

**BIRCH BAY VILLAGE COMMUNITY CLUB**  
**GOLF COURSE RULES AND REGULATIONS**

As adopted by the Golf Committee and  
As approved by the Birch Bay Village Board of Directors on  
April 22, 2011

**REVISED AND RESTATED**  
**and adopted by the Golf Committee on October 7, 2019 and**  
**approved by the Birch Bay Village Board of Directors on October 17, 2019**

These Golf Course Rules & Regulations replace all previously established by Birch Bay Village Community Club

**GOLF COURSE RULES AND REGULATIONS CHANGE LOG**

Change #	Date	Section	Subject	Replace/Add/Delete
#1	6/19/14	I.	Clarification	Change/Add
#2	6/19/14	II. A1	Age, Residency Clarification	Change/Add
#3	6/19/14	II. B	Age Clarification	Change
#4	6/19/14	II. C	Age Clarification	Change
#5	6/19/14	II. D2	Punch card Clarification	Delete/Add
#6	6/19/14	III A 7	Property Damage	Delete
#7	6/19/14	III. A8	Inappropriate Behavior Clarification	Delete
#8	6/19/14	III. A9	Trespass Clarification	Add
#9	6/19/14	III. A14	Right of Way	Add
#10	6/19/14	III. B2.	Property Damage Clarification	Add
#11	6/19/14	III B	Children Age Clarification	Add
#12	6/19/14	V A3	'Resident' to 'Member/Renter'	Change
#13	6/19/14	VII B	'Resident' to 'Member/Renter'	Change
#14	6/19/14	VIII. 1	Walk-up Play	Add
#15	5/18/17	Table Contents	Table of Contents	Correct/Update
#16	5/18/17	I.	Golf Course	Simplify/Clarify
#17	5/18/17	II.A.	BBV Golf Course Membership	Clarify/Update
#18	5/18/17	II.D.	Paid-Play Options	Update
#19	5/18/17	III.A.2,3.	Rules and Regulations	Simplify/Clarify
#20	5/18/17	III.A. 6 .	Proper Golf Attire	Revise
#21	5/18/17	III.A.12.	No practice	Update
#22	5/18/17	III.B.f.	Underage Players	Clarify
#23	5/18/17	IV.B.	Golf Club	Update
#24	5/18/17	V.B	Private Tournaments	Add/Clarify
#25	5/18/17	V.C.	Golf Club programs	Update
#26	5/18/17	VII.	Penalties and Fines	Add/Simplify/Clarify
#27	5/18/17	VIII.	Course Use Schedule	Update
#28	10/7/19	VII	Course Use Schedule	Update/Clarify

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## **I. THE BIRCH BAY VILLAGE GOLF COURSE**

The Birch Bay Village Golf Course (BBVGC) is an “executive” length, 9-hole-plus golf facility that is open to all BBV Members/Renters, their invited guests and others as may be authorized by the Board of Directors. BBV Members/Renters must sign their guests in at the Pro Shop or call to schedule a Tee Time for their guests to play golf. Golfing facilities and amenities consist of the golf course, golf Pro Shop, chipping area, putting green and patio/patio furniture.

BBV Members/Renters may purchase annual Golf Course memberships, good for the calendar year, a 10-round card, or pay applicable 9-hole or 18-hole green fees on a per-use basis.

A Golf Committee, established by the BBV Board of Directors, provides the Board with recommendations on rules, regulations, budget needs and other input relating to the BBV Golf Course.

The Golf Course is maintained by a Greenskeeper, an Assistant Greenskeeper, and other BBV staff as required. The Greenskeeper reports to the BBV Manager, but works closely with the Golf Committee to ensure that the BBV Golf Course is maintained to standards appropriate to the season of play and is improved within budgets provided.

A Pro Shop Manager, separately contracted by Birch Bay Village, manages the day-to-day operation of the Pro Shop, tee times, tournament scheduling and supports other BBV golfing activities.

## **II. MEMBERSHIP AND PAID-PLAY OPTIONS**

### **A. BBV Golf Course Membership: (General)**

1. Golf Course memberships are available to the following:
  - a. Individual property owners
  - b. Couple property owners
  - c. Family of property owners (includes children, grandchildren and other direct relations 18-years of age and under) (who may or may not live in the Village)
  - d. Adult children (over 18-years of age) of property owners may purchase single memberships. (There is no requirement for the child to live in the Village or to live with the property owner)
  - e. An adult living in a property owner’s household
  - f. Others, such as Sponsored Members, as may be authorized by the Board of Directors
2. Property owners who rent their property relinquish their BBV golfing privileges to the renter(s).
3. All membership rates are set annually (by Board).
4. All memberships must be renewed annually on January 1 (or after) and expire December 31.

### **B. Adult Memberships: (over 18-years of age)**

1. Single Membership – one person
2. Couple Membership – two persons (must reside in same household)
3. Emeritus Membership – age 90, with 10 years (approx.) as a Golf Course member; cost of “Single” membership waived for individual or applied to the cost of a “Couple” membership; eligibility established by written letter issued by the Golf Committee.

### **C. Youth Membership: ( 18-years of age and younger)**

#### D. Paid-play Options

1. Pay per round options include (rates set annually by Board):
  - a. 9-holes
  - b. 18-holes
  - c. Honor box (all-day fee payable when Pro Shop is closed)
2. 10-round punch card
  - a. Rates set annually by the Board of Directors'
  - b. Good for 10 rounds of either 9-holes or 18-holes
  - c. Valid when Pro Shop is open
  - d. Presented for play and punched at the Pro Shop
  - e. Not valid when the Pro Shop is closed
  - f. Must be used in year of purchase; no carry-forward value from 1 year to next year
  - g. Must be purchased by a BBV Member/Renter, and may be used by a BBV Member/Renter or their guest

### III. **RULES AND REGULATIONS**

All golfers shall be familiar with and comply with the following rules and regulations pertaining to the BBV golf course:

#### A. General: All players

1. **Familiarity with Rules and Regulations:** All golfers using the BBV golf course must be familiar with, and are subject to, these Rules and Regulations.
2. **Sign-in:** All players must sign-in at Pro Shop prior to starting play; when the Pro Shop is closed, all players must utilize the clipboard sign-in sheet if/as provided.
3. **Member card/receipt required:** All players must have either a current Golf Course membership card, a valid green fee cash register receipt, or an Honor Box receipt to show when playing on the course; violators are subject to penalties and fines.
4. **Start of play:** All players must start on Hole #1 unless directed otherwise by the Pro Shop Manager.
5. **Pace of play:** Players are expected to maintain a good pace of play, completing nine holes in 90 minutes or less.
  - a. **Slow play:** Slow groups/players must let faster groups/players play through if there is an open hole in front of them
  - b. **Lost balls:** Time spent looking for a lost ball must not exceed five minutes (a following group must be waved through to avoid delays)
6. **Proper golf attire:** All individuals must wear appropriate and acceptable golf attire while on the course or practice area:
  - a. Attire consistent with current or past professional trends in golf wear is acceptable; examples of unacceptable wear include, but are not limited to, pants and shorts with no zipper, cut-off shorts, T-shirts with non-golf logo/messages, and other overly casual or unkempt clothing.
  - b. Footwear is required when on the BBV golf course and practice area and cannot cause damage to tee boxes, putting surfaces, or practice areas.
  - c. Metal-spiked golf shoes are not allowed.
7. **Damage:** Golfers are responsible for any damage they may inflict to the course or to related BBVCC improvements. BBVCC has no responsibility for any property damage on adjoining property.
8. **Inappropriate Behavior:** Inappropriate behavior on the BBV golf course is not acceptable and will not be tolerated.
9. **No trespassing:** Golfers must respect adjacent property owner yards – do not trespass without permission. Trespassing in this definition means placing ones physical body (foot, hand, etc,) on BBV member's property. Nobody may trespass on the Golf Course without permission.

10. Ground repairs: Golfers should repair ball marks on greens, replace or fill divots with sand on fairways, fill divots with sand on tees, and rake sand bunkers as appropriate.
11. Golf clubs/bag: Each golfer is required to have their own set of golf clubs and bag; golf bags may not be placed upon the surfaces of greens.
12. No practice: Golfers may not use the course as a “personal” practice area or driving range; golfers must use practice areas provided (putting green, chipping area).
13. Course markers:
  - a. Out of bounds: Out of bounds areas are marked by contiguous white stakes or a painted/chalked white line; no ball should be played from an out of bounds area.
  - b. Yardage markers: Fairway yardage markers are marked by painted circular disks or by red (100 yard) or white (150 yard) stakes; distances from tee boxes to center of greens are marked by in-ground yardage monuments at the tee boxes.
14. Right of Way: Golf Maintenance staff has the right of way on the golf course. Maintenance activity on the golf course takes precedence over golf play. Golfers must not hit balls in the general direction of staff.

B. Underage Players: (children 12-years old and younger)

1. The following rules and regulations apply to children 12-years old and younger who have *not been approved (certified)* by the Pro Shop Manager for unaccompanied play on the BBV golf course:
  - a. Parent/guardian must sign a release to not hold Birch Bay Village responsible for any injury/accident to or incident affecting the child while on the golf course; the release form will be available from and held on file at the BBV Pro Shop.
  - b. Parent/guardian is responsible for any property damage to the course caused by the child while golfing on the course.
  - c. Child must be accompanied by an adult when golfing on the course.
  - d. Accompanying adult is responsible for the safety and conduct of the child while on the course.
  - e. Accompanying adult must be familiar with and abide by the BBV Golf Course Rules and Regulations.
  - f. Child is required to pay the applicable green fee or have a current Youth or other BBV Golf Course membership or use a 10-round punch card.
  - g. Group playing with the child must keep up with the group ahead of them.
  - h. The tee time for a child will generally be during a “quiet period” or as allowed by the Pro Shop Manager.
2. A child who is 12 years old or younger can be certified by the Pro Shop Manager for unaccompanied play (without an adult) upon demonstrating completion of a golf school that covered the following and/or the child demonstrates knowledge of the following:
  - a. Golf course etiquette
  - b. Proper golf club swing mechanics
  - c. Proper safety awareness relative to other players, themselves, the course and private property
  - d. Proper golf club usage on the course
  - e. Awareness of and able to explain course rules and regulations
  - f. Demonstrates the fundamentals of playing golf or shows a certificate of golf school completion

C. Golf Carts (power and hand)

1. Power Carts
  - a. Owners of power carts used on the BBV golf course must pay the applicable yearly or day “Trail Fee”.

- b. Power cart use is at the day-to-day discretion of the BBV greens keeper and depends on course conditions and work activities; power cart operators must abide by signs posted at the Pro Shop/first tee and as found along cart paths.
  - c. Power carts should remain 30 feet from surfaces of greens and tee boxes when not parked on a cart path.
2. Handcarts
- a. Handcarts with wheels that may damage the course are not permitted.
  - b. Handcarts should remain 10 feet from surfaces of greens and tee boxes when not left on a cart path.

#### **IV. BBV GOLF ORGANIZATIONS**

The following committees and club activities are represented in the BBV golfing community:

A. Golf Committee:

The Golf Committee, comprised of seven (or more) volunteers approved by the Board of Directors, provides the Board with advice and recommendations on matters pertaining to the development and maintenance of the golf course, its budget, golf fee schedules, and other golf course related issues. Voting members sit for an initial 3-year term and, on Board approval, may sit for an additional 3-year term (six consecutive years in total) before having to step down for at least one year. A non-voting “Associate” committee member may be approved by the Board to ensure continuity of effort and/or to maintain the availability of a volunteer’s unique skills or contributions. Golf Committee members elect individuals to Chair, Vice-Chair, and other functional positions annually.

B. BBV Golf Club:

The BBV Golf Club sponsors or organizes many golf-related activities and events, including but not limited to tournaments, the BBV Junior Golf Program and other golf-community events. The Golf Club includes the following internal “clubs”, each with its own autonomous organization: Men’s Club; Ladies’ Club; Friday Night Couples Club.

#### **V. TOURNAMENTS, PROGRAMS AND EVENTS**

A. General:

1. All golf tournaments held on the BBV golf course will be scheduled through and supported by the Pro Shop Manager.
2. Each year, tournament dates for BBV Golf Club initiated tournaments will be established before open-play dates are declared.
3. All tournaments will be posted on the Pro Shop bulletin board at least one week in advance of the tournament date(s).
4. All tournaments must be sponsored by the Golf Club or, in the case of private tournaments, by a BBV Member/Renter.

B. Private Tournaments:

1. Private tournaments must be requested by and sponsored by a BBV Member/Renter. Requests for a private tournament from the general public will be denied unless due to extenuating circumstances, the Golf Committee in their sole discretion determines otherwise.
2. Subject to the preceding paragraph private tournaments with less than 20 players may be scheduled at the discretion of the Pro Shop Manager on a non-interference basis with previously scheduled events. The Pro Shop Manager will inform the Golf Committee Chairperson of such private tournaments at the time they are scheduled.
3. Requests for private tournaments with 20 players or more will be scheduled by the Pro Shop Manager following review and approval by the Golf Committee, which shall not unreasonably delay or deny the request.

4. Private tournaments are subject to a refundable tee-time confirmation fee, payable in advance, as determined by the Board approved Fee Schedule; tournaments cancelled within 48 hours of the scheduled date are subject to forfeiture of the otherwise refundable tee-time confirmation fee.
5. Private tournaments requested between Golf Committee meetings will be coordinated by the Pro Shop Manager with the Golf Committee chairperson.

C. Golf Club programs, tournaments and events

On-going programs, tournaments and events of the BBV Golf Club currently include, but are not limited to, the following:

1. Junior Golf Program
2. Duffer's Scramble(s)
3. Annual Golf Fund Raiser Tournament/Dinner Auction
4. Club Championship
5. Golf Course Open House
6. Whatcom Seniors Golf Tournament
7. Inter-Golf Course Club Challenge Matches
8. Men's/Ladies' Club Play
  - a. Weekly scheduled play
  - b. Annual championship tournaments
  - c. Special tournaments
  - d. Invitational tournaments
9. Friday Night Couples Club

## **VI. MEMORIALS**

The BBV golf course will consider requests for memorials according to the following guidelines:

1. All requests for memorials on the golf course will be submitted to the Golf Committee chairperson via the BBV Manager and reviewed by the Golf Committee for appropriateness of placement and type of memorial.
2. The Golf Committee will review the 5-Year Plan for projects lending themselves to full or partial financial participation by the requestor of the memorial, with subsequent timely implementation and acknowledgement with a plaque provided by the requestor.
3. If the proposed memorial project is of a type that is subject to ACC review, the requestor shall handle the ACC review process subsequent to the Golf Committee's approval, if applicable.
4. Implementation of approved memorial projects on the golf course will be coordinated with the BBV Manager.
5. Material and implementation costs of memorial projects will be the responsibility of the requestor of the memorial as mutually agreed upon by the Golf Committee and the BBV Manager.

## **VII. PENALTIES AND FINES FOR NON-COMPLIANCE**

All persons on the BBV golf course (including course, practice area, proshop and patio) are subject to these Rules and Regulations. Non-compliance with these Rules and Regulations can result in warnings, fines, a suspension of playing privileges and/or a loss of one's golf membership (without refund of fees paid).

A. Warnings: First offenses will result in a written warning or fine, with explanation of the violation involved and potential penalties for subsequent violations.

Exception: A person may be asked to immediately cease play and leave the course for the remainder of the day, without refund of paid green fees, on being observed to have trespassed onto private property (as described in Section III.A.9.)



- B. Fines: The second non-compliance offense of a given Rule/Regulation may result in an increased fine.  
Exception: A person may be asked to immediately cease play and leave the course for the remainder of the day, without refund of paid green fees, on being observed to have violated the same or a new Rule/Regulation after first receiving a verbal or written warning.
- C. Suspension of playing privileges: A third violation of these Rules and Regulations can result in the suspension of an individual's privileges to play golf on the BBV course for a 30-day period – Exception: A second offense of using a motorized golf cart on the golf course without having paid the annual or day-use motorized cart trail fee will result in a 30-day suspension of golfing privileges.
- D. Loss of golf membership: Loss of golf membership may result from:
1. A fourth violation of these Rules and Regulations.
  2. A particularly egregious violation of protocol, moral behavior, or physical/verbal-abusive behavior towards another person may result in a loss of one's Golf Course membership for the remainder of the calendar year.

In the event of a loss of golf membership, there will be no refunding of the annual fee.

## VIII. COURSE USE SCHEDULE

The following reflects the current standing golf course use activities and tee time requirements. These are subject to change:

### A. Pro Shop Open

When the Pro Shop is open:

1. **Every day:** Tee times are required. Walk up play for Members/Renters will be accommodated if possible. Walk up play for guests will be accommodated if possible and only if a BBV Member/Renter signs their guest in at the Pro Shop or calls the Pro Shop to schedule a tee time for their guests.
2. **Monday:** Open play (until 4:30pm) Scramble Club (Open play after 6pm if space permits)
3. **Tuesday:** Open play
4. **Wednesday:** Ladies Club (10am – 2pm) (Open play after 2pm if space permits)
5. **Thursday:** Men's Club (9am – 1:30pm) (Open play after 1:30pm if space permits)
6. **Friday:** Open play (until 4:30pm); Couple's Golf (Open play after 6pm if space permits)
7. **Saturday, Sunday:** Open play, when tournaments are not scheduled

### B. Pro Shop Closed

When the Pro Shop is closed, open play and the use of the "Honor Box" are in effect.