pool area.
5. To reduce the risk of any public health issue, spittle is prohibited on any concrete, hard surface, or other area where a member, guest, or employee may come into contact with bodily fluid. In addition, spittle may not be placed in any cup, can, or glass container that anyone may come into contact.

Macomb Country Club Policies, Rules, and Regulations

Conduct

MCC will not abide any behavior by any member or guest on the premises of the MCC that is considered inappropriate, abusive, or threatening toward another person, their property, or property of the MCC. Such behavior will be considered a violation of the rules and regulations or the MCC By-Laws, and subject to disciplinary action. Any damages to the MCC, its furnishings, its equipment, or its supplies caused by a member and/or guest(s) will be charged to the member's account.

Conduct Toward Club Employees

Members and their guests may not abuse any MCC employee, verbally or otherwise. All pro shop and maintenance service employees are under the supervision of the General Administrator. All Clubhouse service employees are under the supervision of the Restaurant Manager and General Administrator. No member or guest shall reprimand, discipline, or give service instructions to any MCC employee. In addition, no Member or guest may send any employee off Club premises for any reason.

Billing

1. All unsigned tickets will be automatically charged an eighteen (18) percent gratuity.
2. Restaurant minimums and Prepay Program:
 - a. Member's may prepay their minimums for those months they are out of town. At the time of making the prepayment for future months, the Member must designate the months they intend to be gone. These funds will be applied to Restaurant purchased in excess of their minimum in other months during the same calendar year.
 - b. There is no restaurant minimum in January.
 - c. January sales will be applied to minimum sales included in the February statement.
3. All sales in the Clubhouse to members will be done on the charge basis only. *Only food charges to the Club account will be applied to minimums.* Sale to individual guest(s) may be paid for by check or credit card.
4. Banquet/meeting events at the club may be paid for by check, credit card, or billed to a Business/Organization if prior arrangements are made at the time of booking.

Closing the Clubhouse

Closing the Clubhouse for an event including Mulligans may only be done with the approval of the Macomb Country Club Board of Directors.

Emergency Authorization

In the event of a serious emergency that causes the operation of the clubhouse to be nonoperational or is a life safety issue, the Club Administrator or Board President, in conjunction with the Restaurant Manager, shall close the Clubhouse.

Macomb Country Club Policies, Rules, and Regulations

Patio Furniture

Furniture on the Patio is not to be relocated without permission from wait staff or the Restaurant Manager.

Reservations

Reservations may be taken for the Dining Room and Patio. No reservations may be made for Mulligans except for special events and in conjunction with the Social and Restaurant committees.

MCC reserves the right to review and deny any organization, group, individual, or Member any request for reservation if it is found to not be in the best interest of the MCC as determined by either the Restaurant Manager, Restaurant Chairperson, or Club Administrator.

Room Rental Waiver for Members

MCC members in good standing may reserve the use of the Club's dining facilities. This privilege is available to members only and is *not transferable*. For the room rate to be waived, a Club member must arrange the event, assume the event billing, and assume responsibility for any damages.

A nonmember may rent MCC dining facilities, if available, at the published rates. Corporates or organizations who are not members of the Club are considered "nonmembers" and therefore will be charged the room rental fee, assume the billing, and responsibility for any damages. Having a Club member as an employee or member of an organization does not convey the privileges of Club membership to an organization.

Macomb Country Club Policies, Rules, and Regulations

Macomb Country Club Discipline Policy

Members are responsible for their own conduct and for the conduct of their family and guest(s). Any member whose conduct or whose family's or guest's conduct shall be deemed by MCC to be improper or likely to endanger the welfare, safety, harmony or good reputation of MCC or its members may be reprimanded, suspended, or expelled from the Club. The MCC Board of Directors shall be the sole judge of what constitutes improper conduct likely to endanger the welfare, safety, harmony or good reputation of the Club or its members.

MCC may expel a member, may ban (on a temporary or permanent basis) a member, a family member or a guest, and/or may suspend a member and/or his or her family and/or guests for a period of up to one (1) year from some or all of the members available privileges of the Club Facilities. Dues and other obligations shall continue to accrue during any suspension and shall be paid in full before reinstatement of those available privileges.

Members may respond accordingly to the Board of Directors on disciplinary issues as outlined in the MCC by-laws.

Progressive Discipline

The Macomb Country Club supports and utilizes a progressive discipline model. These forms of discipline may include a verbal reprimand, written reprimand, suspension, or termination/ expulsion from the club. Violation of any of the rules and regulations herein stated, and any conduct which is contrary to the best interests of MCC, may subject the individual in violation to disciplinary action. Disciplinary action particularly for written reprimands, suspension, and termination, will be authorized by the MCC Board of Directors after review of the facts and speaking with the offending Member or witnesses if deemed necessary.

Ultimately, the discipline authorized by the MCC Board of Directors will coincide with the seriousness of the violation. Therefore, it is not mandatory to issue a verbal warning for a serious violation worthy of suspension or termination. Likewise, suspension or termination would not be considered for a minor violation. Each case will be reviewed on its own merit considering all facts of the violation, seriousness of the violation, repeated violations, etc.

1. VERBAL REPRIMAND: A written document reviewing that a verbal warning took place will be sent by the MCC Board of Directors, General Administrator, Restaurant Manager, or Greens Superintendent to a member, guest(s), or employee for a violation of policy or regulation. A verbal warning document shall stay on file in the Administrative office for a period of one (1) year. (The Restaurant Manager and Greens Superintendent shall only oversee those violations issued to their respective employees).

Macomb Country Club Policies, Rules, and Regulations

2. **WRITTEN REPRIMAND:** At the direction of the Board of Directors, a written reprimand shall be sent the member noting the violation(s) of policy or regulation(s). A copy of the written reprimand will be placed permanently in the Members/employee's file.
3. **SUSPENSION:** At the direction of the Board of Directors a written notice of suspension will be sent the offending member. It will note the violation(s) requiring the member/employee to be suspended from all or a portion of the MCC facilities for a determined amount of time. A copy of the written notice of suspension will be placed permanently in the Members/employee's file.
4. **TERMINATION/EXPULSION:** In accordance with the MCC by-laws, and after procedures outlined in the MCC By-laws have been met, the Board of Directors will send the member a final notice expulsion outlining the violation(s) where the Member/employee is determined to be terminated. This will be a permanent record in the Members/employee's file.
5. **Due Process.** In all matters regarding discipline, members have the right to respond to the Board of Directors in writing or in person.