

KEENE TRACE
GOLF CLUB

Membership Policies & Information

Revised January 2017



KEENE RUN | 5600 HARRODSBURG ROAD | NICHOLASVILLE, KY 40356 | 859.224.4653
CHAMPION TRACE | 20 AVENUE OF CHAMPIONS | NICHOLASVILLE, KY 40356 | 859.223.7272

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The policies contained herein are intended to provide a framework within which Keene Trace Golf Club can continue to grow and evolve. The Club's primary focus is to provide the best golf course and Club experience for Members and their guests, with a reputation for excellence, while providing guidelines for the conduct of our Members and their guests in a manner befitting Keene Trace Golf Club and the traditions of golf.

These rules and regulations define the standard for Member conduct and actions that all Members can expect and rely on when enjoying the services, facilities, and amenities of the Club. These policies and procedures have been established by Club Ownership and Management. Overall enforcement of these rules shall be the responsibility of the General Manager and Department Heads in an effort to preserve the culture of the Club.

PART A
GENERAL INFORMATION, GOLF, AND FOOD & BEVERAGE

1. PURPOSE

The purpose and focus of Keene Trace Golf Club has been, and will continue to be, "golf" at the finest facility and on the best golf courses possible in Kentucky and our surrounding area. It is the responsibility of all Members to help the Club achieve our goals and purpose.

The golf course and the Club's facilities are for the enjoyment of all Members and to help in promoting camaraderie among all Members. The Club's goal is to provide an environment that will enhance the enjoyment of all Members. These policies are intended to help in achieving the Club's goal and purpose.

2. GENERAL CONDUCT

Members and their guests are expected to treat their fellow Members, guests, and employees with respect and courtesy. Each Member is expected to respect the rights of other individual Members and their guests and to use the Club for its intended purposes. This respect is also owed to our staff and employees. Enjoyment of this great facility can only be achieved if we, acting as a Club, are respectful and courteous to everyone who comes to our facility.

2.1. Members, family, and their guests are to conduct themselves in a manner that will not interfere with other Members, or their guest's, enjoyment of the Club. Members shall not engage in behavior that is likely to endanger the welfare, interest, good name, or character of other Members or the Club. Ownership and Club Management shall have the authority to evict from the Club premises, any person(s) whose conduct is disorderly or contrary to the best interest of the Club.

2.2. Obnoxious and abusive language and rude or boisterous behavior are prohibited.

- 2.3. Harassment, sexual or otherwise, of Members or Club staff will not be tolerated. Sexual harassment includes, but is not limited to, unwelcome sexual advances, verbal or physical conduct of sexual or similarly offensive in nature, offensive comments, jokes, innuendos, and other sexually oriented statements.
- 2.4. Members, their families, and their guests are expected to conduct business with the staff in a courteous and respectful manner. Member-staff conversations are expected to reflect the Club's intent to provide a positive work environment free from any kind of harassment or demeaning behavior or language. Members of the Club shall not reprimand Club employees. Such complaints or suggestions from Members shall be made to Club Management.

3. DRESS CODE / ATTIRE

Members and their guests are to dress in attire that is appropriate to the occasion and to the Golf Club setting. The following dress codes are applicable to all Members and guests within various locations of the Club. It is the responsibility of all Members to inform their guests concerning appropriate attire. Dress codes will be enforced by Club Management and staff, including refusal of service.

3.1. Clubhouse & Golf Course

When using the golf course or practice areas, Members and guests are required to dress in an appropriate manner using good taste. Gentleman are required to wear slacks or mid-length shorts and collared shirts, including mock, turtle neck, or knit shirts or sweaters at all times. Ladies are required to wear slacks, shorts, or skirts which are appropriate for golf use. In addition:

- No cutoff shorts/shirts for men, women, or youths.
- No non-golf style cargo pants or shorts with excessively protruding outside pockets.
- No halter tops or tank top shirts allowed for men, women, or youths.
- All shirts must conform to currently popular styles permitted on the professional tours and be "tucked in" during play, in the practice areas, and Clubhouse.
- Soft spike golf shoes are required. Metal spikes are not permitted.
- Blue jeans (i.e. denim fabric slacks and/or shorts) are ***not acceptable*** attire for men, women, or youths while on the golf course or any of the Club's practice facilities.
- Blue jeans (i.e. denim fabric slacks and/or shorts) that are not worn or torn are considered ***acceptable*** attire in the Clubhouse, dining facilities, and patios.
- Members and guests are encouraged to remove hats while in the Clubhouse.

3.2. Swimming Facilities

Appropriate swimwear or lounge wear is required. Swim diapers are mandatory for children in diapers.

3.3. Tennis Facilities

Standard tennis attire is permitted. Shirts with sleeves for men and non-black soled tennis shoes are required.

3.4. Dining Facilities

Golf course attire and tennis attire (defined above), that would be defined appropriate in their respective settings are permitted.

3.5. Fitness Facilities

Appropriate fitness attire and closed toe, rubber soled shoes are required. Shirts and shoes must be worn at all times.

4. GUESTS

All Members are encouraged to bring guests to Keene Trace Golf Club. We hope each member will be proud and inclined to entertain their guests at the Club.

- 4.1. All guests must adhere to Keene Trace Golf Club policies and procedures. Members bringing their guests to the Club will be held responsible for their conduct while on the premises and for any debts such guests may incur, including any damages caused.
- 4.2. All guests playing golf, must register with the Golf Shop. Guests will be permitted to play golf a maximum number of six (6) rounds per calendar year. Members are responsible for registering their guests with the Golf Shop before play begins.

The following guest rates will apply at both courses:

Accompanied Guest (April 1 - Oct. 31)	65.00
9-Holes	40.00
Accompanied Guest (Nov. 1 - Mar. 31)	50.00
9-Holes	30.00
Unaccompanied Guest (April 1 - Oct. 31)	150.00
(Nov. 1 - Mar. 31)	100.00

5. COURSE CONDITION

Members are encouraged to promote the course's conditions. If any Member witnesses any problem with the course, he/she is encouraged to report such problems to the Golf Staff. It is our collective duty, as a Membership, to ensure that we repair our ball marks, replace divots, and properly use the provided sand to preserve the quality of the turf conditions.

6. PACE OF PLAY

- 6.1. Please be considerate of all golfers in managing your own pace of play.
- 6.2. The Golf Staff will administer the rules on the golf course in order to ensure a reasonable pace of play. Please notify the Golf Staff if you experience unreasonable pace of play.
- 6.3. The foursome is the standard unit of play. A walking or riding foursome should complete 18 holes within 4 hours (9 holes within 2 hours). All players should keep up with the group in front and not delay players behind them. Groups failing to keep an acceptable pace of play may be

directed by the Golf Professional Staff to speed up, skip a hole(s), or allow faster groups to play through.

6.4. Players stopping at the Grill for food and beverage, must not delay the play of the following golfers.

7. COURSE SCHEDULE & TEE TIME RESERVATIONS

7.1. Keene Trace Golf Club is made up of two championship golf courses. Each course has one day each week, in which the golf course and Clubhouse are closed, excluding holidays, to allow staff to work on the course or to accommodate private events and/or tournaments

The Champion Trace course will be closed on Mondays.
The Keene Run course will be closed on Tuesdays.

7.2. All Members, or his/her guests, must register with the Golf Shop, or Starter, before commencing play. Play may be started only from #1 tee unless otherwise directed by the Golf Professional Staff. Players must not randomly cut in front of groups on the course or start play anywhere on the course without clearance from the Golf Professional Staff.

7.3. Tee Times

7.3.1. Keene Run Course - The Keene Run Course operates on a no tee time policy. Members and their guests may play on an open play policy.

7.3.2. Champion Trace Course - The Champion Trace Course utilizes tee times on the weekends (Saturday & Sunday) only. Members may make up to two tee time reservations beginning on the Wednesday of the week before (10 days in advance) at 8:00am.

8. RULES OF GOLF & ETIQUETTE

The Rules of Golf as adopted by the U.S.G.A., together with the Rules of Etiquette as adopted by the U.S.G.A., shall be the ruled of the Club, except when in conflict with local rules or with any of the rules herein. The Head Golf Professional shall be the arbiter of any Rules or Etiquette dispute or question.

9. GOLF CARTS

9.1. No golf cart shall be operated on the golf course unless the driver either has a valid state-issued driver's license or the driver is accompanied by a parent/guardian having a valid state-issued driver's license. In the later event, the parent/guardian shall be responsible for all injury or damage to person or property, and shall indemnify Keene Trace Golf Club for any loss arising from use of the cart. Management reserves the right to extend golf cart privileges at their discretion.

9.2. Operation of a golf cart is at the risk of the operator. Members using a golf cart shall be held fully responsible for any and all damages, including damages to the golf cart, that are caused by the misuse of the golf cart by the Member or their guest(s), and the Member shall reimburse Keene Trace Golf Club and/or any operator of Keene Trace Golf Club for any and all damages Keene Trace Golf Club may sustain by reason of misuse.

- 9.3. The Member using a golf cart accepts and assumes all responsibility for liability connected with operation of the golf cart. The Member also expressly indemnifies and agrees to hold harmless Keene Trace Golf Club, its Ownership, its Management, and its employees.

10. PRIVATE GOLF CARTS

Persons living in the Champions or Keene Manor Subdivisions, desiring to own their own golf cart may do so. Private golf carts shall not be trailered to or from Keene Trace Golf Club.

11. YOUTH GOLFERS

- 11.1. Youth golfers under the age of 18, shall not be permitted to play in the Member-Member or Member-Guest. Other Club events are at management's discretion.
- 11.2. Youth golfers may play unaccompanied with the approval of the Golf Professional. Youth golfers are encouraged to play and to learn the rules of golf and proper etiquette.
- 11.3. Parents and or guardians assume all responsibility for youth golfers while enjoying the use of Club facilities including but not limited to the golf course, Clubhouse, or practice areas. Furthermore, they hold harmless Keene Trace Golf Club, its Owners, Management, and employees.
- 11.4. Children
 - 11.4.1. No children may be left unattended in the facilities.
 - 11.4.2. Members are responsible for the conduct and safety of their children and their children's guests.

12. FISHING

Members and Property Owners may fish in the lakes at Keene Trace Golf Club upon obtaining an annual permit maintained at the Keene Run Clubhouse. You will also be asked to sign-off that you have read and understand the Club's rules for fishing. Fishing hours are from 7:00PM - 10:00PM at both courses. Members must fish within the designated fishing areas only on Hole #9 at Champions and Hole #1 at Keene Run. Those fishing without an official Keene Trace Fishing Pass will be asked to leave. The club holds the right to close fishing at anytime due to events.

13. SMOKING POLICY

Due to concerns expressed by the majority of Club Members, smoking is not permitted inside any Club buildings. Smoking is permitted on the patio area outside the main Clubhouses and all other outdoor areas.

14. PROPERTY DAMAGE & PERSONAL INJURY

- 14.1. Each Member, as a condition of membership, and each guest, as a condition of invitation to the premises of Keene Trace Golf Club, assumes sole responsibility for his or her property. Keene Trace Golf Club shall not be responsible for any loss or damage to private property used or stored in lockers or in vehicles parked in the Club's parking lot.
- 14.2. Any Member, guest or other person who in any manner makes use of or accepts the use of any apparatus, appliance, facility, privilege, or service whatsoever owned, leased, operated, or provided by Keene Trace Golf Club, or who engages in any contest, game, function, exercise, competition, or other activity operated, organized, arranged, or sponsored by Keene Trace Golf Club, either on or off Keene Trace Golf Club's premises, shall do so at his or her own risk, and shall indemnify and hold harmless Keene Trace Golf Club its Owner, its Management, and its employees.

15. OTHER

- 15.1. No joggers, walkers, cyclists are permitted on cart paths or golf course at any time.
- 15.2. The Head Golf Professional, or his/her designee, is the only person permitted to retrieve golf balls from the lakes or ornamental grasses at Keene Trace Golf Club.
- 15.3. Pets will not be allowed in either Clubhouses, on the grounds, or on the golf course and cart paths, unless the animal is used for medical assistance. Members are responsible for the damage caused by an animal owned by the Member or under the Member's control.
- 15.4. Except as permitted by Keene Trace Golf Club, no commercial advertisements shall be posted or circulated in Keene Trace Golf Club, nor shall solicitations be made on Keene Trace Golf Club facilities or upon Keene Trace Golf Club's stationery.

16. ALCOHOLIC BEVERAGES

Keene Trace Golf Club has a full liquor license and has certain rules, regulations and laws it must follow. According to the laws of the Commonwealth of Kentucky, a licensed facility may not permit alcoholic beverages to be brought onto or consumed within the confines of its property without the alcoholic beverages having been purchased through Keene Trace Golf Club. **Therefore, all Members and guests are strictly forbidden to bring alcoholic beverages onto the course or into the clubhouse at any time.** Alcoholic beverages will not be served or permitted to be consumed on the premises of Keene Trace Golf Club during hours prohibited by law. No alcoholic beverages will be sold or served to any person not permitted to purchase the same under the laws of the Commonwealth of Kentucky and Jessamine County for on or off consumption.

Keene Trace Restaurant staff have been educated in alcohol awareness programs. Keene Trace Golf Club reserves the right to refuse service to any Member or guest, reminding all its Members and guests to drink responsibly.

17. SPECIAL REQUESTS

Understandably, we cannot include everything possible on any menu. Each Member has his/her own personal favorites; if you wish for something not printed on the menu, please ask your server, and we will do everything we can to accommodate each Member's individual request.

18. OUTSIDE CATERING

All food and beverages consumed on Keene Trace Golf Club property shall be furnished by Keene Trace Golf Club unless special permission to bring outside catering on the property is granted by Keene Trace Golf Club.

PART B CLUB CHARGES, PAYMENTS, & ACCOUNTING

1. PAYMENT AT TIME OF SERVICE

Payment of all fees (guest fees, greens fees, merchandise, food & beverage, etc.) can be made at the point of sale with cash, personal check (Members in good standing), credit/debit card, or Member House Charge.

2. MEMBER HOUSE CHARGE ACCOUNT

- 2.1. As a Member in good standing at Keene Trace Golf Club, you are extended the convenience of a House Charge Account. Any Member wishing to have a House Charge Account must complete the Authorized Billing Form and have a credit card or ACH on file. All charges made to Member's account, including Member's guests, shall be the responsibility of the Member. All House Charge Accounts are due and payable in full each month. Each Member will be issued a member number and, with your signature, you can bill any fees and/or charges to your House Charge Account.
- 2.2. Monthly statements will be issued on the first day of the month to every Member that shall include all charges through the last day of the prior month and are payable in full by the 20th day of the current month. Members may make inquiries or payment on their account with check or cash by the 20th of the month. If the Member has not made payment by the 20th of the month, payment will be made with either the credit card or ACH on file.
- 2.3. To eliminate any questions regarding the accuracy of House Charge Account billing, all Members are encouraged to sign all Club charge slips. Members in a hurry often instruct the staff to "Put that on my account," and as a service to the Membership the staff will do so. To provide accurate billing without controversy, a Member may challenge the validity of any house charge; however, any unsigned house charges disputed will result in the Member's House Charge Account being tagged as a "MUST SIGN TICKET" to eliminate any future confusion.
- 2.4. If a Member wishes to allow youths or others to be allowed to charge to your House Charge Account, please make arrangements in advance.

- 2.5. A 10% per month late fee will be added to accounts that become past due. Non-current accounts may subject the Member to loss of charging privileges, suspension of Club privileges and/or expulsion from the Club. Under no circumstances will an expelled Member be entitled to any refund of fees, dues or membership initiation fees.

PART C DISCIPLINARY ACTION

1. DISCIPLINARY ACTION

Use of the golf course and Club facilities is intended for the enjoyment of the Members and their guests. The policies set forth are intended to enhance each Member's enjoyment of the Club and experience while at the Club.

- 1.1. Some violations of Club policies are minor, while other violations can cause serious problems and consequences. No established rule can be adopted that establishes whether a violation is minor or more serious. For this reason, Management will review any violation of Club policies on a case-by-case basis.
- 1.2. Possible sanctions could include any of the following:
 - 1.2.1. Private letter to Member regarding the subject event.
 - 1.2.2. Request to cease and desist from the subject action or violation.
 - 1.2.3. Suspension of privileges for serious violations.
 - 1.2.4. Loss of Membership privileges.
- 1.3. The personnel and staff of the Club have full authority to enforce Club policies, and any infractions or violations will be reported to Club Management. Each violation will be reviewed confidentially by Management. A Member will be given full opportunity to address Management regarding any violation.