



Williams Lake Golf & Tennis Club

Policy Manual

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1. MEMBERSHIP DEFINITIONS

A Member shall be such persons who have paid the annual membership fees for the membership year, which shall extend from the 1st day of April in one year until the 31st day of March of the following year. Ages as of April 1st:

Full Play Membership Categories

- Intermediate – 19 to 29 years
- Intermediate II – 30 to 35 years
- Adult – 36 to 64 years
- Seniors - 65 to 74 years
- Super Senior – 75 years and over

Other Membership Categories

- Junior - 13 to 18 years
- Student

Student: A person qualifies as a student if he or she has been enrolled on a full-time basis in a post secondary institution during the current calendar year and will be continuing studies on a full-time basis during the fall of the current year.

- Proof of full-time attendance at the post secondary institution will be required.

Couples Discount: Only persons legally married or common-law partners sharing the same residential address shall be considered eligible for a discounted couple's rate.

Partial Membership: Partial memberships are available starting July 15th.

- Minimum partial payment shall be two months.
- Cost = Membership fee / 6 months x playable months remaining + 10% administration fee + tax.
- Applications for partial membership shall be made to the Pro Shop.
- Refunds will not be considered on partial memberships.

2. MEMBERSHIP REFUNDS

A membership refund is available for a person who changes their permanent residence to a community more than 100 km in distance from Williams Lake during the golf and tennis season or who is unable to continue to participate because of a medical condition. Verification from a doctor may be required.

- Amount of the refund will be determined using the formula below:
 - Refund = Membership fee - number of games already played x green fee rate - 10% Administration fee = Refund Amount.

○ Example: Adult Membership	\$1,600.00
○ Less 20 games played x \$50 (green fee rate)	<u>- \$1000.00</u>
	\$600.00
○ Less 10% Administration Fee	<u>-\$60.00</u>
○ Refund (including Tax)	\$540.00



- Should the number of games played exceed Membership paid, there will be no refund given. Refunds will not be considered on partial memberships.

3. EQUAL MONTHLY PAYMENTS FOR GOLF MEMBERSHIP

The following guidelines will be used for those of our members who wish to pay their annual dues on an equal instalment plan:

- We will accept the following forms of payment:
 - Recurring credit card authorizations.
 - Regular adherence to an in-person payment schedule.
 - Post-dated cheques.
- Full dues must be paid on or before June 15 of the same year.
- A 5% surcharge will be assessed for this method of payment.
- Debenture discount shall not be recognized with this method of payment.
- First payment must be made at the time of membership purchase.
- Minimum regular payments shall be made, the number of which is determined by the date the agreement is entered into, and determined by the formula below:
- $\text{Cost} = \text{Membership fee} + 5\% \text{ administration fee} + \text{tax} / \text{number of months remaining to June 15th} = \text{Monthly payment amount}$

- Example:

▪ Agreement Date March 3 rd	
• 1 st Payment March 3 rd	
• 2 nd Payment on or before April 30 th	
• 3 rd Payment on or before May 31 st	
• 4 th Payment on or before June 15 th	
▪ Adult Membership	\$1,600.00
▪ 5% Administration Fee	+ \$80.00
▪ Taxes	+ \$80.00
▪ Total Agreement Amount	\$1,760.00
▪ Divided by number of months to June 15 th	<u>4</u>
▪ Equal Payment Amount	\$440.00

- Those parties not conforming to this payment plan will immediately lose their golf privileges until their dues are paid in full. (This does not mean just a payment, which may be due, but all remaining payments due).
- Those parties who abuse the payment plan will lose the right to pay their dues in this manner in ensuing years and will be required to either pay green fees or pay their annual dues in full at the beginning of each year. (If people choose to pay green fees and then change to an annual payment, only one (1) green fee will be credited to the annual fees).
- A fee of \$50 will be charged for each NSF cheque.
- NSF or declined payments for dues will result in an immediate loss of golf privileges. The Pro Shop will be advised, and the offending persons will only be able to play golf by paying green fees.

4. RIGHTS AND PRIVILEGES OF MEMBERSHIP

All Members shall be entitled to the following:

- Membership in Golf Canada and all affiliated bodies.
 - Members are required to register with Golf Canada and inform the pro shop of their member number and/or username in writing to proshop@williamslakegolf.ca
- Access to Williams Lake Golf & Tennis Club events.
- Access to various Member only course services.
- Reduced rates at various golf courses around BC.
- Full tennis privileges.
- Member Hole-in-Ones: Members will be awarded an official hole-in-one in accordance with the following:
 - The hole-in-one must be scored on our course, on a permanent green, and be verified by two other persons who were playing with the hole-in-one scorer.
 - The person scoring the hole-in-one must check in with the pro shop to establish his or her eligibility.

Full Play Members shall also be entitled to:

- Full voting privileges in the Williams Lake Golf & Tennis Club and the election of the governing body.
- Ten-day advance pre-booking privileges.

Other Members shall also be entitled to:

- Five-day advance pre-booking privileges.

5. DEBENTURE POLICY

Members holding golf or tennis debentures are entitled to a discount of 7% of the face value of the debenture held to a maximum of 2 debentures on the applicable annual membership category.

- To redeem a Debenture, the following procedure shall be followed:
 - The original Debenture must be produced with the written request for redemption.
 - Upon receipt of the Debenture the same shall be marked "Cancelled" and the Debenture records amended accordingly.
 - If the holder of the Debenture is deceased, the person who has the authority to deal with the Debenture on behalf of the estate is the Executor (if there is a will) or the Administrator (if there is not a Will).
 - The request for the redemption of the Debenture must be accompanied by a letter from the Executor with a copy of Letters of probate or, in the case of an administrator, with a copy of Letters of Administration.
 - If there is no will or if there is a will and it has not been probated, the Directors, at their discretion, on receipt of the original Debenture will pay the face value thereof to the estate of the deceased. In those situations, the matters may be referred to the Society's solicitors.

- With respect to assignment of Debentures, traditionally the society has not consented to the assignment of Debentures.
- As to the corporate Debentures, a corporation must give notice in writing to the person being the nominee of the corporation.

6. RULES OF CASUAL PLAY

All persons on the premises agree to the following terms and conditions:

- All players must report to the Pro Shop at least 15 minutes prior to tee-off time.
- Each player must have his/her own set of clubs.
- Children aged 12 and under must be accompanied by an adult
- Players must adhere to the Dress Code Policy.
- No more than four players in a group shall be permitted at any time.
- Alcohol is permitted in designated areas only and must be purchased from the course.
- Power carts are to remain on the cart paths where provided.
 - Where there are no cart paths they are to remain at least 30 feet from the greens and off tee boxes.
 - Care is to be taken while operating power carts to avoid causing damage to the course or carts.
 - Please avoid all wet areas.
 - Only two riders permitted per cart.
 - Carts are to be returned to the Pro Shop immediately following the completion of your round.
- Pull carts are not permitted on the tee boxes or greens.
- Please repair all ball marks, replace divots and rake sand traps.
- All members are to maintain a good pace of play and let the faster groups play through.
- Any group, which falls more than 1 complete hole behind the group ahead, will permit following groups to play through when safe to do so (for example, at the next tee box).
- A course Marshall may request groups to pick up their pace, allow following groups to play through or stay back from the group ahead.
- All players will abide by the directions and decisions of the Club rules and policies.
- Players refusing to follow these rules and policies may be subject to suspension or loss of playing privileges.

7. DRESS CODE POLICY

All persons on the premises agree adhere to the following:

- All players shall wear shirts with collar and/or sleeves.
- Tank tops and muscle shirts are not permitted.
- Only golf shoes or flat soled running shoes are permitted.
- Shorts and skirts must be hemmed and no shorter than 8 inches above the knee.
- Athletic shorts are not permitted.
- No clothing or cut-offs with frayed edges or holes are permitted.
- Metal and other types of spikes deemed to cause excessive damage are not permitted.

8. RULES OF ETIQUETTE

Standard golf etiquette rules that apply in regular play will also apply to tournament play. It shall be the responsibility of the Pro Shop staff to provide this information to tournament organizers, and the organizer's responsibility to see that all the participants receive this information. This is especially important to non sanctioned tournaments.

9. BOOKING TEE TIMES

All players are responsible for accurately booking their tee time requirements. This includes contact information, the number of players and each of their names.

- The Pro Shop will fill in any group that has less than 4 players.
- If there are any changes to their group, it is the groups responsibility to make changes to bookings online or contact the Pro Shop.
- All players and members shall check into the Pro Shop before their starting time.
- If a group shows up with extra players than were booked for, and the Pro Shop has already filled in that group with other players, the following options are available:
 - The extra player(s) can be booked in at the next available opening.
 - The whole group can re-book for the next available opening.
 - In both cases the other player(s), whom the Pro Shop gave the time, will tee-off at the designated time.

10. DEFINITION OF NO-SHOW

No-Show is when a golfer fails to honor their tee time reservation as booked. This can include:

- Not canceling a reservation within the club's current cancellation window.
- Arriving with fewer players than the number reserved.
- Booking a group and not showing up with any players.

Penalties for No-Shows can include:

- Suspension of tee time booking privileges
- Being charged for the full round
- Being charged for the green fee and cart expense for all golfers in a group reservation

11. TEE TIME RESTRICTIONS

The General Manager will determine Tee Time Restrictions as required by our various member and playing groups prior to April 1st and will post a standard schedule to our website.

- Junior members are restricted from playing Saturdays or Sundays before 1:00PM unless accompanied by an adult.

12. PRIVATE CART USAGE AND STORAGE FEES

The following rules and conditions apply:

- The Board of Directors reserves the right to change the policies regarding private carts allowed on the course at any time.
 - This includes the removal of some or all private carts stored on the property.

- This includes the restriction of use for some or all private carts to the property.
- A maximum of one hundred private carts shall be secured in compound at any one time.
- When the designated storage area is full, a waiting list will be provided for members in good standing in the Pro Shop.
- Members will get priority over non-members for access to available spaces.
- A storage fee shall be paid for each golf cart stored in the compound.
- The maximum number of owners per cart is two.
- The owners of all carts used on the course must pay a trackage fee.
 - The trackage fee covers only one owner and his or her spouse
 - Where a cart has two registered owners, both owners must pay individual trackage fees.
- Storage fees and trackage fees for first time registrants only may be pro-rated.
 - The trackage fee shall be pro-rated for the current golf season, being April 1st to October 31st.
 - The storage fee shall be pro-rated for the period April 1st to March 31st of the ensuing year.
- No refunds of user or storage fees will be given.
- Each owner of a power cart wishing to use or store a private cart must complete and sign the Cart Owner Registration Form and pay the fees as set out by the General Manager by the due date.
- The Williams Lake Golf & Tennis Club owns all cart spaces on the Club property; a member cannot sell a cart space to another member.
- The Williams Lake Golf & Tennis Club maintains the right, from year to year or at any time during the season, to re-assign a member with a different or new cart space.
- Registered Owner(s) changing from a gas to an electric cart must notify the General Manager of this change.
 - Due to the limited number of electrical outlets, The Williams Lake Golf & Tennis Club cannot guarantee a space with an electrical outlet.
- Registered Owner(s) using electrical plugins will be subject to additional electric fees.
- An “Annual trackage Fee” decal will be provided by the Pro Shop upon payment of the trackage fee.
 - This decal must be placed in the window of the cart prior to the cart being used on the course.
- Members not renewing their memberships or leaving the Club shall remove their cart from the Club premises when requested to do so by the Club.
- One of the owners, or a member of their household, must at all times, be in the cart while it is being operated.
- Cart owners will not rent nor lend carts, unless there is a shortage of Pro Shop rental carts, and even in these cases permission of the General Manager must be given.
 - In the rare instance where permission is granted, user trail fees must be paid to the pro shop equal to the cart rental fee charged by the Williams Lake Golf and Tennis Club for the number of holes to be played using the cart.
 - The Owner of the cart remains liable for all damages, incidents and infractions
- Members who own carts agree to maintain their carts in good mechanical condition.

- The Course Superintendent at his convenience will retrieve carts that break down on the course.
- A cart owner(s) will be charged a fee of Fifty Dollars (\$50) for the second and each subsequent time a cart breaks down on the course and requires removal.
- Any non-cart trail fee holder wishing to bring a private cart on to the golf course must;
 - Pay a fee equal to the cart rental fee charged by the Williams Lake Golf and Tennis Club for the number of holes to be played using the cart.
 - Accept liability and responsibility for the cart and any damage to golf course property or other property, equipment or individuals from any cause whatsoever involving their carts.
- Persons under the age of sixteen will **not** be permitted to operate a power cart on club property.
- Williams Lake Golf and Tennis Club can use the power carts & other equipment in the performance of their prescribed duties and responsibilities.
- Cart owners are responsible for providing their own liability insurance.
- Owner/operators of carts will be responsible for damage to golf course property or other property, equipment or individuals from any cause whatsoever involving their carts.
- Carts stored at the Club are stored at the owner's risk.
 - The Club does not secure the compound against entry, nor does the Club insure the carts against damage, malicious or otherwise.
- Carts are not to be left around the Clubhouse area in the interests of safety.
 - The carts shall be parked in the appropriate stall when not in use.
- Carts are to be operated with a maximum of two riders.
- Maximum of two carts per tee time.
- Music is permitted at an appropriate volume that does not disturb other golfers.
- Gasoline or oil may not be stored in the cart storage facilities.
- Carts are not to be driven on tees or within 30 feet of any green.
- Carts must stay on fairways or cart paths as designated.
 - Exceptions may be made for individuals with disabilities upon provision of a Doctor's certificate.
 - The appropriate flag will be provided by the pro shop and must be displayed on the applicable cart during the round.
- Carts shall be fitted with tires approved by the Course Superintendent.
- The Course Superintendent or his designate can prohibit the use of carts when course conditions dictate.
- The General Manager, Course Superintendent or the Board of Directors can suspend a member's cart rental privileges, without refund, where a member violates these policies or acts in a manner which is unacceptable, dangerous to members, the public or causes damage to the course.
 - Three members of the Board will review violation(s) of the Cart Policy within forty-eight hours.
 - Dependent upon the nature and seriousness of the violation, a Member's privileges may be suspended or revoked.



- The owner/operator acknowledges that there are certain risks of physical injury and damage to personal property by operation of the power carts, and the owner/operator agrees to assume all risk of any injury to person or property, including death, or for loss of time or other loss or damage which the Club or any other person may sustain as a result of any activity connected with the owner/operator's operation of a power cart pursuant to this Agreement. Further, the owner/operator agrees to waive and relinquish all claims of injury to person(s), property, including death, or for loss of time or other loss or damage, the owner/operator may have against the Club or golf cart owner/operator, their officers, agents, and employees, holding them harmless and indemnifying them from all such damages that may arise as a result of operating the power cart.
- The Private Cart Owner Registration Form must be completed annually and a copy given to the pro shop at the time of payment of applicable fees.



Private Cart Owner Registration Form

Registered Owner Information:

1st Owner _____ Spouse _____

2nd Owner _____ Spouse _____

Primary Contact Information:

Address: _____

City/Town: _____ Postal Code _____

E-Mail: _____

Phone Number: (home) _____ (cell) _____

Golf Cart Information:

Model of Cart _____

Gas _____ OR Electric _____

Cart Space # _____

Decal # _____

I hereby certify that I have read and understand the above rules as set out in Section 12 of the Policy Manual of the WILLIAMS LAKE GOLF & TENNIS CLUB and that I agree to abide by these rules.

Signatures:

1st Owner _____ Date: _____

2nd Owner _____ Date: _____

13. LIFE MEMBERS POLICY

The following sets out the policy to be applicable to the appointment of Life Members:

There are two methods for a person to become a lifetime member of the club:

1. By virtue of service to the club with a nomination to the Board, with the following guidelines of qualification:
 - Long term member of the club combined with distinguished service to the club.
 - The service would include, but is not limited to one or more of the following:
 - Membership on the Board of Directors and/or Club committees.
 - Involvement with Club programs such as Junior golf.
 - Volunteer services as a professional or occupational nature.
 - Substantial benefactors of the Club by way of gifts or the provision of unpaid labour.
 - The candidate should be 65 years of age.
 - An appointment can be made for a person under the age of 65 years, if he or she has changed their principal place of residence from Williams Lake area to a community of sixty (60) miles (100km) or more distant from Williams Lake.
 - Sitting Directors are not eligible for appointment.
- Procedure
 - Any member can make a written nomination to the General Manager, which will be forwarded to the Board of Directors.
 - The nomination should contain all the necessary information regarding the qualifications of the candidate.
 - The Nomination should be emailed to proshop@williamslakegolf.ca
 - The Board of Directors will verify the information and vote on the nomination.
 - No more than one appointment will be made each calendar year.
 - All nominations will be kept on file and reviewed annually.
2. By Age and Term of Membership
 - When any long-time member reaches the age of 90-years and has a minimum 30-year history of membership, a lifetime membership will automatically be awarded without the need for nomination and board vote.

Rights & Privileges of a life time membership

- Life members are entitled to all rights and privileges of full play membership, including the right to be elected as a Director.
- They are not subject to the annual membership dues but are responsible for all other assessments such as range, carts fees, club storage, user fees, locker fees, and other charges of a similar nature.

14. TOURNAMENT POLICY

Tournament Categories

- Williams Lake Golf Club Affiliated Group Tournaments



- Each club under the jurisdiction of the Williams Lake Golf & Tennis Club (i.e. Men's, Ladies, and 50+) shall be permitted to host one tournament each season open to anyone who would meet the membership criteria of their specific club.
- Cost per participant, per round
 - 50% of current green fee applicable
- Non-Williams Lake Golf Club Affiliated Group Tournaments
 - Any tournament hosted by any person, group, or organization that is not an affiliated club of the Williams Lake Golf & Tennis Club (I,e, Forestry, local business, sports groups etc.).
 - Cost per participant, per round
 - 32 Players or less
 - 100% of current green fee applicable
 - 33 to 71 Players
 - 85% of current green fee applicable
 - 72 Players or more
 - 75% of current green fee applicable
- All other Tournaments or Events
 - The General Manager shall deal with each instance under this category on their own merit.

General Policy for all Tournaments

- All tournament organizers are responsible for their own player registration, collection of fees, tournament format scoring, and execution of their own event unless an agreed upon arrangement of fees for services has been established.
- All Tournament organizers must receive, sign and abide by a tournament contract that is set by the Williams Lake Golf & Tennis Club to cover all aspects of booking a tournament.
- Annual tournaments must be confirmed on or before January 31 of each year.
 - Shot Gun start requests must be made at the time of tournament application.
- Groups requesting tournament date(s) shall pay a security deposit of \$500 to confirm booking.
- Marshalling will be provided by the Club for all tournaments at the discretion of the General Manager, cost to be borne by the Tournament host.
- Tournaments that require the closure of the course for member tee times longer than 6 consecutive hours in a day must pay a day rate charge as well as green fees.
 - Cost: To be determined by the General Manager, but combined with green fees, can be no less than standard revenue generated on a comparable day.

Practice Rounds

- The 9-hole green fee rate for 18 holes will be provided for participants in one tournament run by Williams Lake Golf Club Affiliated Groups
- Participants in all other tournaments will pay full green fees for practice rounds.

Related Activities



Any activity related to a tournament that will take place on the course, grounds, or facilities, such as a long drive, KP's, putting contest etc. that may or may not interfere with regular play on the course, before, during or after a tournament, must be approved by the General Manager.

Shotgun Start Policy

- A shotgun start tournament must have a minimum of 72 participants.
 - The organizers of the tournament will be obliged to guarantee a minimum fee for 72 participants, even if less than 72 participants participate.
 - Starting times for shotgun starts will be no more than two hours after the standard first tee time of the day
 - The General Manager shall designate starting holes for shotgun starts.

15. GENERAL RULES AND REGULATIONS

All persons on the premises agree to the following terms and conditions:

- Golf is an activity involving some degree of inherent risk and by participating in this activity you acknowledge and voluntarily accept the risk that bodily injury, death and property damage can occur.
- If you are accompanied by a minor child, you accept this risk on their behalf.
- The Williams Lake Golf and Tennis Club is not responsible or liable for any damage to property, personal injury or death that may occur on the premises. By participating in this activity, you expressly waive any claim of any nature you have against the Williams Lake Golf and Tennis Club, their agents, employees, contractors and Directors.
- By participating in activities on this premise, you agree to indemnify and hold harmless the Williams Lake Golf and Tennis Club, their agents, employees, contractors and Directors from any and all liability for injury, death and property damage suffered by third parties for loss or costs of any kind, or causes of action that arise from your participation in activities on the premises.
- To the extent that you may not have the legal authority to provide a release or waiver on behalf of your minor children, then you agree to indemnify and hold harmless the Williams Lake Golf and Tennis Club, their agents, employees, contractors or Directors from any claims, actions, causes of action and demands which are threatened or made on behalf of your minor children for all costs and expenses whatsoever including lawyer fees and any consequential damages.
- You understand that this assumption of risk and indemnity extends to your executors, heirs, successors, assigns and estate.
- The Club shall not be responsible for:
 - Any damage or injury to property of members or other persons, whether by fire, theft, or otherwise, occurring on Club property.
 - Whether such loss, damage or injury occurs through negligence of the Club, its servants or otherwise.
 - This rule includes the operation of the golf carts or other equipment, which may be rented by members or guests.
 - Members and guests are responsible for any damage or injury done to or by rented golf carts or equipment.



- Coverage for public liability, property damage and loss while on the Club's property or premises is the responsibility of members or other persons.
- The Course Superintendent or his designate, in conjunction with the Board of Directors, shall be the sole judge of when the course is open for play.
- Vehicles parked without authorization in designated areas will be towed away at the owner's expense.
- Any individual who intentionally hits a golf ball onto private property surrounding the golf course shall have his or her playing privileges suspended for a period to be determined by the Board of Directors.
- No notices or advertisements shall be posted or distributed in any part of the Club premises unless permission is first obtained from the General Manager.
- No dogs or other pets are permitted on the grounds except in the case of licensed service animals.
- Players refusing to follow these rules and policies of the Club may be subject to suspension or loss of playing privileges.
- The Williams Lake Golf & Tennis Club is a family facility and as such, all players are expected to conduct themselves in a manner which does not disturb the enjoyment of other golfers, guests, members, and the general public.
- The elected Board of Directors will deal with all disciplinary matters.
- Any amendments or additions to the existing policies will be put into effect after being posted on the club notice board for 30 days.

16. ACKNOWLEDGEMENT

With payment of annual dues, Members acknowledge and agree to adhere to the policies and regulations of the Williams Lake Golf & Tennis Club and recognize that the failure to do so will result in disciplinary action by the board that may include the loss of membership, without refund of monies paid.

The policies herein stated may be changed or revised under the direction of the Board of Directors of the Williams Lake Golf & Tennis Club without notice.