

2025 Member Handbook

ODCC HANDBOOK

2025





Dear Valued Members,

Welcome to an exciting new season at the Out Door Country Club! We are thrilled to have you as part of our community and look forward to providing you with an exceptional experience in 2025. Whether you are here to enjoy a round of golf, relax with friends and family, or take advantage of our premier amenities, we are committed to making your time at the club truly special.

This handbook has been designed to serve as your guide to the policies, procedures, and expectations that help us maintain the high standards and welcoming environment that define our club. Inside, you will find important information about club etiquette, membership/golf privileges, dress code, reservation policies, and more. These guidelines ensure that all members and guests can fully enjoy everything our club has to offer. If you have any questions or need assistance, our dedicated team is always here to help.

Thank you for being a valued member. Here's to a fantastic 2025 season filled with great memories, outstanding experiences, and plenty of time on the greens!

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DRESS CODE GUIDELINES

Members are encouraged to consider common sense, respect for tradition, modesty and the comfort level of fellow members when making dress code decisions.

It is the responsibility of all Members to be aware of our standard of attire and to ensure that their guests utilize these guidelines as well.

ODCC DRESS CODES

CLUBHOUSE

POOL FACILITY

TENNIS FACILITY

GOLF COURSE





GENERAL POLICIES

Cell Phone Policy

When on Club property, cell phones and similar equipment are always to be on silent mode, so they do not ring for incoming calls or messages. In the Clubhouse, use of these devices must be confined to the lobby, Bistro and locker rooms. These devices are not to be used in the Ballroom or any of the other dining rooms. On the golf course and tennis courts, these devices should not slow down play, disrupt other participants, or interfere with the ambience of the property. On all other exterior Club property, these devices should be used with discretion so as not to disrupt other participants.

Members are responsible for ensuring that their guests also abide by this policy.

Alcohol Policy

Alcoholic beverages will only be served to individuals aged 21 or older. Valid identification may be required. The club reserves the right to refuse service to any individual who appears intoxicated. Members are encouraged to make transportation arrangements for themselves or their guest if needed.

Liquor law violations are prohibited on the premises. Members will not be permitted to bring alcoholic beverages on the premises, unless corkage privileges are established by the Club and General Manager.





Membership

Upgrading Membership

Membership upgrades are always available for those who are interested in enjoying more of the Club's facilities. The process is simple and convenient for our members. ODCC requires payment for the difference in initiation fees and then your account will be upgraded to the new membership category. Monthly dues will then switch over for the following billing period.

Contact the Director of Membership with any requests to make changes.

Member Referrals

Referring family, friends, and coworkers to join the Club is an incredible opportunity to expand and strengthen our community. By becoming members, they are not only gaining access to exclusive benefits, but also supporting a shared vision that celebrates the importance of family, connection, and lifelong memories. The Club offers a unique environment where people can foster new relationships, create lasting experiences, and engage in activities that bring joy and togetherness. When you refer others to join, you're helping to build a vibrant, supportive network where everyone can thrive, creating a legacy of fun, friendship, and belonging for all.

REFERRAL PROGRAM

Member Resignation

In the event that a member is interested in terminating their membership at ODCC, refer to the resignation policy.

RESIGNATION POLICY

Member Events

Monthly Events:

Trivia in the Bistro
Live Music
Karaoke night in the Bistro
Book Club Dinner & Discussion

Quarterly Events:

New Member Mixers
Burgers and Bingo
Pasta night in the Madison
Kid's Club

Annual Events:

Clubhouse Re-Opening Celebration
Valentines Day Date Night
Cinco De Mayo Party
Easter Brunch and Egg hunt
Mother's Day Brunch
Pool Opening / Memorial Day BBQ
Father's Day BBQ
July 4th Celebration & Fireworks
Labor Day Pool Party
Fall Festival
Christmas Tree Lighting Ceremony
Ugly Sweater Party
Santa Brunch
New Year's Eve Celebration



Communication At the Club

Keeping our membership informed is a top priority at the Out Door Country Club. Whether it's updates on golf course maintenance, clubhouse closures, exciting member events, or other important happenings, clear and consistent communication ensured that you make the most of your membership. Staying informed helps foster a connected and engaged community, allowing you to plan your visits, participate in activities, and take advantage of everything the club has to offer. To ensure you receive all our updates, we encourage you to check your account and verify that your contact information – including your home address, email, and phone numbers – is accurate. If any changes are needed, or if members should be added or removed from your account, please contact us promptly so we can update our records.

We communicate through multiple platforms to keep you informed.

Constant Contact

Our email marketing platform, sends out weekly newsletters featuring dining specials, member events, golf winners, course updates, pool closures, and more – be sure you're subscribed and checking your emails.



ClubHouse Online

Our ClubHouse Online mobile app offers features like making dining reservations and tee times, registering for events, viewing statements, ordering online from the Bistro, and accessing the membership directory. The same functions are accessible via our website, www.odcc.com, with the member login in the upper left corner.



Clubster

A social media-like platform designed for country clubs, that allows you to follow specific groups (e.g., golf, dining, tennis) to tailor your feed to your interests. Its an excellent way to stay connected and view updates, including daily insights from our Golf course Superintendent, Scott Gingrich.



HOW TO FOLLOW CLUBSTER GROUPS

If you're not set up on any of these platforms, please reach out to us – we're happy to assist you in getting started.

Contact Information

Keeping your personal information up to date is essential for ensuring a smooth and seamless experience with the Club. We ask that you log in to your accounts and verify that your contacts details - such as phone number, address, email address, and family members - are current and up to date. In addition, it's important to regularly update your payment information. If you're paying by credit card, please note that there is a 3% processing fee for each charge. If you'd prefer to avoid this fee, consider switching to an electronic check payment. Simply contact the Club, and we can help you make that change. For those who wish to continue using credit card, please ensure that your card information is up to date to prevent issues like expired cards, new cards, or missed payments. Keeping your account information accurate and current ensures you receive the best possible service without interruptions.

Parent Information

The safety of every child in our care is our highest priority. We understand the trust you place in us when your child participates in activities at our facility, and we are committed to creating a secure and nurturing environment. Ensuring the safety and well-being of your child means having accurate, up-to-date information readily available. This includes details such as allergies, emergency contacts, and any other critical information that helps us respond effectively in any situation.

If you haven't done so already, please complete and return the necessary forms to the Clubhouse as soon as possible. These forms enable us to maintain comprehensive records for each child, ensuring their safety during activities and events such as Kid's Club, Sports Camps, or at the Pool. Your cooperation helps us provide the best care and ensures your peace of mind while your child enjoys their time with us.

CHILD LIABILITY FORM

PAYMENT

METHODS OF PAYMENT

E-Statements and Automatic Payments are required

In our continual efforts to review and reduce costs that will ultimately benefit all members, Out Door Country Club is requiring all member billing statements to be e-mailed and paid via a preauthorized payment method on file.

If you are not currently enrolled in automatic payments, please contact General Manager, Dick Smith at dsmith@odcc.com for an authorization form to complete your enrollment today. The following 2 options are available for your convenience:

ACH - The amount due will be automatically withdrawn from your checking or savings account and there is no cost for this service.

Credit Card - The amount due will be automatically charged to your credit card. Please note there is a **3% processing fee** charged by the credit card host for this service.

Both payment methods are processed on the 1st of each month, immediately following the billing process. While we strive for 100% accuracy, errors can happen. In the event an error occurs, the adjustment will appear on your next months club billing statement.

- All charges, unless otherwise specified, will be charged to your Member account. Computer generated chits should be checked and signed at the time of purchase.
- Cash is only accepted for outside functions when a cash bar is requested.
- Non-member guests may enjoy the Club, accompanied by a member and may use a credit card for purchases. Please ask your server to split the checks accordingly.

STATEMENTS

- Statements are emailed on the 1st of each month. Payment is due by ACH or credit card by the 5th of the month. There is a 3% fee on credit card payments. Dues billed on the statement are for the upcoming month.
- Any Club bills or any portion thereof, remaining unpaid by the 10th of each month of the statement date will incur a finance charge at the rate of one and one-half percent (1.5%) per month or \$25.00, whichever is greater.
- Any Member who fails to make payment in full within forty five (45) days from the statement date shall be posted as delinquent and shall be deprived of the privileges of the Club until such payment is made.

**Questions on your statement or interest in pre-paying dues,
please contact the clubhouse.**

MEMBER EVENT FEES

- All fees for member events, including food, beverage, service charges, and applicable taxes, will be billed to the member's account.

GRATUITY

- A service charge or gratuity of 18% will be added to all checks and event charges. 80% of the service charge will go directly to the server.
- Members may leave additional tips for exemplary service at their discretion. 100% of the gratuity will go directly to the server.

Food & Beverage Po



The Out Door Country Club is committed to providing an exceptional dining experience that reflects the highest standard of hospitality, service, and quality. To ensure an enjoyable environment for all members and their guests, the following policies outline expectations and guidelines for the use of our Food & Beverage (F&B) facilities.

Policies And Guidelines

Policies

Member Conduct

- Members and their guests are expected to conduct themselves with decorum and respect toward staff, other members, and club property.

Reservations

- Reservations are strongly encouraged for dining to ensure the best possible service.
- Reservations for special events and larger parties may require a deposit or prepayment.

Children Policy

- Children are always welcome in our dining facilities under parental supervision.
- High chairs and children's menus are available upon request.

Guest Policy

- Members are responsible for the conduct of their guests and ensuring adherence to club policies.
- Guests must be accompanied by a member when using the F&B facilities.

Guidelines

Dining Hours

- Operating hours for each dining area are posted on the Club's website and at the clubhouse.
- Hours may vary for holidays, private events, or seasonal adjustments.

Outside Food & Beverage

- Members and guests may not bring outside food or beverages onto club premises without prior approval from management.
- Special arrangements for celebratory cakes, wines, or similar items may be accommodated with corkage or service fees.

Dietary Accommodations

- Members are encouraged to notify the club of dietary restrictions or allergies at the time of reservation. The club will make every effort to accommodate requests with advance notice.

Seating Preferences

- Seating arrangements may be requested but are subject to availability and event configuration.

EVENT POLICIES

Advance Booking

- Members are required to RSVP for events in advance, as space may be limited. Reservations will be accepted on a first-come, first-served basis.

Cancellations

- Cancellations must be made at least 48 hours before the event to avoid a cancellation fee or forfeiture of prepayments.
- Late cancellations or no-shows may result in the full event fee being charged to the member's account.

Guest Attendance

- Members may invite guests to participate in member events, subject to capacity and prior approval.

EVENT RESERVATION POLICY



Dress Code

- Members and their guests must adhere to the club's dress code appropriate for the event's setting (formal, casual, themed, etc.)
- Dress requirements will be outlined in the event description.

Event Timing

- Members are asked to arrive promptly at the scheduled start time to ensure the smooth flow of the event.
- Late arrivals may miss portions of the event or menu items as outlined in the program.

Behavior & Etiquette

- Members and their guests are expected to conduct themselves with decorum and respect toward staff, fellow members, and the event environment.
- Disruptive behavior may result in removal from the event and potential disciplinary action.

Photography & Media

- Photography may be taken at club events for promotional purposes. Members who prefer not to appear in photographs should notify staff in advance.
- Personal photography is permitted but should not interfere with other members' enjoyment of the event.

SPECIAL F&B OFFERINGS

Seasonal Offerings

- The club offers rotating menus and events featuring seasonal ingredients, craft cocktails, and special wine selections.

Member Events

- Events such as wine tastings, cooking classes, and pairing dinners are held regularly to enhance the member dining experience.





PRIVATE EVENTS

at Out Door Country Club

Event Bookings & Payment

- Members may host private events in any of Out Door Country Club's beautiful event spaces. Spaces subject to availability and club policies.
- All Private Events must be booked and coordinated through the Director of Private Events.
- Private Events cannot be charged to a membership account. Private Events are considered a separate entity and require a contract and separate ACH form completed.
- Final payment is due within 10 days of the event. Late fees may apply to outstanding event invoices.
- Events do not count towards the monthly F&B minimum

Room Rentals & Deposits

- A room rental fee applies to each one of the available event spaces at Out Door.
- Members receive 50% off all room rental fees (up to \$1000).
- A non-refundable event deposit of 20% of the quoted event price is required to book the chosen event space, along with a signed Private Events contract.

Private Events Policies

- The member hosting the event is responsible to ensure that all of their guests adhere to ODCC's policies on dress code and behavior.
- No outside food and/or beverages are permitted on the premises during any Private Event held at ODCC.
- Special arrangements for celebratory cakes, wines, or similar items may be coordinated with approval from ODCC's Director of Private Events.

Cancellations

- A cancellation fee may apply for private events canceled without sufficient notice.
- All event deposits are non-refundable.

PRIVATE EVENTS
PACKAGES & MENUS



WEDDINGS ON THE GREEN

at Out Door Country Club

Celebrate your love in a breathtaking setting at Outdoor Country Club!

Our customizable “Weddings on the Green” feature a moveable arch and several beautiful spaces, giving you the freedom to design the perfect backdrop for your vows. With the ability to host up to 300 guests, ODCC is ideal for both intimate gatherings and grand celebrations. For smaller weddings under 50 guests, we offer intimate packages that make your day feel just as special and personalized.

From “Yes” to “I Do” and beyond, our dedicated team is here to guide you every step of the way, ensuring every detail reflects your unique vision. Whether you're planning an intimate affair or a grand event, we've got you covered, making your wedding day truly unforgettable.

Wedding Bookings & Payment

- Members may host Weddings in any of Out Door Country Club's beautiful event spaces. Spaces subject to availability and club policies.
- All Weddings must be booked and coordinated through the Director of Private Events.
- Weddings cannot be charged to a membership account. Weddings are considered a separate entity and require a contract and separate ACH form completed.
- Final payment is due within 10 days of the event. Late fees may apply to outstanding event invoices.
- Payment plans may be set up at the member's request.

ODCC WEDDING
PACKAGES 2025



OUT DOOR COUNTRY CLUB GOLF

Offerings

Practice Facilities

Payment/Fees

Reciprocal Play Program



An aerial photograph of a golf course. In the foreground, there's a large green fairway with a sand trap. To the right, a clubhouse and other buildings are visible, surrounded by trees. In the background, there's a line of trees and a hill under a clear sky.

Golf Genius Information

Tournament Sign-Up ID's for all events:

Men's Events - **GG ID: ODMen**

Women's Events - **GG ID: ODWomen**

Couples Events - **GG ID: ODCouples**

Holiday Events - **GG ID: ODTour**

GOLF GENIUS USER GUIDE

GOLF COURSE POLICIES

GENERAL GOLF POLICIES

To ensure a consistent, enjoyable, and respectful experience for all members, guests, and staff. These policies help maintain order, preserve the integrity of the course, and foster a welcoming environment

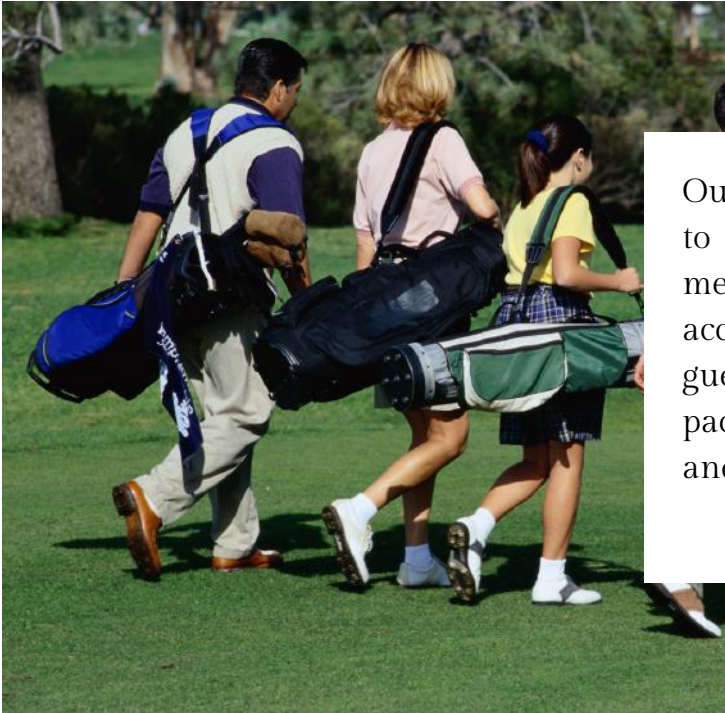
GENERAL POLICIES



GUEST POLICY

Out Door Country Club welcomes our members to bring their clients, friends, and family members as guests. It is the responsibility of the accompanying member to ensure that their guests adhere to the dress code, conduct, and pace of play policies during their visit. Members and guests must check-in in the Golf Shop

GUEST POLICY



COURSE CARE

By implementing and enforcing a course care policy, we can ensure that our course is well taken care of and meets the highest standards. A well-maintained course enhances the playing experience and preserves its quality for the long term

CARE GUIDELINES



TEE TIME POLICY

Out Door Country Club implements a tee time policy to ensure an organized, efficient, and enjoyable experience for all players

TEE TIME POLICY



