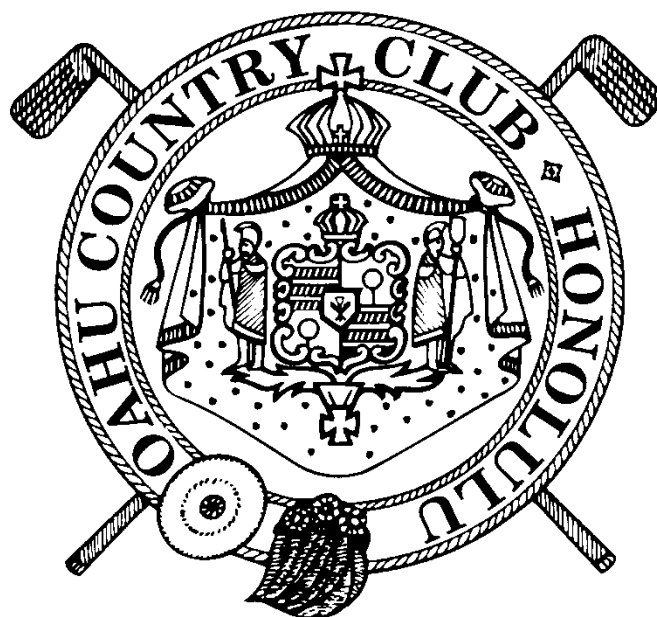


# OAHU COUNTRY CLUB RULES and INFORMATION



Updated July 2024

# TABLE OF CONTENTS

## INTRODUCTION .....4

### GENERAL

Amendments .....	6
Animals .....	6
Automobiles.....	6
Board Members and Officers.....	6
Business .....	6
Colors, Crest and Emblem .....	6
Complaints .....	6
Controlled Substances .....	6
Deaths .....	7
Directory .....	7
Discipline .....	7
Employees.....	7
Firearms .....	7
Insurance.....	8
Liability .....	8
Lost & Found Items .....	8
Mailing List.....	8
News Bulletin.....	8
Newspapers, Magazines .....	8
Notices .....	8
Off Limits .....	8
Petitions .....	8
Publicity.....	9
Reciprocity.....	9
Records, Access to .....	9
Solicitations.....	9
Stationary .....	9
Tipping.....	10
Wheelchairs.....	10

### SPOUSES, CHILDREN & GUESTS

Family Rights.....	11
Signing Privileges for Spouses .....	11
Children Access and Conduct.....	11
Clubhouse and Dining Access .....	11

Access to the Ladies and Gentlemen’s Locker Rooms .....	11
Member Parent’s Responsible for their Children: Clubhouse and Dining Access ..	11
Guests .....	12
General Public .....	12

### ATHLETIC FACILITIES

#### GOLF COURSE

(See also Appendix B, GOLF PLAY & RULES)

Daily Game .....	12
Driving Range.....	12
Golf Carts and Cart Paths .....	12
Golf Club Storage .....	12
Golf Lessons .....	13
Handicap (How to Establish at OCC).....	13
Hole-In-One Club .....	13
Junior Golf .....	13
Oahu Residents Playing Golf.....	14

#### FITNESS CENTER

Children.....	14
---------------	----

#### SWIMMING POOL

Pool Rules & Apparel .....	14
----------------------------	----

### CLUBHOUSE

#### GENERAL HOUSE RULES

Dress Code (See APPENDIX A)	
No Cash Rule .....	15
Smoking .....	15
Cellular Telephones .....	15
Decorations .....	15
Cards/Games .....	15
Gambling .....	15

# **TABLE OF CONTENTS (cont.)**

## **FOOD & BEVERAGE**

Alcohol.....	15-16
No “Carry In” Food and Beverages .....	16
Dining .....	16
Mini Charge (See APPENDIX H) .....	16
Reservations.....	16-17
Parties.....	17
Surcharge .....	17
Entertainment.....	17

APPENDIX H Mini Charge.....	54
APPENDIX I New Member Photos .....	55

## **ACCOUNT MANAGEMENT**

Charges .....	18
Monthly Statements .....	18
Billing .....	18
Late Fees & Finance Charges .....	18
Bill Payment by Personal or Company	
Check .....	18
Electronic Bill Payment .....	19
Credit Card Payment.....	19
Checks .....	19
Indebtedness .....	19
Returned Checks Policy .....	19
Art Fund.....	19
Membership Status Change .....	19
Non-Resident Members .....	19-20
<b>FEE SCHEDULE.....</b>	<b>21</b>

## **SCHEDULE OF APPENDICES**

APPENDIX A Dress Code .....	22-23
APPENDIX B Golf Play Schedule .....	24-43
APPENDIX C Locker Rooms .....	44-45
APPENDIX D Reciprocal Benefits .....	46-47
APPENDIX E Guest Cards .....	48-50
APPENDIX F Operating Hours.....	51-52
APPENDIX G Wine Club .....	53

# OAHU COUNTRY CLUB RULES



## INTRODUCTION

**Oahu Country Club (O.C.C.) is your Club. To provide the best possible service by the staff and in order that every member and properly introduced guest shall obtain the greatest enjoyment at O.C.C., certain rules have been established. If everyone will carefully observe them and always be considerate of others, it will add to the pleasure of all.**

**Several committees and the management staff assist your officers and Directors in serving you.**

**The principal committees are: Budget & Finance, House, Golf, Grounds, Membership, Long Range Planning, Structures and Employee Compensation and Benefits. The management staff includes: General Manager, Controller, Membership Director, Golf Professional, Grounds Superintendent, Executive Chef, Asst. Food and Beverage Manager, and Catering Director.**

The General Manager is required to notify the Board of any member's significant violation of O.C.C. rules, which includes any conduct injurious to the good name, peace, or welfare of the Club. The Board reserves the right to discipline any member who violates O.C.C. rules and take such action it deems appropriate to compel compliance. To support enforcement of our O.C.C.'s rules, the Board of Directors has approved certain measures.

When the management staff is obliged to call a violation of the rules to the attention of a member or guest, he or she is fulfilling one of their duties. In the absence of the management staff, the chairman of any committee and any officer or director is empowered to exercise full responsibility for all emergency matters (e.g. tsunamis) affecting the conduct of members or guests, the service and the behavior of Club employees, and the administration of Club activities.

When a violation is observed, a warning card in general conformity with the illustration below will be given to the responsible member. Upon receipt of the card it is expected that immediate corrective action will be taken. Club members are responsible to inform their guest(s) of Club rules.

<b>O. C. C. Rules Reminder Notice</b>
<b>By direction of the Board immediate corrective active is urged to avoid monetary penalties. A violation of O.C.C. rules has been observed as briefly noted below. Members are required to notify their guest(s) of club rules including the Dress Code.</b>
<b>DRESS CODE:</b> Blue Jeans ___ Footwear ___ Shorts___ Shirt ___ Hat ___
<b>OTHER:</b> brief description _____
<b>Location:</b> Nuuanu Ballroom __ Waolani Windows __ Makai Grill ___ Mauka Grill ___ Lanai ___ Golf Course __
<b>Mbr. Name</b> _____ <b>Guest</b> ___ <b>Date</b> --- / --- / --- <b>Mgr. on duty</b> _____

A violation is deemed not to have occurred if, when informed of the violation immediate corrective action is taken. (Note: Overdue accounts are separately treated and not contemplated to fall under sanctions imposed within this section.)

If the matter is sufficiently grave, the General Manager has the interim authority to immediately suspend a member pending review by the appropriate officials.

## GENERAL

**Amendments:** These Rules may be changed, amended, or repealed by the Board at any regular or special meeting. Notice of any amendment or repeal of these rules enacted by the Board, shall be promptly published to the members.

**Animals:** Domesticated animals, except service dogs accompanying members and properly introduced guests, are not allowed on the grounds or in the Clubhouse. Motor vehicles containing animals will not be allowed to remain on the premises.

**Automobiles:** Automobiles parked on the grounds must be parked within the areas designated for parking. All "No Parking" and handicap restrictions shall be observed. Vehicles shall not be parked in the driveways at any time (except in designated parking areas) nor at the main entrance of the Clubhouse unless an attendant is on duty. Posted speed limits shall be enforced.

The upper parking level is restricted and designed to **Regular members and their spouses, Super Senior members and their spouses, and the overflow from handicap stalls. All other categories, including children and grandchildren of Regular and Super Seniors, and guests are required to park in the lower parking lot.** Members are responsible for informing their guests. Members are issued O.C.C. parking decals, which shall be affixed to the driver's side front windshield.

**Board Members & Officers:** To acquaint yourself with the current roster of officers and members of the Board, check the photo gallery downstairs at the very end of the hallway. You will also find, in your monthly OCCasions, a listing of these positions and members of the management staff.

**Business:** O.C.C. is maintained for social purposes. A member may not entertain more than 12 guests at any time without prior notice to the catering office.

**Colors, Crest and Emblem:** (LOGO) The colors of the O.C.C. crest have a gold outline, green background with red lettering as designated by the Board. The logo is copyrighted and may not be used without the expressed written consent of the Board of Directors.

**Complaints:** All complaints regarding O.C.C., its management, or any officer or member shall be made in writing to the Board of Directors and signed by the complainant. No oral or unsigned complaints will be considered. Complaints against employees shall be directed solely to the General Manager and may be oral.

**Controlled Substances:** Controlled substances, as defined by state and federal laws, other than those prescribed by a physician for medical reasons, are not permitted on O.C.C. property.

**Deaths:** When O.C.C. is notified of a member's death, the O.C.C. flag is flown at half-staff in remembrance for one day.

**Directory:** The membership directory is available on the private side of the club's website: [www.oahucountryclub.com](http://www.oahucountryclub.com). The membership directory may not be used by any member for commercial purposes, nor given to a nonmember for any purpose. The directory is solely for the social convenience of the members.

**Discipline:** A member charged with conduct injurious to the good name, peace, or welfare of the Club, or with a violation of its rules or regulations, shall receive a letter from the responsible committee with a copy of the letter placed in the member's file. Depending on the severity of the infraction, the responsible committee may refer this matter to the Board of Directors for their investigation. The member may be notified to appear before the responsible committee or the Board of Directors commensurate with the violation.

If the responsible committee after investigation and hearing decides that the conduct of such member is prejudicial to the good name, peace, or welfare of the Club or in violation of its rules, such committee may censure such member, or it may refer the matter to the Board of Directors and may include in its reference its recommendation. The member shall have the right to appear before the Board of Directors and to answer the complaint made against him/her.

Upon such matter being referred to the Board of Directors, the member shall be notified, in writing, of the nature of the complaint and the time and place of the hearing. The hearing shall not take place until at least five working days have elapsed from the date upon which notice was mailed.

For additional information, please refer to Article IX of the By Laws.

**Employees:** In the interest of orderly management procedure and discipline, members are not allowed to reprimand or issue orders to employees.

Members are specifically requested to refrain from suggesting to employees items that may be pertinent to the improvement of O.C.C.'s operations. All such suggestions should be made in writing to the General Manager.

Employees on duty are not permitted to leave the Club premises on errands or for any other service for members. Arrangements for services must be made through O.C.C. management.

**Firearms:** Firearms and ammunition are not permitted in the Clubhouse or anywhere else on the property. Other weapons or fireworks are also prohibited from the property.

**Insurance:** O.C.C. is not responsible for damages to members' or guests' property, such as automobiles, golf clubs, or individual items stored in lockers. In case of damages or loss, it is recommended that the member notify his/her individual homeowner's insurance company to place a claim.

**Liability:** O.C.C., its Directors, officers, or employees shall not be liable for any injuries to persons or damage to or loss of property of/or involving members, guests, or other persons on the premises. Each member agrees to indemnify and hold O.C.C., the Board, officers, and employees harmless from and against any and all claims made by him/her and/or his/her guests or invitees, occurring on the premises for personal injury, damage to, or loss of property not proximately caused by the gross negligence or willful or wanton conduct of employees.

**Lost & Found Items:** Members and/or guests should immediately notify the business office of any items believed lost while on the premises. A description of the lost item and contact information should be provided. Owners providing this information will be contacted if the item is turned in to the business office. Recovered items will be identified in the OCCasions newsletter. The found item may be claimed by the "finder" no sooner than ninety (90) days following such notice being published. A log book is available at the business office for missing items.

**Mailing List:** The mailing list shall not be used for any commercial purpose. Charitable and other solicitation of members may only be made by specific Board authority; such solicitation must be under the management's control. The mailing list should never be released to a non-member.

**News Bulletin:** OCCasions is emailed monthly or is available for pick up at the business office and is also available online at [www.oahucountryclub.com](http://www.oahucountryclub.com).

**Newspapers, Magazines:** Newspapers, magazines, and pamphlets provided for the use of all members shall not be removed from the rooms in which they belong.

**Notices:** No notice should be placed on any bulletin Board or other place on the premises without the General Manager's approval. Posted notices shall be limited to club matters.

**Off Limits:** No member other than the president shall enter off-limits areas unless authorized by the president or General Manager. Kitchens, "back bar," store rooms and the employee break room are examples of "off limits" areas unless accompanied by management staff.

**Petitions:** No subscription, paper, petition, political poster, or similar document shall be circulated nor any article exposed for sale or barter in the clubhouse or on the premises by members, guests, or employees, or for employees, except when authorized by the By-laws or by the Board.



**Publicity:** No member or employee shall make available to any newspaper, periodical, or other publication any internal communication or one that is directed solely to members. If members of the press or other media are guests of members, they shall be advised by the members inviting them that the proceedings and happenings may not be reported or made available for publication.

Results of golf tournaments, events such as hole in ones may only be released to the media by the General Manager, the head golf professional or their designee with the specific purpose of the advancement of the game of golf.

No members of the press assigned to cover a story at an athletic event or private meeting or otherwise are permitted in the clubhouse without the approval of the General Manager.

**Reciprocity:** O.C.C. maintains reciprocal agreements with a limited number of private clubs to allow our members access and use while traveling. Letters of Introduction to such clubs are available from the O.C.C. business office. Letters of Introduction are issued only to members and spouses whose accounts are current and when specific dates of travel are provided. Please refer to **Appendix D** for more details.

**Records, Access To:** General Rule - Records, accounts, and files of whatever nature that are maintained by employees in connection with O.C.C. business, operations, and functions will be made available to members after showing good cause and upon approval by the President or the Executive Committee. It shall constitute misconduct for a member to inspect, read, or copy such records, accounts, or files without such approval. An employee who shall knowingly permit an unauthorized inspection, reading, or copying of records, accounts, or files shall, upon such a finding in a hearing conducted by the Board of Directors, or its designated subcommittee, be disciplined for misconduct.

Exceptions - Nothing in these rules shall be construed as denying a member the right, during office hours and in the presence of an authorized employee, to inspect and review, or have copies made when appropriate, of any record or data pertaining to his or her individual account. When acting in their official capacities in conducting O.C.C. business, officers, members of the budget & finance committee, legal counsel, retained independent certified public accountants, or others expressly authorized by the Board of Directors to inspect, read, or copy such records, accounts, or files are exempt from the provisions of this rule.

**Solicitations:** No demonstration or solicitation on behalf of any political, sectarian, or other group shall be made in the clubhouse or on the property, nor shall printed matter on behalf of any person, party, or legislation be distributed in the clubhouse or on the grounds except by express permission of the Board of Directors. Members may be solicited only by expressed permission of the Board of Directors.

**Stationery:** No member or guest shall use any stationery bearing the name or seal of O.C.C. except for legitimate business purposes of O.C.C. The telephone number of O.C.C. shall not be listed on any private stationery or advertised as the business telephone of any member or guest.

***Tippling:*** Tippling is not permitted. Only the valet concessionaire may receive tips for services rendered.

***Wheelchairs:*** For the convenience of the membership and their guests, a wheelchair is available upon request. Please call ahead with requests. There are lifts to all levels of the clubhouse as a convenience to members, their families and their guests. The service elevator should not be used by members without the permission of management.

## **SPOUSES, CHILDREN AND GUESTS**

***Family Rights:*** The immediate family of a member may use the facilities including golf privileges during limited times if the member has golfing privileges. "Immediate Family" is defined as spouse, and dependent children up to age 23, unmarried and living at home. See O.C.C. golf play table (in Appendix B) for limitations on golf play for children, Junior Legacy Program members, and spouses.

***Signing Privileges for Spouses:***

1. Vouchers signed by a spouse shall include the member's name and account number.
2. The member shall be responsible for all indebtedness to the O.C.C. incurred by the spouse.
3. Spouses shall be subject to all existing O.C.C. rules and regulations.
4. Spouses of members shall not incur charges if the member has been suspended by the club.

***Children Access and Conduct:*** Children must conduct themselves in an orderly manner - running and playing in the clubhouse and the grounds are not allowed unless authorized by Club management for special events.

As part of the club's social calendar, there are certain events that are designated adult only and children under the age of 21 are not permitted to attend.

***Clubhouse and Dining Access:*** Except for stipulated periods and for special events, children under the age of 12 are not allowed in the clubhouse (other than areas designated for their use) unless accompanied by a responsible adult.

Children under the age of 12 may not bring guests to O.C.C. unless accompanied by an adult member and are not allowed in any of the club dining areas at any time unless accompanied by an adult member.

***Access to the Ladies' and Gentlemen's Locker Rooms:*** Children of a different sex who are 6 years old or younger are allowed in the Ladies' and Gentlemen's Locker Rooms when accompanied by an adult member. All other children of a different sex who are older than 6 years are not allowed in the Ladies' or Gentlemen's Locker Rooms.

Children of the same sex who are under the age of 12 are not allowed in the Ladies' or Gentlemen's Locker Rooms unless accompanied by an adult member. Children of the same sex who are 12 or older are allowed unaccompanied in Ladies' and Gentlemen's Locker Room.

***Member Parent's Responsible for their Children: Club House and Dining Access:*** Members will be held responsible for the conduct and safety of their children and their children's guests while they are on the property. Failure to adhere to all of the rules by a member's child or the child's guests may result in the member being responsible for payment for the amount of damage caused. Members may be disciplined for their children's or their children's guests' violations of O.C.C. rules and regulations.

**Guests:** Guests shall always be accompanied by a member. Where there is any possibility a guest may arrive before the member does, the member should telephone and give the office the guest's name.

Non-members calling upon members will wait either in the lobby or in the golf shop area, and, while unaccompanied by a member, shall be excluded from all other parts of the club.

Members may escort guests to the bars, cocktail lounges, and dining rooms but may not leave them unescorted. The conduct and behavior of guests is the responsibility of the member. A member shall not introduce as a guest any person who has been suspended or expelled from O.C.C., unless such person has been reinstated or is eligible for reinstatement. Guests of members attending private room functions are requested to go directly to the room in which the occasion is to be held and will not be allowed the freedom of other parts of the club.

**General Public:** As the facilities of O.C.C. are for the exclusive use, accommodation, and enjoyment of the members, member sponsored events, and their invited guests, none of the facilities shall at any time, in any manner, be made available to members of the general public or to any non-member group or organization without express authorization by the Board of Directors.

## **ATHLETIC FACILITIES**

The use of the pool, golf course and fitness center are available to all members and their immediate family based on membership status and subject to any other limitations. Locker rooms may be used for showers and changing clothes.

### **GOLF COURSE**

**(See Appendix B for complete Rules and play times)**

**Daily Game:** On a day when there is a daily game there will be a nominal charge. Please check in with the golf shop before you go out to play if you wish to enter. The LSGA runs a game each Tuesday and Friday morning. Please check with the golf shop to enter.

**Driving Range:** The driving range is available for use by any member or eligible family member who elects to pay the monthly driving range fee. Additionally, it is available to guests of members who have a guest card or are playing with a member on the day of play.

**Golf Carts and Cart Paths:** Please use caution at all times when driving a cart. The driver of a cart **must have a valid driver's license** and not more than two persons may ride a cart at any time. Before you go out to play, check out the cart rules for that day at the golf shop.

**Golf Club Storage:** Golf club storage is available through the golf professional, or one of the assistants, on a monthly fee basis.

***Golf Lessons:*** Please contact the golf professional at the golf shop (595-3256). Charges for all private athletic instruction shall be entered on the member's account. Club professionals are permitted to give instruction only to members and members' guests.

***Establishing your Golf Handicap at O.C.C.:*** In order to obtain a United States Golf Association Index (GHIN) at O.C.C. a member shall post a minimum of five adjusted scores. If the rounds are played away from OCC the member is required to provide the course rating, slope rating and date of the course played. All scores are subject to peer review. For assistance with this process, please contact the golf shop at 595-3256.

***Member already having an USGA GHIN Handicap at course other than O.C.C.:*** If a member already has an established USGA GHIN handicap, he or she will keep the same GHIN number but be given a local number so as to allow them to post scores from the computers located in the golf shop and locker rooms. All scores are subject to peer review. For assistance with this process, please contact the golf shop at 595-3256.

***Member already having an established USGA Handicap, but not having a GHIN number:*** If a member has a certified USGA handicap established at another course, he/she shall establish a handicap at O.C.C. The member shall provide his/her handicap card to the golf shop with the proper information needed to post old scores (i.e. course ratings, slope ratings and dates). All scores are subject to peer review. For assistance with this process, please contact the golf shop at 595-3256.

***Hole-in-One Club:*** It is a tradition at O.C.C. that a member who makes a hole-in-one buys drinks in celebration with fellow members. Members and/or their spouses may join the O.C.C. "Hole-in-One (HIO) Club" for a fee to secure hole-in-one "insurance". To purchase insurance members and/or their spouses must enroll at the business office.

After enrollment, the member's account will be charged automatically after each hole-in-one by a "HIO Club" member. Each HIO club member will pay a fee of \$10.00 for each hole-in-one occurrence. Each member of the HIO Club is entitled to **two (2)** free celebratory drinks with the following guidelines: (a) If a HIO occurs before 12:00 noon, the period for HIO drink redemptions will be the day of the HIO and two additional days; (b) If a HIO occurs after 12:00 noon, the foursome having the HIO will be entitled to their two free drinks that day, but the remainder of the members will be for the next three days; and (c) If any of the redemption days is a Club holiday, an additional day for redemption will be added

***Junior Golf:*** Oahu Country Club will offer junior golfers instruction (4) four times throughout the year. The summer program is run from mid-June through the last week of July twice a week. The three other segments are scheduled in the fall, Christmas break, and in the spring. These segments are scheduled to complement the summer program and provide juniors the opportunity to stay involved with golf in the off season. Juniors receive instruction on the fundamentals of all aspects of the game, etiquette, safety and on course instruction/strategies.

***Oahu Residents Playing Golf:*** A resident of the Island of Oahu cannot be issued a guest card and cannot play golf at O.C.C. as your guest or the guest of any other member more than once per month.

### **FITNESS CENTER**

The fitness center is intended to be for adult members; however, children between the ages of 14 and 18 may use the facility when accompanied by an adult member or by obtaining prior approval of the club. No guests of member's children are allowed. Children under the age of 14 are not permitted in the fitness facility.

All persons who utilize the fitness facility shall wear appropriate clothing suitable to exercise in, including covered workout shoes, work out tee shirts and shorts.

### **SWIMMING POOL**

***Rules:*** A shower must be taken before entering the swimming pool. No person with any kind of skin disease or bandages will be permitted to use the pool.

Pool hours are 7:00 a.m. until 7:00 p.m. seven days a week. The pool is heated to a temperature between 75° and 80°.

Towels may be picked up either poolside or in the locker rooms directly beneath the swimming pool.

Do not leave any valuables in the pool area or the pool locker area.

Minors may only use the pool when accompanied by an adult. Swimming alone by minors is prohibited. Adults should use their own discretion, as there is no lifeguard on duty. Please observe pool rules at all times and remember that running is not allowed on the pool deck .

***Apparel:*** Apparel must be designed for swimming pool use. Dressing room facilities are provided for all minors (under 18 years of age) at the Diamond Head side of the pool.

Persons wearing swimming attire are not allowed inside the main clubhouse.

## **CLUBHOUSE**

### **GENERAL HOUSE RULES**

***Dress Code:*** Please refer to APPENDIX A

***No Cash Rule:*** No cash is used in the main clubhouse other than to make change or to cash personal checks up to \$300 (or more with approval by management). All charges by members or guests using a guest card must be charged to the member's account. Golf shop merchandise purchases, either by a member or a guest, may be charged to the member's account or in the case of guests, paid by credit card. A member who authorizes a guest card will receive a separate statement itemizing charges by his guest.

***Smoking:*** O.C.C. is a non-smoking facility as required by the City & County of Honolulu Ordinance. Smoking is prohibited in the Clubhouse. The only areas of the club that smoking will be allowed is the Orchid Lanai's most makai area, the area on the side of the Mauka Grille, the lanai located off of Waolani Window, and at the end of the covered walkway immediately adjacent to the corner of the golf shop.

***Cellular Telephones:*** As a courtesy to members and guests, cellular phones should be on mute. You may only use your cell phone for phone conversations in the locker rooms or outside the clubhouse.

***Decorations:*** Any member wishing to decorate, or have decorated, any part of the clubhouse, except for table centerpieces, must first obtain the approval of the catering director. All decorations must be removed promptly after the function is over, with such removal to be at the member's expense. Florists and decorators must clean up any waste before and after the activity. Any damage that occurs will be charged to the member. Decorations may not be nailed or fastened in the clubhouse.

***Cards/Games:*** Playing of cards or other games is permitted only in rooms or areas set apart for such purposes. The Board shall have the power to stop all games, which, in their opinion, may be calculated to bring disrepute, interfere with the proper use of the club by other members, interrupt its harmony, or jeopardize its licenses.

***Gambling:*** No gambling held illegal by the state is permitted. No illegal betting or play of any kind for stakes is permitted

## **FOOD & BEVERAGE**

***Alcohol:*** O.C.C. will comply with all federal, state, and local laws pertaining to the sale and service of alcoholic beverages. Alcoholic beverages will not be served, sold, nor permitted to be consumed on the premises during such hours as may be prohibited by law. All wine sold by the bottle must be "uncorked" at the time of purchase.

All instances of intoxication on the premises or grounds will be reported to the Board for appropriate disciplinary action. Each member must fully appreciate the substantial liability that could be placed on the staff, management, membership, and O.C.C. itself for serving intoxicated members or guests.

It is O.C.C.'s policy that all club employees be trained to detect evidence of intoxication of members or guests and to refrain from serving intoxicated persons. Alcoholic beverages are not to be served to minors (members or guests under the age of 21). Employees may, at their discretion, refuse to serve alcoholic beverages to any person who appears to be intoxicated or on the verge of becoming intoxicated. Members and guests should not operate a motor vehicle if they are in an intoxicated condition. The General Manager or a responsible employee may, at his or her discretion, notify the appropriate authorities if a member or guest insists on leaving in an intoxicated condition and with the apparent intent of operating a motor vehicle. A written report of such an incident will be made and sent to the Board of Directors and, a copy of which will be placed in the member's file.

**Employees are instructed to assist members or guests in finding a driver or a taxi as an alternative to operating a motor vehicle while in an intoxicated condition. Under no circumstances are staff to transport intoxicated members.**

***No "Carry in" of Food and Beverages:*** All food and beverages consumed in the clubhouse and on property must be purchased from O.C.C. No member or guest shall bring to the clubhouse or have delivered any spirituous beverage or food. Special wines, which cannot be made available by the club, may be served by employees, subject to established corkage charges. Food is permitted to be served or consumed in both the Men's Locker Room Lounge and the Women's Dorothy King Lounge.

***Dining:*** During official posted restaurant hours, or as otherwise provided, the club will provide dining facilities for members and on certain occasions this may be in the form of a member event. Subject to official approval, private dinners may be served in designated areas in the main clubhouse to members and their guests. At each such dinner, a member shall serve as sponsor and assume full responsibility to the Board of Directors for the conduct and actions of guests and payment of all costs incurred.

A record must be kept of whether the member host is to be reimbursed for charges incurred for a party of nine or more, and whether the activity is in furtherance of the host member's trade or business. Members are expected to complete the appropriate form.

***Mini-Charge:*** A monthly mini-charge applies to all classes of members except Non-Residents, Ill Status, Intermediates (ages 21-27), Socials (ages 21-30), Junior Legacy Program members and Honorary members. Please refer to **Appendix H MINI CHARGE**.

***Reservations:*** It is the responsibility of each member to make reservations for dining or other use of O.C.C. when appropriate. Reservations shall be honored on a first-come, first-served



basis. When the cancellation policy is in effect, reservations for dining must be canceled at least 48 hours in advance, unless otherwise noted, or the member may be charged the price of the fixed-price menu as applicable unless, in the opinion of the management, no loss was incurred by such default. Reservations of 15 or more people constitute a private party and are subject to private party guidelines (see *Parties* below).

**Parties:** Private parties are considered groups of 15 people or more. Members using O.C.C. facilities for private parties are responsible to see that such parties are conducted with decorum and in a manner that will not bring O.C.C. into disrepute or interfere with the use of the club by other members. No private parties will be scheduled to deny the general membership access to the clubhouse. **EVENT CANCELLATION POLICY**

**20% Banquet Surcharge Policy:** An event which requires a Banquet Event Order (BEO), utilizing the clubs' catering facilities, featuring a pre-set menu, set up, etc., will incur a surcharge of 20% (the "Surcharge"). The Surcharge is being used to pay for costs and expenses other than wages of employees. This policy is in effect for all banquet areas of the club, which includes Thayer Suites A, B and C, Upper and Lower Gallery, Waolani Windows, and Nu'uauu Ballroom. Any events facilitated in these areas are required to order from the clubs catering menus.

The banquet surcharge will be waived based on the events completed Member Function Questionnaire.

- Member Events (B-1) paid in full by the member without reimbursement - Surcharge exempt.
- Member Owned Company Events/Company Employed Member Events (B-2) being reimbursed partial or full for event - Not exempt from surcharge.
- Group Events sponsored by a Member (B-3) being reimbursed partial or full for event by third party - Not exempt from surcharge.

For Anuenue and The Grille, a group of (15) persons or more requesting to dine in either of these venues will be required to select a pre-set menu (BEO) from the existing venue's menu to give the service and culinary staff the opportunity to service the group properly without disrupting service to all other members.

- The Club member must be present when dining in any of the Club's ala carte venues.
- The event will be exempt from the 20% surcharge.

**Entertainment:** No performance by entertainers will be permitted on O.C.C. property without the General Manager's or the catering director's prior approval.

Theater and amusement reservations made through O.C.C. or for a club event will be made with the understanding that once such reservations have been made, they may only be canceled within the set time frame. If canceled beyond the deadline, the charge will still be added to the member's account.

## ACCOUNT MANAGEMENT

**Charges:** Members are to sign all chits with a legible signature and account number. A member who signs another's name or number or permits an unauthorized individual to sign his or her name or number or signs a ticket after having been notified that his or her credit and privileges are suspended, may be subject to expulsion. Please do not ask staff to sign your chit. You are encouraged to retain your chits to keep track of your expenses by taking the copy of your chits at the time of service.

**Monthly Statements:** All bills are due and payable upon receipt. Payments not received by month end are subject to late fees and finance charges. Members are mailed or emailed statements at the beginning of every month. Members may also access their accounts at any time by logging into Club's website.

**Billing:** All questions concerning a member's dues and charges shall be addressed to the accounts receivable manager or the club controller. If the member and the controller cannot resolve the question, the member may appeal in writing to the General Manager.

Any member whose dues or other indebtedness to O.C.C. shall be in arrears for a period of one month from the billing date shall be considered past due and subject to the finance charge established by the Board of Directors and the member shall be notified in writing by the Treasurer.

If such indebtedness has not be paid within two (2) months of such billing date the name of the delinquent member and the amount of the unpaid account shall forthwith, without any action or order of the Board of Directors, be posted by the Treasurer on the Club's Bulletin Board, and written notice shall be given by the Treasurer to such delinquent member that unless full payment shall be made within thirty (30) days after the date of such posting, the member's delinquency will be certified by the Board and the member will then be subject to membership suspension or termination by the Board.

**Late Fees & Finance Charges:** O.C.C. policy is to assess a finance charge of 1.5% interest per month (annual rate of 18%) on your unpaid balance. To avoid the finance charge, the balance due amount reported on your prior statement must be received at the club by the last day of the month following the statement date. In addition, Late Fees will be assessed for the first 30-day delinquency of \$25. The Late Fees will increase to \$50 for the second occurrence and to \$100 per occurrence for the third and subsequent occurrences. The period considered for these Late Fees will be the latest 12-month period.

**Bill Payment: Personal Check, Company Check, Electronic Bill Payment or Credit Card**

**A. Personal or Company Check:** Accounts may be paid with your personal check or company check.

**B. Electronic Bill Payment Service:** Please contact the office if you are interested in having your monthly bill automatically deducted from your personal checking or savings account.

**C. Credit Card Payment Service:** Please go to <https://OahuCountryClub.plastiq.com> to set up payment by credit card. Fees will apply.

**Checks:** The privilege of cashing checks for a member or guest shall be limited to the amount of \$300 (or more with approval by the controller or the General Manager) on any one day. No check will be cashed unless endorsed by a member or a person holding a guest card. The check-cashing privilege is restricted to members, guests, and their spouses only, with the member acting as the guarantor. Cash will not be advanced against a member's account.

**Indebtedness:** The Board may limit the credit to be extended to members.

**Returned Check Policy:** Returned checks place an administrative burden on our staff. A charge of \$50.00 will be assessed to any member's account in which the check is returned.

**Art Fund:** A voluntary donation to the Art Fund of \$1.00 per month is charged monthly to your account unless you advise the office to the contrary. Members may also increase their monthly donation (e.g. \$5/month or \$10/month). Please contact the accounting office to change your donation amount.

### **MEMBERSHIP STATUS CHANGES**

All status changes must be requested in writing to either the Director of Membership or the Club Board, prior to the 20<sup>th</sup> of each month. All "late changes" will be then considered at the following meeting for retro-active status. To clarify, all status changes will be honored, however, if the change is requested after the 20<sup>th</sup> of the month, it will be reviewed at the following months meeting.

### **RULES GOVERNING NON-RESIDENT MEMBERS**

#### **NON-RESIDENT "MAINLAND" MEMBERS:**

All Non-Resident "mainland" (Regular, Intermediate, Social, Surviving Spouse) members will be billed quarterly member dues in advance.

Except as hereinafter provided, Non-Resident "mainland" members will not be charged monthly dues or mini-charges. Such Non-Resident members having golf privileges will, however, be charged green and cart fees. The time and frequency of play depends upon the category of membership.

If a Non-Resident "mainland" member resides on Oahu for three consecutive months or longer or uses the Club for one day or more during three consecutive months or longer, that member is to notify the Club and will be placed in his or her appropriate membership category during the period of residence. During that time, he or she shall have the same obligations of a resident member in that category of membership, including monthly dues and mini-charges.

**NON-RESIDENT "NEIGHBOR ISLAND" MEMBERS:**

All Non-Resident "neighbor island" (Regular, Social, Surviving Spouse) members will be billed monthly dues for the appropriate category of membership.

Except as hereinafter provided, Non-Resident "neighbor island" members will not be charged green fees but will be charged cart fees. The extent, if any, of golf privileges depends upon the category of membership. All categories of membership will be exempt from mini-charge assessments.

If a Non-Resident "neighbor island" member resides on Oahu for three consecutive months or longer that member is to notify the Club and will be placed in his or her appropriate membership category during the period of residence. During that time, he or she shall have the same obligations of a resident member in that category of membership, including mini-charges.

**MEMBER FEE SCHEDULE**

*Rates Effective July 1, 2024*

**CART FEES:** Cart fees are \$20.00 for 18 holes and \$12.00 for 9 holes. If a member elects not to share the cart with another rider, that member shall be charged the entire cart fee.

**DRIVING RANGE FEE:** Golfing members (and their spouse if they hold a handicap) will each be charged \$15.00 per month. All other classes of membership may also elect to sign up for the driving range fee. Regular members will receive a monthly credit to offset the charge.

**GOLF CLUB STORAGE:** Please check with the Golf Shop (595-3256). Storage is available through the Golf Professional, or one of the assistants, on a monthly fee basis. The cost is \$12.00 per bag per month plus Hawaii General Excise tax. \$6.00 for extra bag storage (charged monthly).

<b>GREENS FEE SCHEDULE</b>		
	18 Hole	9 Hole
Social, Recreation and Non-Resident Members (Cart Fee Included)	\$ 55.00	\$ 30.00
Super Senior Saturday A.M. Rate (Cart Fee Included)	\$ 45.00	\$ 30.00
Guest Rate – Playing with a Member (Cart Fee Included)	\$ 100.00	\$ 65.00
Weekday Guest Rate – Playing with a Regular Member (Cart Fee Included)	\$ 70.00	\$ 50.00
Junior (under 18) Guest Rate (No Cart)	\$ 30.00	\$ 18.00
Family Guest Rate (Cart Fee Included)	\$ 45.00	\$ 30.00

**HOLE-IN-ONE CHARGES:** \$10.00 per person

**LOCKER AND SHOE CARE SERVICE:** Full Locker: \$23.50 (Shoe care included)  
Half Locker: \$14.00 (Shoe care included)

Those members that do NOT have a locker, or guests of members requesting shoe care, will be charged a fee of \$2.00 per pair for golf or street shoes.

**WINE CLUB:** Annual fee of \$150.00 (billed every July)

**WINE CORKAGE:** \$15.00

## APPENDIX A

### DRESS CODE

#### OAHU COUNTRY CLUB DRESS CODE

It is the intent of the Club to create a generally relaxed, family atmosphere while maintaining a sense of style and dignity in keeping with the tradition and prestige of our Club.

To that end, members, guests and visitors will be expected to be suitably attired at all times. While tastes and styles may vary greatly, members and guests are expected to use common sense in not wearing attire that is likely to be offensive to some members. "Appropriate attire" is the best description, and the Club will diligently enforce a Dress Code based on "appropriate attire".

In an attempt to be flexible and sensitive to styles, the Club reserves the right to retain a degree of subjectivity in interpreting the Dress Code. While men's T-shirts are prohibited, for example, a collarless, "designer" T-style shirt may be "appropriate" and therefore acceptable.

Members are expected to be knowledgeable about the Dress Code and are responsible for informing their guests of the appropriate attire. Members who repeatedly violate the Dress Code, or whose family or guests repeatedly violate the Dress Code, may be sanctioned by the Club.

The following are some specific *guidelines* as to appropriate attire:

#### **Men:**

##### 1. **Golf course and lower clubhouse –**

- **Allowed:** shorts of proper length and what is currently acceptable by the PGA for players during competition; golf shirts, aloha shirts, dress shirts, or sport shirts; slacks, including jeans (no rips, tears or holes); shoes, casual footwear to include but not limited to slippers (flip flops) and go aheads.
- **Not allowed:** short shorts and cut offs; tank tops and t-shirts; bathing suits; gym attire.

##### 2. Men shall remove their hats in the Clubhouse.

##### 3. **Upper clubhouse –**

- **Allowed:** slacks, including jeans (no rips, tears or holes); shorts of proper length (5" inseam or appropriately above the knee); golf shirts, aloha shirts, dress shirts, or sport shirts; shoes, and shoe-like sandals.
- **Not allowed:** short shorts, cut offs, tank tops, t-shirts, bathing suits, gym attire, slippers (flip flops) and go aheads.

#### **Women:**

##### 1. **Golf course and lower clubhouse –**

- **Allowed:** "suitable" dress, muumuu, skirt and blouse; shorts of proper length and what is currently acceptable by the LPGA for players during competition; slacks, including jeans (no rips, tears or holes); shoes, casual footwear to include but not limited to slippers (flip flops) and go aheads.

- **Not allowed:** short shorts, skin-tight shorts, or cut offs; tank tops, hoodies, t-shirts; bathing suits; gym attire; and leggings.

## 2. Upper clubhouse –

- **Allowed** "suitable" dress, muumuu, skirt and blouse; shorts of proper length and what is currently acceptable by the LPGA for players during competition; slacks, including jeans (no rips, tears or holes); shoes and shoe-like sandals.
- **Not allowed:** short shorts, skin-tight shorts, or cut offs; tank tops, hoodies, t-shirts; bathing suits; gym attire; leggings; slippers (flip flops) and go aheads.

***Children 12 and under are to parental discretion.***

***Lanai:*** Considered to be part of the "lower clubhouse".

***Pool:*** Appropriate cover-up should be worn to and from the pool.

Both men and women should avoid walking through the Clubhouse to and from the pool.

***Wellness Center:*** T-shirts, shorts and gym shoes are considered appropriate attire for the wellness center.

Men and women should transit to the gym via the locker room entrances and not through the main Clubhouse entrance.

Members are expected to support compliance of the Dress Code, and to cooperate with Club Management's efforts of enforcement.

NOTE: Attire for private parties in the private dining rooms may be determined by the host with prior approval of the Club's General Manager.

***Enforcement and Penalties:*** The management will be responsible for informing the employees of the club's dress code. Members observing an infraction to the dress code are requested to inform the club's management. It is the responsibility of the club's management/staff to approach members in violation of the dress code (or members whose guests are in violation) and inform them of the infraction and request that it be remedied.

Once a report is made of a dress code violation, the club will automatically and immediately proceed as follows:

1. First infraction member will be advised by management/staff this will be done verbally or with the O.C.C. violation form.
2. Second infraction: The member shall be sent a signed letter from the Chair of the House Committee, which will warn the member that any future infractions will result in suspension of privileges. A copy of the letter shall be placed in the member's file.
3. Third infraction: The member shall be sent a letter from the Board of Directors suspending privileges for a period of time determined by the Board of Directors on a case by case basis (considerations will include the nature of the infractions, the frequency of infractions, etc.).

## APPENDIX B

### GOLF PLAY SCHEDULE RULES & POLICIES

- A. **INTRODUCTION:** The Board of Directors has adopted these general rules to govern golf play at O.C.C. by members, immediate family and their guests. The Board has charged the golf committee with the responsibility of carrying out all golf rules and policies, which may be adopted by the Board from time to time.

The rights and privileges as to all members are set forth herein and shall be determined by the Board of Directors as administered by the golf committee.

Specifically, this policy lists the tee times available for the different classes of O.C.C. members and their immediate family as well as tee times for family guests and guests who are playing with a member or using a guest card.

The golf professional, assisted by his or her staff, is responsible for the day to day conduct of play on the course in compliance with policy, and for reporting to the golf committee all infractions of the rules. Provided the spirit of these rules is followed, the golf professional may make exceptions to any of the golf rules on a case by case basis in the exercise of his or her reasonable judgment. Beyond occasional exceptions, the Golf Professional shall consult with the Golf Committee regarding granting such exceptions.

The golf committee will report any serious violation of the rules with recommended action to the Board of Directors, which has the power to suspend golf privileges of any member or guest who violates any of the rules or policies set forth herein.

B. **GENERAL POLICIES**

1. The golf professional and his or her staff will be responsible for the starting of play on the golf course. During heavy play periods, a starter may be stationed on the first tee.
2. For the purposes of the Golf Rules: A member shall be only the individual listed as a member on the club roster, all others shall be considered nonmembers. Beneficiaries are any individuals who receive privileges at the club by virtue of their relationship (as defined in the club's Membership Rules) to a member. Members with Golf Privileges shall include Regular & Honorary, Super Senior, International, Intermediate members, and any other category of membership granted golfing privileges pursuant to these golf rules. A guest is an individual



not otherwise a member or beneficiary, and whose play shall be governed by the rules set forth herein.

3. Designated holidays are as follows:

*Presidents' Day*

*Memorial Day*

*4th of July*

*Labor Day*

On designated holidays, golf rules governing play are the same as for Sunday play. (See D - Time Schedules.) At the discretion of the Board, the golf shop and golf course may be open Christmas Day and New Year's Day. Consult the OCCasions newsletter or the club website for more information

4. Handicaps will be established in accordance with the rules established by the United States Golf Association (U.S.G.A.). New members with provisional handicaps may participate in the regular daily tournaments (Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday), but not in the special tournaments such as Presidents' Day and Member-Guest.
5. All scores on the O.C.C. golf course by members and immediate family members who have an O.C.C. handicap must be recorded in the golf shop or via the internet at [www.ghin.com](http://www.ghin.com) after play. Offenders who do not turn in all of their scores shall be reported to the golf committee.
6. Participation in member tournaments and sweepstakes, as directed by the golf committee, is limited to dues paying members with golf privileges. The men's and women's spouse association (LSGA & MSGA) each may have their own tournaments and sweepstakes, as directed by the golf committee, and may invite members to play.
7. With the exception of players using the practice facilities on the day of play, all members and those deriving their benefit to play or use the practice facilities from members, must register their handicap information with the pro shop. These individuals must 1) register a handicap with the club, 2) report with which organization they have a handicap, or 3) opt out of a handicap. No one will be eligible to play or use the club's practice facilities until this requirement is satisfied.
8. With the exception of additional golfing privileges explicitly authorized by the Board, beneficiaries of members may not have any additional golfing privileges as those of the sponsoring member.

9. As used herein the term "mixed play" shall be defined as when a member is playing golf with his/her spouse or significant other.
10. For all O.C.C. sponsored club tournaments, (e.g., Member-Guest, President's Day, etc.), the "Priority Rule" shall apply. As used herein, the term "Priority Rule" shall mean that the following order of membership priority shall apply:
  1. Regular
  2. Super Senior
  3. Intermediate
11. Check-In Procedure: All members, their families and guests are required to register with the golf shop before starting play.
12. Continuous Play: Players stopping at the turn for more than 5 minutes are required to check in at the golf shop before resuming play.
13. Rules and Restrictions Regarding Fivesomes:
  - Golf carts are required, no walkers.
  - Members in the fivesome will be responsible for keeping up to the group in front.
  - The fivesome must follow any instructions from the golf shop and Marshal (Players Assistant).
14. The head golf professional and General Manager may extend the courtesies of the golf course to other professionals, general managers or Special Guests as determined by the head golf professional or General Manager without payment of green fees or cart fees.
15. There may be no more than 8 tee-times scheduled for an event unless approved by Board of Directors.
16. Outside Play Events:
  - a. Must be approved by the golf committee and Board of Directors and,
  - b. Requests must be provided in writing and in advance of the event.
  - c. Outside play is not allowed on weekends, holidays, or on Tuesday and Friday mornings.
  - d. Upon approval, the following guidelines must be adhered to:

- i. The O.C.C. Dress Code must be strictly adhered to by the members and guests during these events and it is the responsibility of the member to assure compliance.
- ii. Every precaution must be taken to eliminate disruptions to member play. This includes slow play, loud or boisterous behavior, and following golf course rules regarding golf cart use. Carts are mandatory.
- e. No charity events are allowed to be held at O.C.C., without Board of Directors approval.
- f. The golf committee may not approve more than 18 member-sponsored outside play events during their term year.
- g. Tournaments with one or more members in each group:
  - i. Events may be held where there is at least one member and up to three guests in each group. The green fees charged shall be at the regular accompanied guest rate.
  - ii. These may be held on the following weekdays:
    - Monday: All day after 10 AM.
    - Tuesdays & Fridays: After 1 PM
    - Wednesdays & Thursdays: Mornings where last group tees off before 10:30 AM, Afternoons after 1 PM.
- h. Tournaments with less than one member in each group:
  - i. Outside play events may be scheduled only on Mondays after 10 AM when there are some groups with no members. There must be at least one member playing in the event.
  - ii. The green fees shall be charged, except as adjusted by the Board, at the tournament rate fee.

17. **Rain-Out Policy:** If golf play is canceled or terminated because of rain, the Golf Shop will credit the golfer with a full 9-hole green fee and, if applicable, 9-hole cart fee for each uncompleted nine provided that the cancellation/termination occurs prior to the completion of three holes of the nine.

18. **Discipline Procedure:** The golf professional shall keep a log of complaints. For the first infraction the member participant will be sent a friendly reminder, with the second incident resulting in a letter with a firm reminder, and, lastly, with the third incident, reported to the Golf Committee with the possible suspension of play. Regardless of the aforementioned process, the committee reserves the right to take additional action if any incident warrants.

C. **ESTABLISHMENT OF MEMBERS' AND SPOUSES' GOLF DIVISIONS**

There shall be a Members' Golf Division comprised of all golfing members and a Spouses' Golf Division comprised of all golfing spouses. All eligible spouses shall belong to a Ladies Spouse Golf Association (LSGA) or a Men's Spouse Golf Association (MSGA), both of which shall be administered with approval from the Golf Committee. These divisions and spouses golf associations (SGA) shall be governed by the following:

1. Eligible members of the Members' Golf Division can participate in any tournament or event designated by the Golf Committee as a Members' Golf Division tournament or event. Examples of Members' Tournaments are Member-Guest and Member-Member.
2. Eligible male members of the Member's Golf Division can participate in any tournament or event designated by the Golf Committee as a men's tournament or event, such as the Men's Club Championship, the Men's Senior Club Championship and Men's Monthly Ace. Eligible female members of the Members' Golf Division can participate in any tournament or event designated by the Golf Committee as a women's tournament or event, such as the Women's Club Championship, the Women's Senior Club Championship, and Women's Monthly Ace.
3. If organized and recognized by the Golf Committee, the LSGA and the MSGA shall each elect its own officers of governance. Each SGA shall also propose its own tournament and event schedules to the Golf Committee for approval. The LSGA and MSGA representatives may meet at will to discuss mutual issues and concerns and report to the Golf Committee. Both the LSGA and the MSGA may send liaisons to attend Golf Committee meetings and report back to the members.
4. Members of the LSGA and the MSGA can participate in any tournament or event designated by the Golf Committee as a LSGA or MSGA Tournament or event.
5. The LSGA and MSGA may invite eligible members of the Member's Golf Division to play in any LSGA or MSGA tournament or event.
6. Mixed events, such as the Battle of the Sexes and the Couples tournament, shall be considered Spouses' Golf Division events, as approved by the Golf Committee, and shall be open to all eligible members, eligible spouses, and significant others.
7. Working Spouses may be granted restricted tee times. Provided such spouses are working or have worked within a reasonable time period, each SGA may determine eligibility

guidelines including a reasonable grandfathering period for formerly working spouses who regularly played in such times.

8. Members of the LSGA and MSGA may have times, hereinafter SGA times, restricted exclusively for their member use. Members and guests may be allowed to populate such times on a space available basis. While restricted, those times may lapse as provided in these rules.
9. Upon approval of the Golf Committee, eligible members of the Member's Golfing Division may elect to join their respective gender's SGA.

#### **D. GOLFING PRIVILEGES**

##### **1. REGULAR MEMBERS & HONONARY MEMBERS- FULL GOLF PRIVILEGES**

- a. Eligibility to Book Tee Times (when allowed to reserve tee time):
  - i. Weekdays - Fourteen (14) days in advance
  - ii. Weekends & Holidays – Seven (7) days in advance
  - iii. Upon lapse of any reserved tee times, as allowed by these rules
- b. Accessibility- (when allowed to play) play anytime course is open except during times reserved, and not yet lapsed, for the following:
  - i. SGA reserved tee times except:
    1. As an invited guest of a eligible group on a space available basis
    2. For individual tee times on a space available basis
  - ii. Working Spouses reserved tee times.
  - iii. Club Events unless eligible
- c. May access practice facilities provided paying driving range fee. If otherwise eligible under these rules, family members and Significant Others may access practice facilities only if each individual player pays the monthly driving range fee.
- d. Spouses
  - i. Eligibility to Book Tee Times (when allowed to reserve tee time):
    1. Weekdays - seven (7) days in advance.
    2. Weekends - five (5) days in advance.
  - ii. Accessibility – may play except as limited below or upon restriction lapse:
    1. Weekdays & Sundays– during Members' Reserved Tee Times
    2. Saturday = May not play during Members' Reserved Tee Times except for Working Spouses' tee time, if eligible.
- e. Eligible Children
  - i. Eligibility to Book Tee Times (when allowed to reserve tee time):

1. Weekdays - four (4) days in advance.
- ii. Accessibility – may play except as limited below or upon restriction lapse::
  1. All days – during Members’ Reserved Tee Times
  2. SGA reserved times
  3. If eligible child is 17 years old and younger and does not have a “OCC Junior A Card,” must be accompanied by an adult.

## 2. **SUPER SENIORS**

- a. Eligibility to Book Tee Times (when allowed to reserve tee time):
  - i. Weekdays - Seven (7) days in advance.
  - ii. Saturdays –
    1. May sign up one day in advance for any tee time.
    2. Six (6) days in advance, for tee times after Members Reserved Tee Times.
  - iii. Sundays - Six (6) days in advance.
  - iv. May sign up for SGA and Working Spouses tee times upon lapse if eligible under category accessibility rules.
- b. Accessibility (when allowed to play): All days except (if restriction has not lapsed):
  - i. May not play during Members Reserved Tee Times on Saturdays except when populating tee sheet by eligible player or booking tee time one day in advance.
  - ii. SGA Reserved Tee Times.
  - iii. Working Spouses reserved tee times.
  - iv. Club Events unless eligible
- c. Green Fees:
  - i. Saturdays – Super Senior Green Fee (See Green Fees in MEMBER FEE SCHEDULE section of OCC Rules).
  - ii. All other days – applicable cart fee only.
- d. May access practice facilities provided paying driving range fee. If otherwise eligible under these rules, family members and Significant Others may access practice facilities only if each individual player pays the monthly driving range fee.
- e. Spouses
  - i. Eligibility to Book Tee Times (when allowed to reserve tee time):
    1. Weekdays - seven (7) days in advance.
    2. Weekends - five (5) days in advance.
  - ii. Accessibility – may play except as limited below or upon restriction lapse:
    1. Weekdays & Sundays – during Members’ Reserved Tee Times
    2. Saturday- May not play during Members’ Reserved Tee Times except for Working Spouses’ tee time, if eligible.

- iii. Green Fees: Saturdays – Super Senior Green Fee (See Green Fees in MEMBER FEE SCHEDULE section of OCC Rules).
- f. Eligible Children
  - i. Eligibility to Book Tee Times (when allowed to reserve tee time):
    - 1. Weekdays –four (4) days in advance.
    - 2. Weekends – may not reserve tee time.
  - ii. Accessibility – may play except as limited below or upon restriction lapse::
    - 1. All days – during Members’ Reserved Tee Times
    - 2. SGA reserved times
    - 3. If eligible child is 17 years old and younger and does not have a “OCC Junior A Card,” must be accompanied by an adult.
  - iii. Green Fees: Saturdays – Super Senior Green Fee (See Green Fees in MEMBER FEE SCHEDULE section of OCC Rules).

### 3. INTERMEDIATES

- a. Eligibility to Book Tee Times (when allowed to reserve tee time):
  - i. Weekdays - Seven (7) days in advance
  - ii. Saturdays –
    - 1. May sign up one day in advance for any tee time.
    - 2. Six (6) days in advance, for tee times after Members Reserved Tee Times.
  - iii. Sundays - Six (6) days in advance.
  - iv. May sign up for SGA and Working Spouses tee times when restrictions lapse if eligible under category accessibility rules.
- b. Accessibility- may play except as limited below or upon restriction lapse:
  - i. May not play prior during Members Reserved Tee Times on Saturdays except when populating tee sheet by an eligible member.
  - ii. SGA Reserved Tee Times.
  - iii. Working Spouses reserved tee times.
  - iv. Club Events unless eligible
- c. May access practice facilities provided paying driving range fee. If otherwise eligible under these rules, family members and Significant Others may access practice facilities only if each individual player pays the monthly driving range fee.
- d. Spouses
  - i. Eligibility to Book Tee Times (when allowed to reserve tee time):
    - 1. Weekdays - seven (7) days in advance.
    - 2. Weekends - five (5) days in advance.
  - ii. Accessibility – may play except as limited below or upon restriction lapse:
    - 1. Weekdays & Sunday – during Members’ Reserved Tee Times

2. Saturday = May not play during Members' Reserved Tee Times except for Working Spouses' tee time, if eligible.
- e. Eligible Children
  - i. Eligibility to Book Tee Times (when allowed to reserve tee time):
    1. Weekdays, Weekends, & Holidays –four (4) days in advance.
  - ii. Accessibility – may play except as limited below or upon restriction lapse:
    1. All days – during Members' Reserved Tee Times
    2. SGA reserved times
    3. If eligible child is 17 years old and younger and does not have a “OCC Junior A Card,” must be accompanied by an adult.

#### 4. **NON-RESIDENT GOLFING MEMBERS**

- a. Booking Tee Times & Access: relative to their category (e.g. Regular, super senior, intermediate).
- b. Green Fees: Non-Resident Green Fee (See Green Fees in MEMBER FEE SCHEDULE section of OCC Rules).
- c. Do not pay green fees if they have activated their membership to full dues.

#### 5. **INTERNATIONAL MEMBERS**

- a. Eligibility to Book Tee Times (when allowed to reserve tee time):
  - i. Weekdays, Weekends & Holidays - seven (7) days in advance.
  - ii. May sign up for SGA and Working Spouses tee times upon lapse if eligible under category accessibility rules.
- b. Accessibility – may play except as limited below or upon restriction lapse:
  - i. Sunday - during Member Reserved Times
  - ii. SGA Reserved Tee Times.
  - iii. Working Spouses reserved tee times.
  - iv. Club Events unless eligible
- c. Green Fees: International Green Fee (includes cart + tax) to play (See Green Fees in MEMBER FEE SCHEDULE section of OCC Rules).
- d. Do not pay green fees if they have activated their membership to full dues.
- e. May access practice facilities provided paying driving range fee. If otherwise eligible under these rules, family members and Significant Others may access practice facilities only if each individual player pays the monthly driving range fee.
- f. Spouses
  - i. Eligibility to Book Tee Times (when allowed to reserve tee time):
    1. Weekdays - seven (7) days in advance.
    2. Weekends - five (5) days in advance.



- ii. Accessibility – may play except as limited below:
  - 1. All days – during Members’ Reserved Tee Times
- g. Eligible Children
  - i. Eligibility to Book Tee Times (when allowed to reserve tee time):
    - 1. Weekdays, Weekends & Holidays - four (4) days in advance.
  - ii. Accessibility – may play except as limited below:
    - 1. All days – during Members’ Reserved Tee Times
    - 2. SGA reserved times
    - 3. If eligible child is 17 years old and younger and does not have a “OCC Junior A Card,” must be accompanied by an adult.

## 6. SOCIAL MEMBERS

- a. Eligibility to Book Tee Times (when allowed to reserve tee time):
  - 1. May reserve tee times three (3) days in advance.
- b. Accessibility – may play except as limited below:
  - i. All days – may not play during Members Reserved Tee Times, SGA Tee Times, and Working Spouses Tee Times. These restrictions do not lapse.
  - ii. Number of Rounds per Month: May play two (2) rounds of golf per calendar month.
  - iii. May play either (a) as a "guest" of a Regular member during times when Regular members can bring guests; or (b) play "on their own" at available times designated under this section. Unless rained out, a round of golf is defined for Social members as any number of holes played at a specific tee time.
  - iv. Club Events unless eligible
- c. Playing Privileges: Not allowed playing privileges in O.C.C. tournaments. When eligible to play, may play in that day’s daily game except on Ace Day.
- d. Practice Facilities (including Driving Range): May access practice facilities provided paying driving range fee. If otherwise eligible under these rules, family members and Significant Others may access practice facilities only if each individual player pays the monthly driving range fee.
- e. Green Fee: Social Green Fee (See Green Fees in MEMBER FEE SCHEDULE section of OCC Rules).
- f. Spouses and eligible children:
  - i. May not reserve a tee time.
  - ii. Accessibility – may play except as limited below:
    - 1. May play twice (2) a calendar month.
    - 2. May not play during Members Reserved Tee Times.
  - iii. Green Fees: Social Green Fee (See Green Fees in MEMBER FEE SCHEDULE section of OCC Rules).

- iv. May establish handicap at OCC.
- v. Practice Facilities (including Driving Range): May only use these facilities the day of playing a round of golf.
- g. Guests: Allowed to bring guests for golf. All guest restrictions apply.
- h. Handicap: Social members may establish a handicap at O.C.C. for an annual fee. Please contact the golf shop to sign up.

## 7. RECREATIONAL MEMBERS

- a. Eligibility to Book Tee Times (when allowed to reserve tee time):
  - 1. May reserve tee times three (3) days in advance.
- b. Accessibility – may play except as limited below:
  - i. All days – may not play during Members Reserved Tee Times, SGA Tee Times, and Working Spouses Tee Times. These restrictions do not lapse.
  - ii. Number of Rounds per Month: May play one (1) round of golf per month.
  - iii. May play either (a) as a "guest" of a Regular member during times when Regular members can bring guests; or (b) play "on their own" at available times designated under this section. Unless rained out, a round of golf is defined for Social members as any number of holes played at a specific tee time.
- iv. Club Events unless eligible
- c. Playing Privileges: Not allowed playing privileges in O.C.C. tournaments. When eligible to play, can play in that day's daily game except on Ace Day.
- d. Practice Facilities (including Driving Range): May only use these facilities the day of playing a round of golf.
- e. Green Fee: Recreation Green Fee (See Green Fees in MEMBER FEE SCHEDULE section of OCC Rules).
- f. Spouses and eligible children:
  - i. May play once (1) a calendar month.
  - ii. May not reserve a tee time.
  - iii. Green Fees: Recreation Green Fee (See Green Fees in MEMBER FEE SCHEDULE section of OCC Rules).
- iv. May establish handicap at OCC.
- v. Practice Facilities (including Driving Range): May only use these facilities the day of playing a round of golf.
- g. Guests: Allowed to bring guests for golf. All guest restrictions apply.
- h. Handicap: Recreational members may establish a handicap at O.C.C. for an annual fee. Please contact the golf shop to sign up.

**8. SURVIVING SPOUSES**

- a. Retain spousal golfing privileges respective to deceased member's membership category.

**9. DINING MEMBERS**

- a. May not use golf facilities.

**10. SIGNIFICANT OTHERS**

- a. Booking Tee Times: May not reserve tee time or have access to automated booking reservation system.
- b. Accessibility – may play except as limited below:
  - i. May play an unlimited number of times provided they are playing with a member or a spouse of a member.
  - ii. Practice Facilities (including Driving Range): May pay monthly driving range fee and have access to all practice areas.
  - iii. Eligible to play at times consistent with spouse restrictions, excluding working spouse tee times on Saturday's.
  - iv. Shall not be eligible for SGA membership.
  - v. Shall not be eligible for free instructional clinics.
  - vi. Shall not be eligible to enter tournaments other than social tournaments (i.e.: Hit and Giggle, Kane/Wahine).
- c. Green Fee: Special Guest Rate (See Green Fees in MEMBER FEE SCHEDULE section of OCC Rules).
- d. Handicap: Eligible to establish handicap at OCC.
- e. Guests: May not bring a guest.
- f. Locker Room: Shall have access to the use of locker room facilities but shall not be eligible for permanent locker assignment.
- g. Club Storage: Shall not be eligible for club storage.

**11. GUEST PLAY – GUEST PLAYING GOLF WITH A GOLFING MEMBER**

- a. Guest play eligibility – except as explicitly allowed under these rules, no member or their beneficiaries may play as a guest.
- b. Guest play accessibility – may play during these times:
  - i. Weekends –allowed as limited: one guest per member prior to 2:30PM; multiple guests thereafter.
  - ii. Mondays – multiple guests allowed.
  - iii. Tuesday through Friday – multiple guests except during Members Reserved Tee Times only one guest per member.

- c. Family Guests:
  - i. Eligibility
    - 1. Sons, Daughters, and Grandchildren of golfing members who are not eligible to play as eligible children.
    - 2. Sons-in-Law and Daughters-in-Law
    - 3. Parents and Grandparents
  - ii. Oahu Resident Family Guests – may play consistent with requirements of Oahu Resident Guests.
  - iii. Non-Oahu Resident Family Guests - may golf an unlimited amount of time.
  - iv. All guest restrictions apply.
  - v. Green Fees: Family Guest Green Fee (See Green Fees in MEMBER FEE SCHEDULE section of OCC Rules).
- d. Oahu Resident Guests Playing Golf
  - i. A resident of the Island of Oahu cannot be issued a guest card.
  - ii. May not play golf at O.C.C. more than once per calendar month except may play twice in a calendar month if guest of a Regular or Super Senior member. This category of guest is prohibited from play, as outlined by this section, even if invited by different members during the same month. The member is responsible for identifying his or her guest by name with the golf shop when signing up for a tee time.
  - iii. Green Fees: Guest Green Fee (See Green Fees in MEMBER FEE SCHEDULE section of OCC Rules).
  - iv. Green Fee For weekday (M-F) guests of primary regular members: Regular Member Weekday Guest Green Fee (See Green Fees in MEMBER FEE SCHEDULE section of OCC Rules).
- e. Non-Island Residents Playing Golf:
  - i. A non-resident of the Island of Oahu may be issued a guest card for ten (10) consecutive days.
  - ii. May play golf at O.C.C. as a guest or the guest of any other member an unlimited number of times.
  - iii. Green Fees: Guest Green Fee (See Green Fees in MEMBER FEE SCHEDULE section of OCC Rules).
  - iv. Green Fee For weekday (M-F) guests of primary regular members: Regular Member Weekday Guest Green Fee (See Green Fees in MEMBER FEE SCHEDULE section of OCC Rules).

## 12. MEMBERS RESERVED TIMES

- a. Eligibility to play in this category– Regular & Honorary Members

- b. Weekday Reserved Times – Tuesday through Friday from 11:00 AM to 12:30 PM
  - i. Members only but a member may bring one guest
  - ii. Reserved times lapse three days prior to tee times for eligible golfers.
- c. Saturday Morning –until 2:20 PM
  - i. Members only but a member may bring one guest
- d. Sunday Morning - only members with one guest per members may play until:
  - i. Summer Schedule - prior to 9:00AM
  - ii. non-Summer Schedule - prior to 9:30AM

**13. SPOUSES GOLF ASSOCIATIONS (ADDITIONAL PRIVILEGES)**

- a. Eligibility – spouses of members with requisite golfing privileges.
- b. Booking Tee Times
  - i. All SGA members may book SGA reserved tee times seven (7) days in advance.
  - ii. All members, otherwise eligible, may access these tee times three (3) days in advance.
- c. Accessibility (additional play times) Spouses’ Reserved Tee Times
  - i. May play during reserved times: Tuesdays 7:33 AM to 10:24 AM.
  - ii. May play during reserved times: Fridays 7:33 AM to 9:25 AM.
  - iii. Regular members may be allowed to play during these times on a space-available basis or upon restriction lapsing.
- d. Reserved times lapse three days prior to tee times for eligible golfers.

**14. WORKING SPOUSES (ADDITIONAL PRIVILEGES)**

- a. Working Spouses: Two tee times are reserved for working spouses on Saturdays off the #10 tee (12:12PM and 12:20PM).
  - i. May sign up for these times seven (7) days in advance.
- b. Reserved times lapse three days prior to tee times for eligible golfers.

**E. TEE TIME RULES**

- a. The Golf Shop shall operate on the following two schedules:

**TEE TIME SCHEDULE:**

Golf Shop **Upstairs** - 6:00 a.m. to 6:00 p.m. Tuesday through Friday  
(except Monday 9:00 a.m. to 6:00 p.m.)

5:30 a.m. to 6:00 p.m. on Saturday & Sunday

Golf Shop **Downstairs** – 6:00 a.m. to Sunset every day except Monday  
(9:00 a.m. to 6:00 p.m.)

Tee times commence at 7:00 a.m. (March 15th - October 15th: 6:30a.m. on Sundays & Holidays)

No players at any time shall tee off prior to the posted tee time.

Players using electric carts must return the cart to the Golf Shop Downstairs **BEFORE SUNSET (on Mondays carts must be returned by 6PM)**. Players without electric carts may play as long as light permits, summer or winter.

b. Tenth tee starting times are limited to weekend play. See the golf shop for details.

#### F. **RESERVING STARTING TIMES**

1. Absent special grant from golf committee, advanced sign up for a tee time is limited based on membership category and is limited to a maximum of fourteen (14) days before play.
2. Sign up for starting times may be by phone, online, or in person. When reserving weekend tee times, the tee sheet will be available when the Golf Shop opens at 5:30 a.m. on Saturday and Sunday mornings. Regular golf members may reserve **two tee times per day in person**.
3. When reserving weekend tee times, at 6:00 a.m. Regular golf members may reserve **two tees time per day**.
4. When populating more than one tee time on any one day, a minimum of a four and half hour interval is required between tee times.
5. If players in a group are not ready for play at their scheduled starting time, it will be canceled by the starter. Subject to level of play, the starter will try to arrange a later starting time.
6. Sign up during heavy play periods shall normally be for a foursome. If the starting time is for less than a foursome, the golf shop has the right to combine singles and twosomes into larger groups.
7. If a no-show occurs more than once in two-month period without at least 24 hours advance notice, the group or individual may be prohibited from making any reservations for a period of one month either individually or collectively as the circumstances warrant.

## **G. PLAY ON THE COURSE**

1. All players shall replace divots, repair ball marks on greens, rake sand bunkers, and fill divot holes with sand on the par 3 tees, observe electric cart rules, and generally assist the club in maintaining the course in good condition.
2. Speed of Play: Players must keep pace with the group in front of them and allow groups to pass if falling behind. The low handicapper of the group shall have lead responsibility of keeping an appropriate pace.
3. Slow play may be reported to the golf shop. The golf professional shall keep a log of the complaint (i.e. date, starting time, completion time, and players involved) and those players may be subject to disciplinary procedures.
4. Regarding golf play, continued bona fide complaints as to the same individuals or group of individuals shall be reported to the golf committee.
5. Players who have lost one full hole to the group immediately preceding them, and if the group following is waiting, must wave the following group through.
6. Chronically slow players or foursomes may be assigned later starting times by the golf committee or golf shop.
7. A player shall hit when ready as soon as it is safe to do so even though such player is not away. "Ready golf" shall supersede the so called "your honor" rule in the interest of speed of play.
8. Singles and twosomes have no right on the golf course during heavy play periods.
9. Proper golf attire is required at all times on the course, driving range, and practice facilities. Golf shoes with metallic spikes are not permitted.
10. U.S.G.A. Rules of Golf shall apply except where preempted by LOCAL RULES.
11. To prevent slow play, players must each have their own golf clubs. A player without clubs may rent them from the Golf Shop.

12. The golf professional (or P.G.A. assistant in his or her absence) shall be the official interpreter of golf rules (U.S.G.A or Local) when questions arise.
13. No dogs are permitted on the golf course at any time.
14. **The Course Marshal (aka Players Assistant).** The golf professional shall assign and supervise a qualified employee to perform the duties of course marshal on an as needed basis. Responsibilities:
  - a. The marshal shall make regular inspections of golf play to assure the continuous movement of golf play pace is unimpeded by slow play. Where necessary, the marshal shall require slow players to permit faster players to play through.
  - b. The marshal shall also assist in the enforcement of rules pertaining to the use of golf carts, repair of ball marks on the greens, replacement of divots and raking of bunkers.
  - c. The marshal shall police the course for joggers, children and others from interfering with golf play or risking self-harm by exposure to the hazards of golf play.
  - d. The marshal is expected to perform his or her duties in an efficient and courteous manner and players are expected to comply with the marshal's directions in return. Members, beneficiaries and guests shall interact with the marshal in a respectful manner.

## H. LOCAL RULES

1. **STAKED TREES:** If lie of ball, stance, and/or swing is interfered with by the stake attached to a tree, the stake, and/or wire and the tree are to be treated as an immovable obstruction.
2. **IMMOVABLE OBSTRUCTIONS:** Protective screens on tee nos. 4, 9, 10, 12 and 16.
3. **EMBEDDED BALL:** Anywhere "through the green" a ball which is embedded in its own pitch-mark in the ground, except in loose sand, may be lifted without penalty, cleaned and dropped as near as possible to the spot where it lay but not nearer the hole(see Rule 20). "Through the green" is the whole area of the course except: (a) teeing ground and putting green of the hole being played; (b) all hazards on the course.
4. **GROUND UNDER REPAIR (GUR) & FLOWER BEDS:** Ground under repair is marked by white paint. Flower beds are GUR. Additionally, play is prohibited from flower beds. Only the following areas are to be considered flower beds; left of #3championship tee, flower beds by the restroom on #4 tee and the flower bed around the#14 tee.



5. **WINTER RULES:** A ball lying on a "fairway" may be lifted and cleaned, without penalty, and placed within one club-length of where it originally lay, not nearer the hole, and so as to preserve as nearly as possible the stance required to play from the original lie. A ball so lifted is back in play when the player addresses it or, if the player does not address it, when the player makes his or her next stroke at it.
6. **TEMPORARY CONDITIONS:** Only when posted. During conditions of extreme wet and mud, no penalty shall be assessed for a ball lost "through the green"; however, all parties in the match must agree that the ball was not lost out-of-bounds or in a hazard. The player shall then drop a ball as near as possible to that spot that all players agree that ball should lay and then resume play.
7. **DROP AREAS** are provided when it is not possible to proceed in that vicinity according to USGA Rules. Penalty of one stroke unless otherwise noted.
  - a. **BEHIND #1 GREEN:** For lateral (penalty area) water hazard
  - b. **BEHIND #8 GREEN:** For lateral (penalty area) water hazard behind green and near green.

#### I. **ELECTRIC CART RULES AND SAFETY PROCEDURES**

1. Carts supplied to go to the driving range are not to be taken on the course.
2. Early each day the golf shop shall announce how carts shall be used:
  - a. Wet Conditions - Carts must stay on cart paths at all times. **No exceptions.**
  - b. Dry Conditions - Carts may leave cart paths. No restrictions except on those fairways and other special areas where carts are not permitted at any time, or on fairways marked off limits to carts that particular day.
3. The Board of Directors shall (1) suspend golf privileges or (2) the right to drive a cart, depending upon the seriousness of the offense, of any player violating the rules governing the use of electric carts.
4. Not more than two persons may ride in a cart at any time. The driver of the cart **must** have a valid driver's license.

5. At no time may a cart be driven within 20 yards (60 feet) or beyond greenside bunkers. Proceed directly to cart path. All signs instructing cart drivers shall be observed at all times.
6. Carts shall remain on the path while playing holes #7, #9 #10 & #11
7. Cart malfunctions shall be reported by players to the cart attendant upon returning the cart to the golf shop.

J. **PRACTICE AREAS**

1. Practice on the course is described in the USGA rules. As a general exception, however, limited practice on our course may be allowed under the following restrictions.
  - a. Practice does not interfere with play on the course by members, spouses and their guests.
  - b. Hitting excessive iron shots from the same location is prohibited in order to prevent an excessive number of divots in one location
  - c. Those practicing must keep pace with the players ahead, not attempt to go through groups ahead and not cut in front of playing groups in a manner that delays others' play.
  - d. Those walking must replace all divots and those riding must fill all divots with sand.
  - e. All ball marks are to be repaired as in regular play.
  - f. Those wishing to play a few holes or more for practice must check in with the Pro Shop and pay for cart use if not walking.
2. Other than outlined above, practice is restricted to the regularly assigned areas near #1 Tee as directed by the golf shop staff, namely:
  - a. The practice green immediately makai of the main clubhouse will be used for practice putting and chipping.
  - b. The practice putting green next to the 1st tee and mauka of the main clubhouse will be used for practice putting only. No pitching or chipping onto these greens.
3. Other than as allowed during play of a round of golf, practice putting on any of the regular greens on the golf course is prohibited.
4. Golfers authorized to use the practice facilities, except on day of play or accompanied by a member with golfing privileges, must check in at the pro shop before using the practice facilities.

5. Except as explicitly exempted by our head golf professional, all unaccompanied juniors must have an “A-card” before using the practice facilities.
6. Priority for usage of practice areas shall be given to players in preparation of play and club approved golf professionals actively providing lessons. If not utilizing the practice areas for such preparation, nonmembers shall yield to members.
7. **Driving Range - Rules for use:**
  - a. Subject to weather conditions, the range will open one-half hour before the first tee time and close one-half hour before the starting area closes.
  - b. Under the jurisdiction of the golf committee and operated on a daily basis by the golf shop with overall management responsibility of the golf professional.
  - c. No one is to send balls over the driving range fence. If a user has the capacity to hit over the fence, he or she should refrain from using those clubs for which they can reach. Any user that sends balls over the fence and continues to use that club or selections of clubs shall be reported to the Golf Pro and, for repeated offenses the Golf Committee, for possible discipline.
8. Access to Practice Facilities (allowed to use):
  - a. Any member or beneficiary not otherwise restricted under these rules.
  - b. On day of play.
  - c. As explicitly allowed by Head Golf Professional.

## APPENDIX C

### LOCKER ROOMS

**Assignment of Lockers:** Lockers are club facilities which are offered on an "as available" basis. Lockers are not an entitlement of membership. Assignment will be made only to the following membership classifications in order of priority:

1. Regular (includes Super Senior and International)
2. Limited Regular
3. Intermediate
4. Spouses of Regular, Limited Regular, Intermediate in same priority
5. Limited Golf and Surviving Spouse-Golf
6. All other classes of membership (Social, Recreation, Non-Resident, Junior Legacy Program, etc) and their spouses will be restricted to half sized lockers.

**Request a Locker:** A "Members Locker Request" must be registered with the club office. Assignment of all lockers will be made in chronological order by date and time of the request. When the first classification (Regular) is filled then the second classification (Limited Regular) will be considered, etc. Every effort will be made to make lockers available to Regular members as requested before any other classification is considered. Full lockers will be assigned to golfing members upon request, as available.

**Temporary Lockers:** Temporary lockers will be available upon request from the club office for "day use". These "temporary lockers" will be made available for guests, on a first come, first serve, basis.

**Sharing Lockers:**

A. Members with an assigned locker may share it with one other member. Both members with the assigned locker must register their names with the club office and be responsible for all charges. The club will split locker charges but will not split shoe care nor other charges between members.

B. When the member of the assigned locker leaves the club for any reason, the locker becomes the responsibility of the remaining member sharing the locker. The member who was sharing the locker will then need to put his/her name on the locker and will be responsible for the charges. If the member no longer wants a locker, he/she must notify the club office.

**Personal Locks:** The club does not allow members to use personal locks on lockers but allows members to create his/her own combination with the current "Hollman Keyless Security Locks" in place.

***Non-Active Use of Lockers:*** Members who are not actively using their lockers due to illness, extended vacations, business pressures or other reasons may wish to release their locker. When they return to active status, they will be the first to receive a locker assignment on a priority basis.

***Board Discretion:*** The Board of Directors may, at its discretion, change, disapprove or approve any or all locker classifications, policies or assignments and may from time to time make special locker assignments or conditions that they deem in the best interest of the membership.

***Club Access to Personal Lockers:*** The Club maintains master keys for the lockers. The Club may use the master keys to access the lockers:

1. To replace or deliver a member's personal property, such as lost or purchased items or a member's golf shoes after cleaning;
2. To ensure compliance with all Club rules and to ensure the safety of the Club and its members; and
3. For any other reasonable purpose determined by the General Manager, the President, or Board from time to time.

***Towels:*** Towels will be supplied to members without charge. Members are cautioned not to abuse this privilege by being wasteful. All used towels must be left in hampers provided for that purpose. Towels from the locker room are not permitted on the golf course. Towels are not to leave the premises.

## **APPENDIX D**

### **RECIPROCITY AND RECIPROCAL CLUB ACCESS**

At their own discretion, most clubs in the U.S. will accommodate members from other private clubs. This is best accomplished via advance notice and a letter of introduction. As with our own club, this is a courtesy extended on a voluntary basis with no requirement of any club to participate. Visiting members are subject to the policies, procedures and availability of the host facility. The following procedure will assist you in accessing a private club in your destination area.

1. In advance of travel, submit a request to the business office (General Manager) with information about the private clubs you wish to visit in your destination area and the exact dates of desired access.
2. An inquiry can be made regarding a specific club and/or alternate venues in your destination area can be researched.
3. On your behalf, either the General Manager (or Head Golf Professional) will contact the appropriate official at the requested destination club to confirm their willingness to accept a reciprocal visit.
4. When the destination club confirms acceptance, a letter of introduction is forwarded on your behalf and copied to you. The letter verifies your standing and membership category at O.C.C. and guarantees payment for any charge incurred by you during your visit. Some clubs allow accounts to be settled by credit card, however a charge back to your O.C.C. account is most often preferred.
5. Reciprocal privilege is extended on a "like kind" basis with access equivalent to the category held at O.C.C. For instance, a Social member may access dining but not golf at the destination club.
6. Questions about reciprocity may be referred to the General Manager.

## **FOREIGN RECIPROCAL CLUBS**

### **CANADA:**

#### **Victoria:**

Victoria Golf Club  
1110 Beach Drive  
Victoria, BC Canada V8S2M9

Union Club of British Columbia  
805 Gordon Street  
Victoria, B.C., V8W 1Z6 Canada

#### **Vancouver:**

The Vancouver Club  
915 W. Hastings Street  
Vancouver, BC Canada V6C1C6

#### **Montreal:**

University Club of Montreal  
2047 Mansfield Street  
Montreal, Canada H3A 1Y7

### **JAPAN:**

#### **Tokyo:**

Tokyo American Club  
1-2 Azabudai 2-chome  
Minato-Ku, Tokyo 106, Japan

### **NEW ZEALAND:**

#### **Auckland:**

Auckland Golf Club  
Hospital Road  
Middlemore, Auckland, New Zealand

### **TAIWAN:**

#### **Taipei:**

American Club in China  
47 Pei An Road, Taipei 10494 or  
P. O. Box 17-36  
Taipei 10098

## **APPENDIX E**

### **GUEST CARD**

***Guest Cards Issued by Member:*** At the request of a member, persons residing other than on the Island of Oahu may be permitted the privileges of the club as a guest of the member requesting the guest privilege.

Members sponsoring guests will be held responsible for any indebtedness a guest may incur or any damage caused to O.C.C. property by the guest. Not more than three guest cards shall be issued to the same person within twelve months without the consent of the Board.

The right to withdraw guest cards for proper cause is reserved by the Board of Directors. The names of persons holding such guest cards shall be placed on record with the front desk.

### **GUEST CARD RULES**

1. Upon request by an O.C.C. member of any category, a guest card will be issued permitting the use of clubhouse facilities. Only golfing members have the right to secure a guest card permitting golf privileges for their guest. There is **no fee** for a guest card issued at the request of an O.C.C. member.
2. A member may not have more than two guest cards concurrently outstanding. Guest cards are good for ten (10) days and may not be extended or renewed to the same guest unless an intervening period of thirty (30) days “off island” has passed, reconciled from the expiration date of their previously issued guest card. The time period commences when the card is issued at the reception desk in the Business Office. A guest card cannot be issued to a local resident, defined as “a permanent resident of the island of Oahu”.
3. Guest cards are issued at the club’s Business Office reception desk located to the left side of the upper level, inside the main entrance to the club. The reception desk is available to issue guest cards Monday and Tuesday from 9:00 AM until 4:00 PM and Wednesday through Sunday from 9:00 AM until 6:00 PM. Guests obtaining a guest card via a “Letter of Introduction” are advised to verify eligibility in advance of arrival. Valid credit card information must also be supplied upon registration. Upon issuing the guest card pertinent data regarding tee times, dress code, electric cart safety and club rules will be provided. Dining reservations are also suggested at this time.
4. At the discretion of O.C.C., a guest card may be issued and subject to the fees indicated:
  - a. On behalf of a member from an O.C.C. reciprocal private club - **\$30.00**
  - b. Via Letter of Introduction on behalf of a member from a non-reciprocal private club (upon approval by O.C.C. management) - **\$30.00**



On a case-by-case basis, at the discretion of the club President and/or the General Manager, a visiting dignitary may be accommodated, and the issuance of a guest card and fees waived.

**PLEASE NOTE:** All services rendered to a guest card holder, food and bar, cart rental, green fees, etc., must be signed for and charged against the guest card account. A 20% surcharge is levied on all Food and Beverage items charged. All guest card charges incur State excise taxes, which may vary from time to time. (Presently 4.72%)

**5. GOLF:**

A guest card permitting golf privileges must be presented by the bearer at the Pro-Shop prior to using any of the club's golf facilities or obtaining a tee time. Guest cards permitting golf allow a twosome only (guest card holder and one guest) and may ONLY use the golfing facilities on the day of play. To book a tee time, please call the Golf Shop or Head Golf Professional at (808) 595-3256

**GUEST CARD GREEN FEE & CART RENTAL SCHEDULE**

(Subject to change without prior notice)

**Member Sponsored Guest Card Holder & One Guest (each)**

18 Hole	\$200.00
9 Hole	\$115.00

"Letter of Introduction" Guest	18 holes	\$250.00
	9 holes	\$180.00

**6. DINING:**

Guest card holders may use the club's dining facilities without specific limitation. Guest card holders may entertain guests at O.C.C. consistent with club rules. House rules, such as our dress code, and cell phone policy, preserve the upscale atmosphere of our club. On rare occasions that space may be limited, O.C.C. members will have priority for reservations, seating, and accommodation of special requests.

7. Guest card charges billed to a sponsoring member's account will be forwarded to the member on a separate statement showing itemized charges. At their discretion, the member may forward the statement to their guest for payment or assume the charges directly. Upon requesting a guest card, the sponsoring member assumes full liability for payment of all charges signed for by the guest card holder. Charges against a guest card account issued via "reciprocal privilege" or "Letter of Introduction" will be billed to the card holder's home club, which bears obligation for payment of the charges.

8. The Club Business Office will maintain a logbook listing pertinent data on all guest

cards issued. Guest card holders are asked to complete a data card with customary home club and/or local contact information, credit card information, and other data germane to their use of the club. Such information is confidential, is not shared with third parties.

## **APPENDIX F**

### **OPERATING HOURS**

**Hours:** O.C.C. shall be open for the reception of members each day, except on those days as the Board shall direct that the club be closed. The business office shall be kept open at such times as may be designated by the Board. The dining rooms, bars, grilles, and athletic facilities shall be open at such times as are published by the General Manager with the approval of the Board. Members shall leave the clubhouse within 15 minutes of the time the clubhouse closes.

**Business Office:** Monday – Friday: 8:00 a.m. – 4:00 p.m.

**Front Desk:**

Monday & Tuesday: 9:00 a.m. - 5:00 p.m.

Wednesday - Sunday: 9:00 a.m. - 7:00 p.m.

### **GOLF**

**Golf Shop:**

Monday: 9:00 a.m. - 6:00 p.m. (6:00 a.m. for holiday exception)

Tuesday - Sunday: 6:00 a.m. - 6:00 p.m.

**Starters:**

Monday: 9:00 a.m. - 6:30 p.m. (6:00 a.m. for holiday exception)

Tuesday - Sunday: 6:00 a.m. - 6:30 p.m.

### **FITNESS CENTER**

Monday - Sunday: 6:00am - 7:00pm

### **POOL**

Monday - Sunday: 7:00am - 6:00pm

### **DINING**

***The Grille and Anuenue***

Monday – Anuenue Closed; The Grille is Open

Monday and Tuesday: 11:00 a.m. - 7:00 p.m. (Limited Menu)

- Lunch: 11:00 a.m. - 2:00 p.m.
- Dinner: 2:00 p.m. - 7:00 p.m.

Wednesday & Thursday: 11:00 a.m. - 8:00 p.m.

Friday: 11:00 a.m. – 10:00 p.m.

- Lunch: 11:00 a.m. - 4:00 p.m.
- Dinner: 4:00 p.m. - 8:00 p.m.

Saturday: 8:30 a.m. – 10:00 p.m.

Sunday: 8:30 a.m. - 8:00 p.m.

- Breakfast: 8:30 a.m. - 12:00 p.m.
- Lunch: 11:00 a.m. - 4:00 p.m.
- Dinner: 4:00 p.m. - 8:00 p.m.

Food Service Ends	7:00 p.m.	Monday and Tuesday
Food Service Ends	8:00 p.m.	Wednesday - Sunday
Last Call Beverages	9:00 p.m.	Sunday - Thursday
Last Call Beverages	10:00 p.m.	Friday and Saturday
Doors Close	10:00 p.m.	Sunday - Thursday
Doors Close	11:00 p.m.	Friday and Saturday

**Holidays:** The entire Club is closed on Christmas Day and is open until 2:00 p.m. on New Year's Day.

**APPENDIX G**  
**OAHU COUNTRY CLUB WINE CLUB**

A Wine Club program is offered as a service to members of O.C.C. The Wine Club is intended to allow members access to wines not represented on the Club's own wine list. To ensure proper delivery, wines to be placed in a Wine Club member's personal inventory must be ordered through the Food & Beverage office. Delivery will not be accepted for wine(s) not ordered through the Food & Beverage office.

1. A fee of \$150 is levied annually to each wine club member with the July billing.
2. Wine club members are given the privilege of purchasing wines at restaurant wholesale pricing.
3. A corkage fee of \$15.00 is also levied on each bottle at time of consumption.
4. Wine must be ordered at a minimum of one case (three, six or twelve 750 ml bottles) or via broken lots of single bottles. (750 ml bottles).
5. Maximum inventory allowed to each Wine Club member is twenty-four (24) bottles.
6. Wines available for purchase on the O.C.C. wine list may not be ordered for personal inventory.
7. Personal inventory wines should be pre ordered at the time of making the dining reservation. This will facilitate service, such as advance chilling for white wines.
8. Personal inventory is for on premise consumption only and may not be removed from club property.

**WINE DINNERS & EVENTS PROTOCOL**

The popularity of the Club's Wine dinner program requires special consideration as follows:

1. The volume of library and/or special vintage wines made available by the distribution dictates the seating capacity for wine dinners.
2. Reservations for Wine dinners are not accepted until the 1<sup>st</sup> day, of the month preceding the month in which the dinner is scheduled.
3. Reservations are available only to members and their spouse (an unmarried member may bring one guest) until two weeks prior to the dinner, at which time guests may be invited if seats are available.
4. A member may reserve for no more than four eligible persons. (i.e. couple A plus couple B, or one couple plus two other individual members, or four individual members)
5. Requests for seating with another group of four will be accepted and every attempt will be made to accommodate such requests.
6. A wait list will be started when the capacity for the given event is reached.
7. Once a reservation is made, cancellation must be received in the business office seven days prior to the event.
8. The canceling member may not offer the space to another party. The first member appearing on the wait list will be offered the cancelled space.
9. Case wine orders may not be placed at a Wine dinner. Case wine orders must be placed via the F & B office in accordance with the Wine Club Rules printed above.
10. Members may not bring personal wine or wine club wines to these events unless approved by management.

## **APPENDIX H**

### **MINI CHARGE**

**Mini-Charge:** A monthly mini-charge applies to all classes of members except Non-Residents, Ill Status, Intermediates (ages 21-27), Socials (ages 20-30), Junior Legacy Program members and Honorary members. Below is an explanation of this charge.

Your Club has a Minimum Spending rule on Food & Beverage items. You are required to spend \$300 per quarter. Other membership categories may differ. If you do not spend at least \$300 in any given quarter you are charged the amount you don't spend, which is referred to as the "mini-charge".

Food & Beverage usage is calculated on a quarterly basis. The membership is divided into three groups based upon the first letter of the last name. The three-month "quarter" for each group will end on the last day of each month listed below.

Last name begins with the letter:

**A-G Quarter ends the last day of – March, June, September, December**

**H-N Quarter ends the last day of – April, July, October, January**

**O-Z Quarter ends the last day of – May, August, November, February**

You may access your account through the club website to ascertain your remaining mini charge for your current Quarter. In addition when you dine, each chit presented illustrates your remaining mini charge excluding the current transaction.

**\* Please note that private parties are credited toward your mini-charge.**

Non-resident members are not assessed mini-charge, except when residing in Hawaii for three consecutive months or more or who use the club for one day or more during three consecutive months or longer.

## APPENDIX I

### NEW MEMBER PHOTOGRAPH

**Member Photographs:** All members are required to submit a 5" x 7" color photo of themselves to the club. This will be displayed in the members' picture gallery located in the Clubhouse and also will be used in the club's roster book. The requirements are:

One 5" x 7" color photo: Aloha/Business attire (collared shirt, blouse or dress) or a coat and tie are recommended; head size picture on portrait (double weight) paper; preferably a recent picture.



This may be accomplished in either of the following ways:

- A club staff member can take your headshot for you. Please contact the membership director to set up a convenient session time; or
- You may furnish the photograph as outlined above; or
- You may contact a photographer of your choice or the photographer listed below, who will finish and deliver the picture to the office. This will be done at the member's expense.

Kenneth's Photography  
2142 S. Beretania Street

941-9591

The gallery helps everyone to become familiar with other members, so it is especially beneficial for new members to submit photos.