

## **ABOUT THIS POLICY AND PROCEDURE MANUAL**

This manual was originally approved for printing and use on 3-9-98. Minutes from past years and other Indian Hills Golf Course documents were researched for policy previously approved. This policy was then updated, clarified and, in some cases, new policy was put into effect.

This manual is designed to provide policies to all employees, members and guests regarding the operation of Indian Hills Golf Course.

This manual will not possibly cover every situation that may occur. At our discretion, we will make decisions in a fair and equitable manner for all employees, members and guests.

A periodic review of this Policy and Procedure Manual will be made and any additions or changes will be posted to digital files kept on the computer in the Caddy Shack.

All employees are expected to read and become familiar with policies in this Policy and Procedure Manual.

## **DISTRIBUTION**

This Policy and Procedure Manual is the property of HPRAI. A copy of this Policy and Procedure Manual will be kept in a digital format (computer file) on the computer in the Caddy Shack, as well as backed up by the Secretary of the HPRAI Board of Directors.