



Golf Membership Handbook

**On Top of
the World.**
Golf Club



Candler Hills
Golf Club



Beala Open
MEMBERSHIP HANDBOOK

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Introduction

Welcome to the golf facilities at On Top of the World Communities. The golf staff from both the On Top of the World Golf Club and the Candler Hills Golf Club look forward to serving you.

This handbook will acquaint you with our many programs, events, rules, and benefits. Members are informed via the World News monthly newspaper and our websites, CandlerHillsGolfClub.com and OnTopoftheWorldGolfClub.com, as policies and procedures change and events are added to our monthly calendar.

We aim to extend the service one would expect to enjoy and experience at any of the top 100 facilities. We want our members to be very proud of their golf courses and the activities offered at On Top of the World Communities.

History

Before the population boom of the early 20th century, Florida was comprised of pastures, forests, farmland, and lakes. By 1844, settlers started moving into the newly established area called Marion County. The railroad followed settlers to Central Florida and spurred on the timber, mining, and cattle industries. At the end of the 19th century, cattle and horse ranching had become a large-scale industry in Florida. The rich grazing pastures and rolling hills of Marion County were extremely desirable. One of the grandest ranches to put down roots in this splendid area was Circle Square Ranch, established in the early 1940s by James Norris, a former grain operator and steamship line owner. The city that would build itself up and around this ranch was Ocala, one of the fastest-growing cities in one of the fastest-growing states. The green pastures of the area became a showplace for visitors, and breeders came from all over the world to buy the ranch's prize cattle stock. Circle Square Ranch continued under Norris' operation until December 1975, when Sidney Colen, one of Florida's premier developers, purchased the 13,000-acre property.

Since then, the Colen family's vision has been to develop this land, combining innovative, superior lifestyle and environmental stewardship with small-town charm. The 18-hole golf courses at On Top of the World Communities are the cornerstone of the extensive recreational opportunities. Labor Day, September of 1982, witnessed the opening of The Links golf course, later followed by The Tortoise & The Hare golf course. Candler Hills Golf Club, a Gordon Lewis design, opened on January 21, 2005. The name "Candler" is derived from the area's sandy soil known as "candler sand."

Great care is taken to protect this property's heritage and environmental integrity, benefiting all who will partake of its pleasures now and in the years to come.

Mission Statement

The mission of the On Top of the World Golf Club and Candler Hills Golf Club is to provide residents, golf club members, and guests with an enjoyable golf experience by providing the utmost in customer service, a professional staff skilled in merchandising, teaching, and club fitting, and a tournament schedule that affords competition to golfers of all ability levels.



Welcome

FROM THE DIRECTOR OF GOLF...

The golf course staff would like to welcome you to the On Top of the World and Candler Hills Golf Clubs. The goal of the golf operations team is to create an enjoyable golf atmosphere for you, no matter which of the three golf courses you are playing.

We strive to accommodate golf club members, On Top of the World Communities residents, and non-resident guests with their golf requests. Both facilities offer league competition in the Men's Golf Associations and the Ladies' 9-Hole or Ladies' 18-Hole Golf Associations. The yearly tournament schedule features events throughout the year designed to enhance the camaraderie among the golfers while also providing a variety of tournament formats.

The policies and procedures outlined in this handbook are designed to maximize your golf experience. Please review them and let us know if you have any questions.

Thank you for choosing the On Top of the World golf courses for your place in the golf world!

Kindest regards,



Matt Hibbs,
Director of Golf

FROM THE DIRECTOR OF COMMUNITY MAINTENANCE OPERATIONS...

On behalf of the golf course maintenance team, thank you for joining us at On Top of the World Communities. We are very proud of our facilities and strive to keep the courses in the best condition possible.

It is imperative that members, residents, and non-residents help us keep these courses in top shape. Proper and timely repair of ball marks on the greens is vital in keeping putting surfaces smooth and healthy. Filling divots on tees and fairways will speed recovery and provide a smooth surface. Obeying all cart rules by following directional signs and maintaining all four wheels on the cart path around tees and greens will limit the amount of wear and tear to our rough and surrounding areas.

In addition, throughout the year, we will perform some necessary maintenance practices that will aid in the long-term conditioning of the golf courses. The golf courses will be aerified several times, beginning in May and continuing throughout the summer. Aerification reduces compaction from foot and cart traffic, removes thatch and organic matter, and allows water, air, and nutrients to penetrate the root zone. During this process, all tees and fairways will be verticut to remove thatch and stimulate new leaf tissue and growth. The golf courses will be closed during these processes to perform these practices safely and quickly, but we will always give advance notice in an attempt to be less disruptive to your game.

We appreciate your comments and look forward to seeing you on the course.



Andrew J. Jorgensen, CGCS
Director of Community Maintenance Operations

Golf Committee Description

The Director of Golf, Head Golf Professional, and Director of Community Maintenance Operations form the committee that reviews, updates, and amends the rules governing the operation of the On Top of the World golf courses and their facilities.

On Top of the World Communities has a World Advisory Board. The Board consists of the Men's Golf Association presidents, the Ladies' 9-Hole Golf Association presidents, the Ladies' 18-Hole Golf Association presidents, and a member at large, all who are fully paid members in good standing at their respective clubs. The company is represented by the Director of Golf, Director of Community Maintenance Operations, Head Golf Professional, Golf Course Superintendent, Assistant Golf Professional, and a Food and Beverage representative.

Golf Memberships

To receive resident golf privileges and rates, one must be personally identified as an On Top of the World Communities resident or tenant resident by presenting a current resident identification card. Residents of the Indigo East neighborhood and Weybourne Landing must be Gateway of Services pass holders.

The golf memberships at On Top of the World and Candler Hills Golf Clubs are valid from January 1 through December 31 of the calendar year, and members may opt for an annual or six-month membership.

A Single Golf Membership is defined as one adult; a Couple's Golf Membership is defined as two adults sharing the same address and residing in the same household. Dependent children whose parents have purchased an annual Couple's Membership, meet the age restriction of the Association's rules, have not reached the age of 24, and are full-time students will qualify to be included in their parent's membership as golf members.

Memberships will be pro-rated only for new residents or residents who have not been golf members within the last three (3) years. Six-month memberships are not pro-rated. The term of your membership will be six consecutive months from the date that you join. Membership fees are non-refundable and non-transferable.

Membership fees are non-refundable and non-transferable except in the event of a member home sale as described under "MEMBERS SELLING THEIR HOMES."

MEMBERSHIP PRIVILEGES:

Membership privileges include prepaid green, trail, and handicap fees, the respective driving range, Golf Shop discounts, event participation, and entries to the Golf Clinic. Also included are four (4) free rounds of golf at the other Golf Club to be used only by the member and not for golf tournaments or events, except for World members, because all three courses are included in that membership.

ON TOP OF THE WORLD GOLF CLUB*

The On Top of the World Golf Club has two private golf courses: The Links and The Tortoise & The Hare. Members have seven (7) advanced days to make tee-time reservations online at the On Top of the World Golf Club website, OnTopoftheWorldGolfClub.com, or by calling the Golf Shop at (352) 854-8430.

CANDLER HILLS GOLF CLUB*

Candler Hills Golf Club is a semi-private golf course. Annual and six-month membership packages are also available to On Top of the World residents. However, non-resident golfers may join as well. Members have seven (7) advanced days to make tee-time reservations online at the Candler Hills Golf Club website, CandlerHillsGolfClub.com, or by calling the Golf Shop at (352) 861-9712.

WORLD GOLF MEMBERSHIP*

The World Golf Membership affords On Top of the World residents golf privileges at the On Top of the World and Candler Hills Golf Clubs. Members have eight (8) advanced days to make tee-time reservations online or by calling the Golf Shop in which they wish to play. Members also receive one (1) golf lesson per, two (2) Guest Vouchers per, and a round of golf with two friends and a golf professional.

**Please refer to the Golf Rate Brochure for applicable fees.*

Members Selling Their Homes

In the event a member who has paid their annual fee in full sells their home, the membership may be transferred to the new homeowner with management approval. The Golf Department must be notified in writing at least thirty (30) days prior to closing on a real estate transaction. No refunds for pro-rated membership will be available.

Golf Shop Hours of Operation

ON TOP OF THE WORLD GOLF CLUB:

Year-Round: Open 7:00 A.M. on weekdays and 6:30 A.M. on weekends. Close 5:00 P.M.

CANDLER HILLS GOLF CLUB:

Year Round: Open 7:00 A.M. on weekdays and 6:30 A.M. on weekends.

November 1 - April 30: Close weekdays and weekends at 5:00 P.M.

May 1 - October 31: Close weekdays and weekends at 5:30 P.M.

SPECIAL HOLIDAY HOURS:

New Year's Eve - 7:00 A.M. to 3:00 P.M.

New Year's Day - 8:00 A.M. to 2:00 P.M.

Thanksgiving Day - 7:00 A.M. to Noon (*Club-owned carts must be returned by 2:00 P.M.*)

Christmas Eve - 7:00 A.M. to 2:00 P.M.

Christmas Day - Closed

ANY OTHER CLOSINGS WILL BE POSTED IN ADVANCE.

Starting Time Policy

All residents and their guests are always welcome in our community!

Tee times begin at 7:30 A.M. Monday through Friday and at 7:00 A.M. on Saturday and Sunday. Scheduled tournaments, leagues, or seasonal daylight times may alter starting time availability. Management reserves the right to adjust policy.

The Golf Shop staff will accept reservations starting at 7:00 A.M. on weekdays and 6:30 A.M. on weekends. Members may also book tee times online. Each person may enter time requests for one (1) foursome seven (7) days in advance, starting at 9 P.M. World members may reserve tee times eight (8) days in advance. Every person requesting a tee time must provide all players' names to reserve the starting time.

Golf members may go directly to their designated course upon arrival. However, non-members must check in with the Golf Shop staff before heading to their designated course.

The Golf Shop staff must occasionally regulate starting times to hold a special event or when golf course maintenance is scheduled. Please reference the Golf Shop's monthly calendar, notification signs, and bulletin boards

Course Closures & Acts of God

In the event of course closures from ACTS OF GOD and course maintenance, memberships will not be reimbursed or prorated.

Pace of Play

At The Links or The Tortoise & The Hare, the pace of play is expected to be four (4) hours or less. Candler Hills Golf Club has a pace of four (4) hours and twelve (12) minutes. All golfers are expected to keep up with the group ahead.

Rain Check Policy

- If a golfer plays less than four (4) golf holes, they will receive an 18-hole rain check.
- If a golfer plays four (4) to thirteen (13) golf holes, they will receive a 9-hole rain check.
- If a golfer plays more than fourteen (14) golf holes, they will not receive a rain check.
- A rain check is issued at the respective Golf Shop.
- No rain checks for tee times beginning at 2 P.M. and after.

Practice Facilities & Range Program

All golf members will receive a range membership to their respective golf ranges. Range members receive a "card" to use at the ball machine located at the range. Should the member lose or damage this card, the member will pay a replacement charge of \$20.

Membership Medical Suspension Request

Should a current annual golf member of one of the On Top of the World Golf Clubs become incapacitated during that year, several conditions must be met before receiving consideration to obtain credit for this period towards their next membership fees:

- Within two (2) weeks of sustaining an accident or a medical condition, the member must submit written documentation or an email describing the condition prohibiting golf activity to the Director of Golf. The documentation or email can come directly from the member, not necessarily a doctor.
- The accident's severity or medical condition must prohibit play for at least ninety (90) days.
- On the return, however, a physician's statement must be submitted stating the nature of the accident or medical condition, including when the treatment began and when the patient was released.
- The Director of Golf will notify the member if the condition warrants a credit of membership fees towards their next membership fees.
- The Director of Golf must be notified before the member returns to participate in any golf event.
- The Golf Department will review all requests for credit, which this department must approve before any credit for the following year is issued.
- A golfer needs to notify the Director of Golf prior to using the driving range or putting green to determine whether they can return to playing golf.

NO REFUNDS will be issued for a membership suspension, except in the event of the death of a current golf member. If a couple has a membership, the remaining member will receive a credit towards their next membership fees.

Handicaps

All golfers signing up for a Golf Club event must have a verifiable handicap in the Golf Handicap & Information Network (GHIN) system and receive a GHIN number. If a golfer does not have a GHIN number, they must pay for one at the Golf Club. The GHIN membership term runs from January 1st through December 31st, and it is included with your annual membership.

The GHIN system allows the golfer to post scores at either On Top of the World Golf Club or Candler Hills Golf Club.

Handicap Committee

The Handicap Committee of On Top of the World and Candler Hills Golf Clubs ensures compliance with the USGA Handicap System. Members of the various Men's and Ladies' Golf Leagues and members at large make up this committee.

The Handicap Committee handles disciplinary matters concerning golfers' score posting and handicap issues.

Golf Cart Usage, Policy & Programs

CART USAGE:

- The Resident Service Department of On Top of the World Communities must permit all privately owned golf carts prior to utilizing the golf cart on community roads or golf courses.
- While gas-powered golf carts are permissible within the On Top of the World residential communities, they are not allowed on any golf course.
- The Golf Department uses the 90-degree rule, which is a method that will minimize the amount of time the golf cart will be driven on the turf. Only when a player is directly across from their ball will they leave the cart path and proceed to their ball. After the shot is taken, the player will return directly to the cart path. If it is not practical to do this to get to the ball, then proceed to the ball directly. The 90-degree rule applies to all par 4s and 5s. Golf carts must remain on the cart paths on all par 3s.

- ONE CART FOR A SINGLE OR TWOSOME AND TWO CARTS FOR A THREESOME OR A FOURSOME WILL BE PERMITTED. A maximum of two bags and two riders are allowed per golf cart, regardless of available seats. Any play outside of this would be at the discretion of the golf professional. To operate a golf cart on any of the three courses, the driver must be at least 18 and have a valid driver's license.
- Private carts must observe golf course cart restrictions, which may be in effect due to abnormal ground conditions.
- Should a private cart become disabled on the golf course, the golf staff is not permitted to tow the cart back to the clubhouse. Carts can sustain damage if improperly towed.
- The golf staff is not permitted to provide charging or tire air for private carts.
- Golf cart tires should not be excessively knobby to not tear or rut the turf during use.
- Golf cart rentals are not allowed in the parking lot of Candler Hills Golf Club.

CART LEASE:

- Candler Hills and On Top of the World Golf Clubs offer annual Cart Lease Programs. Annual fees are a yearly contract and are non-refundable and non-transferable. Alternatively, they can pay the daily cart fee of \$20 plus tax. (This applies to members only).

INDIGO EAST RESIDENTS

- Privately owned golf carts can cross at the intersection of SW 80th Avenue and SW 80th Street and SW 90th Street and SW 80th Avenue.
- Residents can participate in the Annual Cart Lease Program or pay the daily cart fee.

RIDING ALONE (Personal cart only):

We limit the number of carts on the golf courses to two (2) carts for every four (4) players. However, there are times when a player needs to ride alone. For this privilege, there is a \$10 fee plus tax.

SPECIAL NEEDS

Residents requiring a disabled person parking sticker must show proof of sticker requirement in the owner's name, as provided by section 320.0848, Florida Statutes, to the Resident Services Department of

On Top of the World Communities. A handicap sticker will then be applied to your golf cart. If two players with special needs are in the same foursome, both players will ride in the same cart. Once a handicap sticker has been issued and applied to your cart, when playing golf, you can ask for a flag that will be placed on your cart for that round of golf. These flags are to be returned to the Golf Shop after play.

- Golfers may drive up to 10 yards from the green.
- Golfers must not drive between a bunker and the putting surface at any time.
- Golfers may park on the side of an elevated tee box. Carts must be kept 10 yards from tee boxes. (Please do not drive on the surface of any tee boxes.)
- Golfers may cross the fairways on the par 3s.
- When the "Carts on Cart Path Only" rule is in effect for the golf course due to extreme weather conditions, no golfer will be permitted to drive on or across fairways.
- Golfers may not take a cart into a bunker or waste area.
- Golfers are requested to stay on cart paths whenever possible.

Dress Code Policy

The dress code policy for On Top of the World and Candler Hills Golf Clubs applies to golfers and spectators at both facilities, including the golf course, the short game practice facility, the putting greens, and the driving ranges.

MEN:

- Shirts with sleeves and collars. Mock Turtlenecks with a neck length of at least 1 1/2" are acceptable
- Slacks or mid-length shorts (not more than 3" above the knee).
- Shoes must be worn on the golf course at all times.

LADIES:

- Blouses with a collar (not required to have sleeves).
- Blouses without a collar must have sleeves.

- Mid-length shorts (not more than 3" above the knee).
- Shoes must be worn on the golf course at all times.

THE FOLLOWING ATTIRE IS PROHIBITED:

- Denim of any kind, sweat pants, knit or basketball shorts, jams, swimsuits, cut-offs, flip flops, soccer or football shoes, and boots.

Conduct and Social Behavior

Appropriate social behavior and respectful treatment of others are expected of all staff, members, residents, and guests while using any of the golf facilities.

Revocation of golf privileges may occur in the event of violations of the golf rules, as outlined in the member handbook, or inappropriate social behavior by any person using the golf facilities.

Violations of inappropriate social behavior and disrespect of others include but are not limited to the following:

- Unsportsmanlike conduct including abusive language, club throwing, disrespect to staff, volunteers, members, residents, or guests, or abuse of golf course property.
- Physical abuse or threat of physical abuse or verbal abuse towards staff, volunteers, members, residents, or their guests.
- Entering onto private property or being disrespectful to property owners.
- Failure to follow facility rules and safety protocols.

The following action will occur should such behavior occur:

- First violation: Letter of reprimand
- Second violation: One-month membership suspension
- Third violation: Termination of membership privilege

In the event of a membership suspension or termination, unused membership fees will not be refunded.

Candler Hills Ladies' Golf Association

18-HOLE LADIES' GOLF ASSOCIATION

The Candler Hills 18-Hole Ladies' Golf Association (LGA) allows women to play 18 holes of friendly, competitive golf while enjoying the friendship of other lady golfers.

Various tournament formats are played every Thursday morning. Events are played as individual or team play. Play will be a shotgun start at 9:00 A.M., however, there may be variations by season and commitments by the golf course. Players must sign up on Golf Genius by 4:00 P.M. the Tuesday before each Thursday game. Each player must have an established USGA handicap.

If a member signs up and decides not to play, she must e-mail the Head or Assistant Golf Professional. If it is the morning of play, please call the Golf Shop no later than 7:30 A.M. to cancel. Players who do not call in and cancel will be ineligible for the following two weekly events.

There is an annual membership fee and a membership fee for our resident snowbirds. For more information, please get in touch with the membership chairperson.

9-HOLE LADIES' DAY

The professional golf staff runs a Ladies' 9-hole Play Day. For more information, please contact the Candler Hills Golf Shop at (352) 861-9712.

Candler Hills Men's Golf Association

The Candler Hills Men's Golf Association (CHMGA) is a non-profit corporation established under the laws of the State of Florida. Its objective is to conduct golfing events and tournaments for league members in an environment that promotes good fellowship, sportsmanship, and a deeper appreciation for the game itself.

The CHMGA is your opportunity to meet other members in a spirit of friendly competition and to support the club's development and growth. All skill levels are welcome and encouraged to participate. To give back to the community, the CHMGA annually awards funds to various charitable organizations.

All CHMGA members must pay annual handicap system fees through the Golf Shop. The weekly tournaments are held every Tuesday. Play will be a shotgun start at 9:00 A.M., however, there may be variations by season and commitments by the golf course. All players should be at the Golf Shop by 8:30 A.M. Players with an established handicap who are paid CHMGA members are eligible to play. Members must sign up by 10:00 P.M. Sunday to be eligible for Tuesday play. If a member signs up and decides not to play, he must e-mail the Head or Assistant Golf Professional. If it is the morning of play, please call the Golf Shop no later than 7:30 A.M. to cancel. Players who do not call in and cancel will be ineligible for the next two weekly events.

On Top of the World Ladies' Golf Association

18-HOLE LADIES' GOLF ASSOCIATION

The On Top of the World 18-hole Ladies' Golf Association (LGA) was organized to:

- Promote interest and good sportsmanship in the game of golf.
- Provide opportunities for friendly golf competition and improvement of golf skills.
- Provide opportunities for women to get together with others who share their enthusiasm for golf.

The ladies play weekly tournaments on Tuesdays. There is a general meeting once a month which is sometimes combined with a luncheon.

9-HOLE LADIES' DAY

The Golf Professional Staff at the On Top of the World Golf Club runs a Ladies' 9-Hole Play Day. For more information, members can contact the On Top of the World Golf Shop at (352) 854-8430.

On Top of the World Men's Golf Association

The Men's Golf Association's (MGA) fiscal year shall be from January 1 to December 31.

The MGA annual dues are payable by December 1 for the following year.

The MGA is a registered club in Florida and is a tax-exempt organization.

Weekly events: Tournaments are held every Wednesday.

Eligibility: Limited to those players who have an established handicap and are paid members of the MGA.

Sign Up: Members must sign up by 10:00 A.M. on Tuesday to be eligible for Wednesday play. If you sign up and decide not to play, call the Golf Shop by 7:30 A.M. on Wednesday.

Start times: Shotgun start times for all players: rally at 8:30 A.M., on the tee box at 9:00 A.M. Tee times are assigned for designated tournaments. Start times and team assignments are posted on Tuesday afternoon.

Scorecards: Signed, witnessed, and dated scorecards must be turned in to the Golf Shop following play. Do not enter net scores in Golf Genius. Only gross scores should be recorded on the scorecard. Incomplete scorecards will be grounds for disqualification. Event results are posted on Golf Genius. Golf Shop credits are issued to the event winners.

Captain's Duties:

- Collect and pay fees for all team members and pick up scorecards at the Golf Shop.
- Keep score for all team members.
- Ensure rules for the day's event are understood and enforced.
- Ensure the completed scorecard is signed and attested before turning it in.

Errors in announced winners: If an error is made in determining winners on a league day, the golfer must notify a tournament committee member by 4:00 P.M. on Thursday of that week.

GPS devices are approved for play in MGA events.

Waiver of Liability/Informed Consent

For myself, my heirs and assigns, I hereby expressly release On Top of the World Communities LLC, Sidney Colen & Associates LTD, Parkway Maintenance & Management LLC, On Top of the World (Central) Owners Association Inc., Candler Hills Neighborhood Association Inc., On Top of the World Real Estate, Inc., and any of their agents, servants, and employees from all responsibility of liability to me from any damage, injury or illness that might be sustained while utilizing any of the facilities and/or equipment within the amenities of On Top of the World Communities.

This instrument shall also act as a full and complete release of any and all liability to On Top of the World Communities LLC, Parkway Maintenance & Management LLC, On Top of the World (Central) Owners Association Inc., Candler Hills Neighborhood Association Inc., On Top of the World Real Estate, Inc., and any of their agents, servants, and employees as a result of attendance or use of any amenity at On Top of the World Communities.

On Top of the World Communities reserves the right to amend these policies and procedures as deemed necessary, with a 60 day notice.

Acceptance of Membership Handbook and All Rules and Regulations

_____	_____	_____
Member Name (printed)	Member Signature	Date

_____	_____	_____
Member Name (printed)	Member Signature	Date

Received by: _____

Golf Staff Signature



Candler Hills
Golf Club

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