

Ledgeview Golf Club

Policy Manual



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Revised May 1, 2025



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1. INTRODUCTION TO LEDGEVIEW GOLF CLUB POLICY MANUAL

1.1 Purpose of manual

The Ledgeview Golf Club policy manual is a collection of policies established by the Board of Directors. The policy manual aims to establish uniform rules, procedures, regulations, and operating policies for the benefit of members and public.

The policy manual is also intended to provide direction, outline responsibilities and provide valuable information for members and the public.

The policies are established to provide such things as consistency, fairness, financial management, safety as well as a several other areas involving the operations of the golf club.

The policy manual of Ledgeview Golf Club is a work in progress and the Governance Committee will review on a regular basis. Suggestions to improve the policy manual are welcomed. All changes to the policy manual require approval by the Board.

1.2 Access to manual

The policy manual shall be posted on Ledgeview's website, and a hard copy of the policy manual shall be kept in the administration office and can be viewed by members or the public.

1.3 Notification

Members impacted by any new policy, deletion or amendment to an existing policy shall be notified by email. The website shall also be updated to reflect the change(s).

2. MEMBERSHIP

2.1 Membership Categories, Playing Privileges and Benefits

a) Ledgeview offers various membership categories with specific playing privileges and benefits, including Unlimited Play, Weekday Play, Family memberships, Intermediate, Junior, Associate, Corporate, Development Pro, Honorary Lifetime and Lifetime memberships:

1. Unlimited Play: Golf anytime, 7 days a week, including holidays.
2. Weekday Play: Golf anytime, Monday – Friday, excluding holidays.





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3. Family, Unlimited Play: Golf anytime, 7 days a week, including holidays. Includes spouse and 2 Juniors. Juniors must be your children or grandchildren. Charged one initiation fee, one capital assessment and one vote at AGM.
4. Family, Weekday Play: Golf anytime, Monday to Friday, excluding holidays. Includes spouse and 2 Juniors. Juniors must be your children or grandchildren. Charged one initiation fee, one capital assessment and one vote at AGM.
5. Intermediate 1: Ages 19-25; Unlimited Play.
6. Intermediate 2: Ages 26-33; Unlimited Play.
7. Intermediate 3: Ages 34-40; Unlimited Play.
8. Junior: Ages 18 years and under; 7-day Limited golf. No initiation fee or capital assessment charged.

Restrictions of Junior membership:

- i. Excluded from playing during pre-booked times for Ladies, Men's, and Seniors League play.
 - ii. Can play after 12:00pm on Weekdays and after 2:00pm on Weekends.
 - iii. Can play anytime when booked by and playing with an adult member or paying adult at a 1:1 ratio.
 - iv. Junior members may transition into Intermediate Level 1 with no initiation fee or being placed on waiting list.
9. Associate: 12 rounds during the year on any day. A member that is dealing with significant hardship or a major life changing temporary event can apply to the Board of Directors to be an Associate Member. The Board has the authority to approve or deny the request.
 10. Corporate: 50 fully transferable green fee passes with customized logo.
 - i. Not required to go on the Waiting List, although the Board of Directors reserves the right to change this.
 - ii. Main contact is required to pay the Initiation Fee and can use the passes for Club events, except for Club Championships. The main contact can request a membership category change, and acceptance will be based on when the person applied for membership. For clarity, if there are people on the Waiting List that applied for membership before the requester, the request will be denied.



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- iii. Passes are unlimited play; an additional 25 passes can be purchased with the same expiry date.
- iv. Only the main contact will have benefits.

11. Development Pro: 7-day Limited golf. No initiation fee or capital assessment.

Restrictions to Development Pro category:

- i. Booking restrictions will be applied by Pro Shop Staff.
- ii. Monthly payment option, providing the first three months are prepaid.
- iii. Must use "Ledgeview Golf Club" as official home course when registering for tournaments.
- iv. Application for Development Pro category requires approval by either General Manager or Head Professional.

12. Honorary Lifetime: 7 days Unlimited play, and Memoriam:

Honorary Lifetime Members shall:

- i. Be entitled to vote in person or by proxy.
- ii. Hold office if elected.
- iii. Shall not be required to pay annual dues, capital assessment, levies, or other charges, including green fees.

13. Lifetime Memberships: This category of membership is no longer offered.

Existing Lifetime Members shall:

- i. Be entitled to vote in person or by proxy.
- ii. Hold office if elected.
- iii. Shall not be required to pay annual dues, capital assessment, levies, or other charges, including green fees.

Optional Add-ons to memberships:

1. Golf bag storage or golf bag & pull cart storage. Note: members are not allowed in the storage area.
2. Annual Power cart – Weekday or Unlimited.
3. Lockers.
4. Trail fees for privately owned power carts.



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Notes Regarding Playing Privileges and Benefits:

- a) Playing Privileges noted above do not apply during tournaments or course closures and are dependent on a member being in Good Standing.
- b) Golf Canada membership and handicapping program applies to all membership categories except Development Pro and Corporate.
- c) Ability to book tee times 2 weeks in advance applies to all membership categories except Junior and Development Pro.
- d) Member guest green fee rates apply to all membership categories except Junior, Corporate and Development Pro.
- e) Member discounts in golf shop applies to all membership categories except Development Pro, but discounts do not apply to sale items.
- f) Use of the driving range, putting green and practice hole applies to all membership categories except the practice hole is excluded for Corporate.
- g) In all cases above that exclude Corporate, this does not apply to the main contact, since this person will have benefits.
- h) If circumstances change, members can request to change a Family Membership to an Unlimited or Weekday Play, or vice versa. The General Manager has authority to decline the request, especially if there are several requests of this nature.

2.2 Waiting List for Membership

- a) The General Manager will maintain a Waiting List.
- b) The Board of Directors may authorize that a non-refundable deposit be collected from some or all on the Waiting List and that the deposit can be applied to the Initiation Fee.
- c) The General Manager will communicate with those on the Waiting List at appropriate times.
- d) The Board may at their discretion offer new membership incentive programs.

2.3 Initiation Fee for New Members

- a) The Board of Directors will determine an appropriate Initiation Fee for New Members and will adjust the amount at their discretion.

2.4 Members Personal Information

- a) Ledgeview Golf Club has always respected members privacy and safeguarded their personal information. British Columbia's *Personal Information Protection Act* (PIPA) came into effect Jan 1, 2004, and sets out the ground rules for how BC businesses and not-for-profit organizations may collect, use, or disclose personal information.



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Ledgeview Golf Club falls under the legislation of the “*The BC Society Act.*” The Act allows members to inspect and/or receive a copy of Ledgeview Golf Club register of members, including contact information, providing the purpose is listed within Section 25 (7) of the Act. However, the Act allows the Ledgeview Board of Directors to restrict the inspection and/or receiving a copy of the register of members.

The following procedure must be followed before approval is given by the Board of Directors to allow inspection and/or receiving a copy of the register of members:

1. A written request must be submitted to the General Manager of Ledgeview Golf Club. The request must outline the purpose of viewing and/or receiving a copy of the register of members, along with submitting the exact wording he/she wants to convey to members.
2. The wording that the member wants to convey to some, or all members must not be harmful to Ledgeview Golf Club or the interests of one or more of its members.
3. If the purpose is allowed under the BC Society Act, and the wording is acceptable to at least five Directors on the Board, then the request will be complied with promptly, but in no case later than fourteen days.

2.5 Annual Dues, Capital Assessment and Fees

- a) The Board of Directors determine annual dues, capital assessments and fees for each Membership Category (excluding Honorary Lifetime and Lifetime members). Members will formally be advised by March 1st of each year.
- b) Members must pay the above charges or make their first payment if on the Membership Payment Plan, by April 1st of each year. Late payment beyond two weeks will result in a member no longer in good standing and their Playing Privileges will be suspended until the outstanding amount is paid in full.
- c) Members must make their first payment, if on the Membership Payment Plan, by April 1st of each year.
- d) Past due payments beyond 14 days, will result in a member no longer in good standing and Playing Privileges suspended until the outstanding amount is paid in full.
- e) The Board of Directors has the authority to terminate membership if payment is late beyond sixty days.



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- f) The amount charged to New Members will be prorated monthly to reflect the amount of golf they may be able to play during their first year. Partial months will be pro-rated using a daily formula. Given play during the year is not evenly distributed, unless a New Member joins after September 30th, the prorating will be based as following:
 - 1. April - September will be 14% per month.
 - 2. October & November will be 4% per month.
 - 3. December - March will be 2% per month.
- g) Exception - New Member Incentive:
 - 1. When pro-rating is applied to the dues of a new member joining the club after September 30th of any year, the Board of Directors reserve the right to apply a discount for the remainder of the year.

2.6 Member Account and Charging Privileges

- a) Members can charge incidental costs to their Account, providing they sign the authorization form allowing Ledgeview to apply these charges to their credit card monthly.
- b) The maximum allowable Account balance will be determined by the General Manager.

2.7 Booking Tee Times

- a) Members have the privilege to book tee times up to TWO (2) weeks in advance starting at midnight on the online system, or when the Pro Shop opens that morning. Members are responsible for ensuring accurate bookings and adhering to cancellation policies.
- b) Non-Members may book one week in advance.
- c) Members may only book ONE (1) tee time of up to four players per day consisting of either members or guests.
- d) In the case of groups over four (4) wanting to book, separate members will have to book depending on amount of tee times required. For example, three tee times will need 3 separate members to make the tee times.
- e) Members may fill out the tee time with “guest” if they are unsure at the time of booking who the other golfers of the group will be but will need to be replaced with proper names once confirmed.



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- f) Employees can play with members providing the booking is done 24 hours in advance or less of the tee time. The General Manager or Head Professional have the authority to approve an employee booking that is greater than 24 hours in advance of the tee time.
- g) If a member's tee time still consists of "guest" as a player(s), the booking member is responsible for this green fee. If the player is a guest to the club, then green fees will be charged to that guest at time of check in.
- h) Members may cancel their tee time outside 2 hours online or if within 2 hours, they must phone the Pro Shop.
- i) Members must ensure that no more than one member of the foursome has booked a tee time for the same foursome for the same round.
- j) Members are allowed to play more than 18 holes on the same day, but the additional round must be booked on the same day of play at the Pro Shop, unless approval is received by the General Manager or Head Professional.
- k) A member wanting to host a mini tournament, including either other members or guests that require several tee times must seek approval from the General Manager. If the requested booking date is greater than 14 days in advance the standard Advanced Booking Fee will apply. Requests made within 14 days will not be subject to the Advanced Booking Fee but must still seek General Manager approval. Factors such as number of times needed, other leagues/events/groups booked around the date, food and beverage requirements and frequency of these type of requests by the member will be taken into consideration.

2.8 No Shows

- a) If a member's tee time consists of "guest" as a player(s), the booking member is responsible for this green fee if the guest does not show up.
- b) If the "guest" were there to hold the spot for another member and they do not show up, the guest green fee will be added to the booking member's account.
- c) If a tee time is reserved with all member names listed, then the responsibility to show up for the tee time falls on each individual member.

2.9 Discount for Guests playing with a member

- a) Golfers playing with a member of Ledgeview as a guest will be entitled to a discount off the posted green fee.



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- b) No discounts will apply to Power Carts, Pull Carts, range balls, merchandise sales or restaurant items.
- c) Members must book the time for guests and a guest must play with a member to receive the discount.
- d) Guests booking tee times will be considered green fee players and subject to normal rates.

2.10 Medical Leave

- a) Applications for Medical Leave are to be in writing and directed to the General Manager and the request will be considered by the Board of Directors.
- b) Applications will be reviewed on a case-by-case basis with consideration to:
 - 1. Length of leave
 - 2. Cause of Leave with documentation from a medical doctor
 - 3. Date of Application
 - 4. Account Status
- c) No refunds will be provided. If Medical Leave is approved by the Board of Directors, credit will only apply towards next year's membership dues. The amount of the credit will be prorated using the same formula for New Members noted above within Section 2.5 (f).
- d) The Member will still be required to pay other fees (for example capital assessment). If the Medical Leave extends to the entire following year, annual dues will be waived but the member will be required to pay the capital assessment.
- e) A spouse may also apply in writing for a leave if Member on approved Medical Leave requires considerable care. The Board will review on a case-by-case basis.

2.11 Golf Canada Benefits

- a) An annual Golf Canada membership is mandatory with a Ledgeview Golf Club membership.
For details on benefits, check out the following link: join.golfcanada.ca.

2.12 Reciprocal Agreements

- a) Reciprocal agreements will be discussed annually by the General Manager and Board of Directors and will be updated as necessary by the General Manager.



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2.13 Member Suspension/Termination

- a) Members Playing Privileges can be suspended, or membership terminated for a variety of reasons, including the following:
 - 1. a member account when overdue more than two weeks will result in their Playing Privileges suspended.
 - 2. unacceptable behaviour as outlined in the Code of Conduct Policy.
- b) Under normal circumstances, termination would be the last resort after progressive discipline (verbal warning; written warning; suspension; termination). However, the Board of Directors reserves the right to bypass one or more steps when circumstances warrant this as outlined in the Society's Bylaws.
- c) The process for assessing conduct issues is outlined in the Code of Conduct Policy (see Appendix "1"). Members will always be given the opportunity to defend themselves.

2.14 Hole in One at Ledgeview

- a) A Hole-In-One will not be recognized unless scored from permanent tee to permanent green.
- b) Achievers of a Hole in One must submit their attested score card to the Pro Shop to receive a certificate highlighting the accomplishment. A member will also receive a Head Cover or whatever gift that is decided annually by the Head Professional and General Manager.

2.15 Membership Cancellation

- a) A member may cancel their membership if there is a material change in the circumstances of the member (e.g., member moves 30 kms further away from Ledgeview Golf Club).
- b) The Board of Directors will evaluate and determine in their sole discretion if there was a material change in the circumstances of the member, and when applicable, determine the appropriate amount for a refund.
- c) A member that is awarded a cancellation refund will be subject to the Waiting List and Initiation Fee, if applicable, should they choose to reapply for membership in the future.



2.16 Deceased Members - Communicating this to Members.

- a) Upon notification of a member's death, an email notification will be sent to the membership.

3. GOLF COURSE OPERATION

3.1 Hours of Operation

- a) The Hours of Operation for the golf course will vary during the year.
- b) The general framework for being open during the year will be discussed by the Board of Directors, but daily decisions that consider current conditions will be determined by the General Manager, Superintendent or Designate.

3.2 Course Closures/Delays

- a) The General Manager, Superintendent or Designate all have the authority to close the course, or delay opening, based on current conditions (e.g. frost delay).
- b) These decisions will be posted on the Ledgeview website in a timely basis.
- c) Pre-planned delays will be communicated to members with as much notice as possible under the circumstances.

3.3 Temporary Greens/Tee Boxes

- a) Closing of regulation greens/tee boxes and activation of temporary greens/tee boxes will be the decision of the Superintendent.

3.4 Sand and Seed

- a) Boxes and Bottles:
 - 1. Sand and Seed boxes are located near one of the tee boxes at each hole.
 - 2. Golf course staff will make best efforts to have adequate sand and seed in each box for golfers as they play throughout their round.
 - 3. Sand and Seed bottles will be available for members and guests before they start their round, and all golfers are encouraged to fill divots during their round.



b) Sand and Seed Program:

1. The Program is a joint effort between Ledgeview Golf Club and Volunteer members to help maintain our golf course in good playing condition.
2. Details of the “Sand and Seed” program are outlined in “Appendix 3” of this Policy Manual.

3.5 Practice Range, Putting Green, and Chipping Green

- a) These three practice areas will normally be available during Hours of Operation.
- b) The General Manager or Designate have the authority to close any practice area based on circumstances (Youth Camps, etc.).

3.6 Practice Hole

- a) Use of the practice hole by members is included in their annual dues.
- b) Guests wishing to use the practice hole will be charged a nominal fee.
- c) Power carts will be provided to those wanting to use the practice hole when supplies allow. These carts are to be driven straight to the practice area parking and returned immediately when done.
- d) There is no time limit for players using this area, but players are expected to be respectful when the area is full, since others are waiting to utilize the practice hole. To avoid overcrowding there is a limit of five golfers at a time when not part of a group or clinic. Please respect and observe the golfer limit.
- e) The golf club has the authority to close the practice hole at any point for maintenance, events, and group lessons from time to time.
- f) Golfers must be aware of their surroundings on the practice hole. Errant golf shots from the golf course may land in the practice hole area.
- g) Ledgeview Golf Club is not liable for injury or damages occurring from errant shots.





3.7 Dress Code

- a) Members are responsible for being familiar with the dress code and ensuring that the guests they introduce to the Golf Course and Clubhouse are appropriately attired.
- b) Members are asked to introduce their guests to the Pro Shop Staff prior to teeing off.
- c) "As dress is a personal matter, and as golfing attire changes from time to time, any questions regarding the acceptability of any apparel can be reviewed with the Professional Staff."

Appropriate golf attire for Men:

- 1. Shirts with collars and sleeves.
- 2. Slacks or tailored shorts. Acceptable length of shorts is mid-thigh.
- 3. Appropriate footwear is to be always worn on the Golf Course and in the various areas of the Clubhouse.

Appropriate golf attire for Women:

- 1. Shirts or blouses with collars and sleeves.
- 2. Slacks, tailored shorts, skorts or dresses. Acceptable length of shorts, skorts or dresses is mid- thigh.
- 3. Appropriate footwear is to be always worn on the Golf Course and in the various areas of the Clubhouse.

Unacceptable attire not appropriate for Golf course or Clubhouse:

- 1. Rugby pants, cut offs, athletic shorts, sweatpants, tank tops, swimwear shorts, shorts above mid-thigh, undershirts or athletic jerseys are considered unacceptable attire.
 - 2. Any item of clothing with large cartoon graphics or wording considered offensive is unacceptable attire.
 - 3. Hats to be worn with the brim facing forward.
- d) Failure to comply with the dress code will result in the individual being asked to change into suitable attire or leave the premises and course.
 - e) The General Manager, Club Professionals and the Player's Assistants/Starter have the authority to enforce the dress regulations if necessary.



3.8 Power Carts

- a) Only two power carts will be allowed for any foursome, with two golfers per cart.
- b) No group will be allowed to have two power carts with only one person per cart.
- c) Members who have paid for the annual cost of power cart must share the power cart to avoid having two power carts on course with only one person in each cart. An exception will be made for members with privately owned power carts.
- d) Exceptions to sharing a power cart for medical reasons must be approved by the General Manager.
- e) The Superintendent or Designate makes the final decision for allowing power carts on the course or Cart Path Only.
- f) Members are allowed to use privately owned power carts on the course provided the cart has been approved by the General Manager. If condition of privately owned cart becomes a concern, the cart may be denied access to the course. Members using privately owned power carts will be required to pay a Trail Fee as determined each year by the Board of Directors.
- g) Members may rent a power cart from the Pro Shop at the annual fee determined by the Board and the fee covers both seats in the power cart. In other words, the Pro Shop will not charge a fee for someone else to ride in a cart driven by a member paying the annual fee.

3.9 Power Carts - Medical Exemption to Cart Path Only

- a) If a member feels they are not capable of walking to and from the cart path to their ball in the fairway/rough, they can request to drive the power cart on the course during times when it is **“Cart Path Only.”** The following steps must be taken to have a Medical Exemption to drive on course during times designated as **“Cart Path Only”**:
 - 1. Approval may be allowed for a week with a verbal request. A signed exemption from a medical doctor will be required for periods of time longer than a week.
 - 2. Given the negative impact to the golf course, the General Manager will review medical exemptions annually.



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3. The General Manager has the authority to request an updated exemption from the member's physician. An exemption signed by a physician must indicate more detail than just "member is not capable of walking the golf course," since the golfer must be capable of walking eighteen times from the power cart to the green and back. An exemption means the member is not able to walk up to sixty yards (from the cart path to their ball and back to the cart path) each time they must hit their ball from the fairway/rough.
4. Members granted an exemption must obtain a flag from the Pro Shop staff and attach the flag to the top of the golf cart. The flag indicates that member has an approved exemption to drive on the golf course. Flags must be returned at the end of each round.
5. The General Manager and Superintendent will monitor the condition of the golf course and reserve the right to deny all power carts from driving on the golf course, even those with a medical exemption.

3.10 Motorized Personal Golf Vehicle (hereinafter called golf vehicle)

- a) Ledgeview allows a golfer (hereinafter called a driver) to utilize a golf vehicle (e.g., Finn Cycle) under the following conditions. The driver agrees to:
 1. Sign a waiver approved by Ledgeview at the Pro Shop prior to golfing, whereby the driver accepts responsibility to reimburse Ledgeview for any damages caused by the golf vehicle and Ledgeview is held legally harmless for any actions by the driver.
 2. Provide a current Class 5 BC Driver's License.
 3. Accept responsibility for any injuries the driver may personally sustain while operating the golf vehicle, and injuries they cause to other golfers.
 4. Not drive the golf vehicle within thirty yards of the greens.
 5. Observe and obey daily Cart Path Only instructions (just like power carts, the golf vehicle must remain on the cart path and not be driven on the golf course).
 6. Not drive on tee boxes or steep slopes or in bunkers.
 7. Avoid sharp or abrupt turns that would cause damage to the fairways or rough.
 8. Drive at a safe, respectful speed around the Clubhouse and in the parking lot.
 9. Transport their golf vehicle to and from the course since Ledgeview will not store them.
- b) There will be zero tolerance for drivers who do not comply with the rules noted above. Drivers who fail to follow the rules risk losing the right to utilize a golf vehicle at Ledgeview.



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3.11 Maximum number of Golfers Playing Together

- a) The standard maximum number of golfers playing together is four, however five golfers playing together (fivesome) will be allowed between Nov 15 to April 15 each year.
- b) A Fivesome will be allowed at the discretion of Pro Shop staff as follows:
 1. Pro Shop staff will only approve a fivesome start time request when it will not adversely affect the pace of play.
 2. No online booking of a fivesome is allowed. Approval is required by Pro Shop staff on the day golf is being played.
 3. A fivesome must have at least two members in the group.
 4. Golfers wanting to join a group and form a fivesome must get approval from both Pro Shop staff and the other golfers. Pro Shop staff and the other golfers are under no obligation to approve the request.
 5. Golfers that agree to form a fivesome at some point after the 1st Hole must contact the Pro Shop to receive approval.
 6. The pace of play will be monitored by Pro Shop staff in the same manner as all other golf groups, but there is an expectation that all members in a fivesome will self-assess and not repeatedly hold up golfers playing behind them. If their pace of play is too slow, they must allow other golfers to play through or breakup the fivesome.
 7. If golfers do not maintain an acceptable pace of place, the facts will be conveyed to the General Manager, who has the authority to restrict these golfers in the future from playing in a fivesome.
 8. Decisions by Pro Shop staff are final. Disrespectful behaviour towards Pro Shop staff will not be tolerated.

3.12 Damage Due to Errant Golf Balls

- a) If a golfer hits a shot and their ball lands on McKee Road or into Ledgeview parking lot damaging any vehicle(s) the following policy will apply:
 1. All golf balls are deemed the responsibility of the golfer.
 2. If the owner of damaged vehicle can identify who hit the errant ball, the individuals must resolve any costs associated with damage between themselves.
 3. If the owner of the vehicle cannot identify the golfer involved, they must contact Ledgeview as soon as possible after the event. Ledgeview will make an attempt to identify golfer involved.
 4. Ledgeview Golf Club will not be responsible for any costs incurred due to "Errant Ball" damaging any vehicle.





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3.13 Advertising on the Golf Course

- a) New Commercial permanent advertising on the Course requires approval by the Board of Directors.

3.14 On-Course Washrooms

- a) Ledgeview Golf Club staff are assigned to make best efforts to have each on-course washroom clean for golfers throughout the day.

4. RESPECTFUL INTERACTIONS AND GOLF COURSE RULES AND ETIQUETTE

4.1 Respectful Interactions

- a) The intent of this policy is to ensure that all persons, in alignment with our Diversity, Equity and Inclusion policy (section 9 of this manual), are treated with dignity and respect while, playing, working, or volunteering at Ledgeview Golf Club, practice facilities and clubhouse.

Golf etiquette is a major part of the game. From ensuring you stay quiet when someone is taking their shot to properly maintaining our course, adhering to proper golf etiquette can make everyone's round more enjoyable and respectful.

- b) Ledgeview Golf Club is committed to having a respectful environment where everyone on the property is expected to exhibit a high standard of behavior.
 - 1. This includes showing respect to others in their statements and actions, dealing with disagreements in a respectful manner, respecting the golf course, and complying with Ledgeview Bylaws, Policies, and all applicable laws.
 - 2. Inappropriate behavior should be reported to the Ledgeview President or General Manager, as noted in the Code of Conduct Policy, Appendix "1"

4.2 Golf Course Rules

- a) Pursuant to BC liquor laws, **no outside alcohol** is permitted on the course. Any member or public golfer found in possession of outside alcohol will be subject to penalties;
 - 1. First offence – liquor will be confiscated and returned when leaving the property. A written warning will be served.



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2. Second offence -- automatic one week suspension of booking and playing privileges from date of infraction.
 3. Third offence – Code of Conduct will be initiated, and any further penalties will be determined by the Board.
- b) Consumption of alcohol in the parking lot is prohibited, and management reserves the right to search coolers, golf carts, or golf bags.
 - c) Smoking is prohibited within the designated area around the clubhouse, as shown in “Appendix 4” of this manual.
“Smoke or Smoking” means to consume, use, burn, smoke or vape Cannabis, a lighted cigarette, cigar, pipe, hookah pipe, Vapor Product or other lighted smoking equipment that burns tobacco, Cannabis or any other plant or substance.
 - d) The use of illicit drugs on the course is prohibited.
 - e) Daily power cart restrictions must be followed.
 - f) Unsportsmanlike conduct will not be tolerated. Players are responsible for any damages or injury.
 - g) Practice play is limited to the designated driving range, the putting and chipping greens near the clubhouse as well as the practice hole. Practice is forbidden on the course.
 - h) Only authorized personnel are allowed in maintenance shop or yard as well as the bag storage area. Obey posted signage.

4.3 Golf Course Etiquette

Proper golf etiquette means always respecting the course, players, and the game itself.

- a) Players are expected to repair ball marks, rake bunkers, and fill divots with the sand/seed mix provided.
- b) Arrive early to avoid disrupting others and to prepare properly
- c) Be patient and considerate on the tee and during play
- d) Respecting the pace of play and the advice of on-course Player Assistants / Starter is essential. Stay in step with the group ahead and be prepared for your shots. To ensure a smooth and enjoyable round for all golfers, we typically aim for a pace of play of approximately 4 hours for eighteen holes. These guidelines are the blueprint for a seamless round, where every golfer can enjoy their game without unnecessary delays.
- e) Music is permitted at a sound level that does not disturb other golfers
- f) Members need to ensure their guests are aware of and comply with Ledgeview’s Code of Conduct, Golf Course Etiquette, and Rules.
- g) The use of wireless devices (cell phones) should be minimized to maintain the relaxing atmosphere of golf. Please put wireless devices on silent mode. If it is necessary to use a wireless device, please be considerate and respect your fellow golfers.



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- h) All players are expected to adhere to the dress code to maintain the decorum of the club. Ledgeview's Golf Club Dress Code is outlined in 3.7 of this Policy Manual.

5. CLUBHOUSE OPERATIONS

5.1 Advertising in Clubhouse

- a) Commercial Permanent Advertising within the Pro Shop and Clubhouse require approval by the General Manager.

5.2 Reserving Banquet Facilities

- a) Ledgeview Golf Club must reserve dates for Banquet Facilities with the current Food and Beverage provider by September 30th of each year for all events planned for the following year.
- b) Members that book the Banquet Facilities are eligible for a 10% discount off the standard rate for the banquet hall.

5.3 Parking

- a) The General Manager and Food and Beverage provider will regularly monitor the parking situation for Golfers and those visiting either the restaurant or event space.
- b) The General Manager will bring forward issues and recommendations to the Board of Directors whenever warranted.

5.4 Dress Code

- a) The same Dress Code for the Golf Course applies within the Pro Shop and locker rooms.
- b) Common sense applies for exceptions (e.g., just visiting the Pro Shop to pick something up; member with a locker that will be changing their clothes).





6. TOURNAMENTS

6.1 Club Tournaments

- a) Ledgeview hosts member only and non-member tournaments, with specific guidelines for the booking, and conducting these events, including the requirements for a banquet catered meal hosted by Ledgeview's Food and Beverage Provider.
 - 1. Five to seven member-only Club Tournaments to be hosted calendar year.
 - 2. Five Day Members may participate in 2 Club tournaments per season without paying Green Fees.
 - 3. For additional tournaments Five Day Members must pay the Guest rate for Green Fees; except for the Men's, Ladies, Senior Men's, and Super Senior Men's Club Championships.

6.2 Tournaments for Non-Members

- a) Annually the General Manager will discuss with the Board of Directors regarding the number of tournaments that Ledgeview should host the next year.
- b) The Board will approve the maximum number of large external tournament's to be held, and that number cannot be exceeded unless approved by the Board.
- c) The General Manager will also annually advise the Board the anticipated range of green fees for tournaments to be hosted, but the General Manager will have the authority to adjust the green fees up to ten percent (10%) based on market conditions.
- d) Whenever the General Manager adjusts the tournament green fees, the Board of Directors will be told at their next Board meeting.
- e) Charity tournaments and Special Events require the approval by the Board of Directors.
- f) All tournaments must include a banquet meal catered by Ledgeview's Food and Beverage provider.

6.3 Advertising for Tournaments

- a) The General Manager or designate will establish the printed version of Tournament Packages presented to all outside Events.





6.4 Shotgun Starts for Tournaments

- a) Shotgun golf tournaments need to be approved by the General Manager or designate.
- b) No members will be allowed to play prior to the tournament but may be allowed to play after the tournament if approved by the Pro Shop.

7.0 COMPLEMENTARY GREEN FEES AND SCHOOL/UNIVERSITY GOLF TEAMS

- a) The General Manager manages the distribution of complimentary green fee passes to promote the club and oversees the relationships with school and university programs.

8.0 ENVIRONMENTAL SUSTAINABILITY

- a) Ledgeview Golf Club is dedicated to maintaining and preserving the golf course for future generations in a sustainable and environmentally friendly manner, ensuring our future viability.
- b) Our goal is to create desirable playing conditions through practices that preserve and sustain environmental quality while complying with and exceeding all relevant regulatory requirements. We aim to monitor environmental performance, reduce impacts, and incorporate environmental considerations into our decision-making processes, all while increasing stakeholder awareness.
- c) To promote good environmental practices, we identify significant environmental impacts of our activities and develop suitable objectives, targets, and management programs.
- d) We apply appropriate operational procedures to minimize our environmental impact, introduce procurement procedures that review potential third-party suppliers' commitment to environmental policies, and comply with relevant legislation, regulations, and other requirements.
- e) We strive to improve employees' understanding and commitment to environmental practices through structured communications and training in a safe working environment. Additionally, we prevent pollution, minimize our inputs of utilities and resources, and reduce outputs of emissions, effluents, and wastes.
- f) We endeavor to reuse, limit plastic use, recover, or recycle materials where practicable.
- g) We develop and maintain constructive relationships with relevant environmental and government organizations to ensure good communication and sourcing of best advice and practices.





- h) By introducing sustainable operating procedures and practices, we aim to minimize Ledgeview Golf Club's overall impact on the environment. Our commitment to continual improvement in overall environmental performance is driven by the goal of providing, in the long term, a more beautiful and enjoyable environment for our members, staff, and community

9.0 DIVERSITY, EQUITY AND INCLUSION (DEI)

- a) Ledgeview Golf Club has always been known as the club, “where legends are born”. Ledgeview takes pride in our strong commitment to promote and support diversity, equity and inclusion within our membership, supporting community, service providers, locals and players alike. We are a club that fosters an environment where everyone feels welcome, and their beliefs and identity are respected. Diversity, equity, and inclusion (DEI) matters in golf because it helps expand the sport to reach as many people as possible.
- b) Ledgeview Golf Club is aligned with the BC Human Rights Code whose principles go beyond simply preventing discrimination, they actively promote a society where everyone feels valued, respected, and has equal opportunities. The BC Human Rights Code principles ensures that everyone has the right to equality, equal opportunity, fair treatment, and an environment free of discrimination based on various grounds, including sex, sexual orientation, marital status, family status, race, national or ethnic origin, color, religion, age, and mental or physical disability - [Human Rights Code](#)
- c) Ledgeview Golf Club will ensure that under-represented Groups are portrayed equitably in promotional materials and official publications, and that neutral language is used in communications.
- d) Ledgeview Golf Club’s purpose is to continue to incorporate inclusion, diversity, and equity matters in its governance, strategies, and its operations, including technical programs, sponsorships, procurement, marketing, media and communications.
- e) Ledgeview Golf club will continually monitor and evaluate its inclusion, equity, and diversity (DEI) maturity and progress. Our commitment will be to review and update annually.





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10. HEALTH AND SAFETY POLICY

1. Purpose

- a) The purpose of Ledgeview's Health and Safety policy is to demonstrate our commitment to managing the health and safety of all staff, visitors, members, and the public. Our aim is to prevent any accidents, personal injury or ill health arising from workplace or on-course hazards.

2. Responsibilities

- a) Management is responsible for creating and implementing a comprehensive health and safety program.
- b) Employees are responsible for following safety procedures, reporting hazards, and participating in safety training.
- c) Visitors and members are expected to follow course rules and safety guidelines. It is your responsible as a golfer, caddie and/or spectator on the course, to ensure you adhere to the following safety recommendations:
 - 1. **Weather Conditions:** Take extra care when moving around the course in wet or cold weather, as underfoot conditions may require caution, as the course is hilly. Use steps on the course carefully, especially in wet conditions.
 - 2. **Trees and Weather:** Exercise caution and be aware of your surroundings near trees on the course, especially during windy or adverse weather conditions. Dangerous branches are removed, when possible, but the Club cannot be held responsible for natural conditions at any time.
 - 3. **Inclines and motorized Carts:** Use caution when navigating steep inclines on the course, especially with golf carts (motorized and push carts).
 - 4. **Chemical Contact:** Avoid oral contact with anything on the golf course (trees, sand, soil, grass), especially when caution signs indicate recent chemical spraying.
 - 5. **Wildlife:** We are proud of the wildlife we share on our golf course grounds. We would ask that you treat all wildlife with respect. If, you encounter dead wildlife on the course, do not touch it. Inform a Staff member to handle it.



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6. **Golf Ball Safety:** Exercise caution on the course to avoid being hit by another golfer's ball. Follow cautionary notices, especially where the landing area is not visible from the tee and where parallel fairways are played in opposing directions.
7. **Playing Safety:** When playing, take every precaution to avoid hitting anyone with your golf ball. Be especially careful at holes where the landing area is not visible, such as the 6th, 7th, 9th and 13th holes, and where parallel fairways are played in opposing directions.
8. **Shouting "FORE!":** Never play a shot unless the players ahead are out of range. If a mishit shot heads towards other golfers, shout "FORE!" loudly to alert them. If you hear "FORE!" while playing, take evasive action if possible.
9. **Standing Back:** Golfers must stand well back behind the player taking a shot, both on the tee and in all other areas of the course. A swinging golf club can be dangerous and cause damage.
10. **Groundskeeper Staff:** Staff are regularly working on the course during golf play. Be careful and courteous, ensuring they are aware of and have acknowledged your presence before playing your shot.
11. **Child Safety** - for the safety of members, guests, parents, and children, Ledgeview Golf Club requires that all children on the golf course must be actively golfing, properly supervised, and able to keep up with the normal pace of play. Strollers and baby seats are not allowed on the golf course other than times specified by Ledgeview Golf Club.
12. **Hydration:** Drink plenty of water during and after play to avoid dehydration and overuse injuries.

3. Hazard Identification and Risk Assessment

- a) We will conduct regular inspections of the course, clubhouse and equipment to identify potential hazards.
- b) Evaluate identified hazards and implement appropriate control measures to minimize risks.
- c) Maintain records of inspections, risk assessments, and control measures.

4. Safety Procedures and Training

- a) Develop and implement clear emergency procedures, including evacuation plans, first aid protocols, and communication channels.





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- b) Ensure appropriate personal protective equipment (PPE) is available and used by employees when necessary.
- c) Implement and enforce safe work practices for all activities, including course maintenance, cart operation, and clubhouse operations.
- d) Provide comprehensive safety training to all employees, covering topics such as hazard identification, risk management, emergency procedures, and equipment operation.
- e) Maintain open communication channels to ensure employees are informed about safety matters and ways to report their concerns.

5. Ongoing Monitoring and Improvement

- a) Establish a system for reporting incidents and near misses.
- b) Investigate all incidents to identify root causes and implement corrective actions.
- c) Regularly review and update the health and safety policy to ensure it remains relevant and effective.
- d) Conduct regular audits of health and safety systems to ensure they are functioning effectively.



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APPENDIX “1”

CODE OF CONDUCT POLICY

LEDGEVIEW GOLF CLUB

Purpose:

This Code of Conduct Policy establishes acceptable behaviour expectations for Ledgeview members, Board members, General Manager, staff, and public players. The policy includes a process for handling conduct complaints and potential disciplinary actions. This includes interactions with Food and Beverage staff.

Fundamentals

Everyone on the Ledgeview property is expected to exhibit a high standard of behaviour that demonstrates:

- a) respect to others in their statements and actions; disagreements are acceptable if done in a respectful manner.
- b) compliance to Ledgeview Bylaws, Policies, and applicable laws.

No one shall engage in:

- a) personal or sexual harassment.
- b) threatening language, abusive conduct, violent behaviour.
- c) conduct that harms the reputation or business interests of Ledgeview.
- d) theft or property damage.

Process for Conduct complaints:

1. Complaints against a member, director, officer, General Manager, staff or Public Player are to be made in writing to the Society’s President or General Manager.

A review can also be initiated by the President when made aware of conduct that might be inappropriate.

2. Information, including written statements, will be gathered by the General Manager or the Chair, Governance Committee.
3. The Board of Directors will appoint the Governance Committee, including the Chair, annually or whenever a vacancy needs to be filled.



4. The Governance Committee will assess the complaint.
5. If the Governance Committee determines the complaint might warrant the suspension of Playing Privileges or termination of membership, a disciplinary hearing with the Board will be scheduled requiring at least five (5) directors to attend.
6. No decision shall be made by the Board unless at least seven (7) days prior written notice to such person describing in substance the complaint and inviting the person to attend a Board meeting convened for the purpose of considering the complaint.

A person will be given a full opportunity to defend themselves against the complaint.

7. The suspension of Playing Privileges or the termination of membership requires the approval of at least five (5) Board members.
8. The decision will be provided in writing within seven (7) days of the hearing. and will be final and binding.

Notes regarding Conduct process:

1. The Governance Committee has the authority to dismiss a complaint or determine a warning is the appropriate discipline.
2. A decision by the Governance Committee can be appealed to the Board, but a recommendation to the Board to schedule a disciplinary hearing cannot be appealed.
3. A member will be considered not in good standing during the time they are suspended.
4. Complaints against a unionized staff member will follow the collective agreement process.
5. Members that have not paid their Annual Dues within two (2) weeks of the due date will not be a member in good standing and will have their Playing Privileges suspended until the outstanding amount is paid in full.
6. The Board has the authority to terminate membership if payment is late beyond sixty (60) days.



General:

1. When assessing complaints, the following will be taken into consideration:
 - a) was there an infringement of the Bylaws or Policies.
 - b) is disciplined warranted.
 - c) when discipline is warranted, establish appropriate discipline.
 - d) ensure due process was followed in accordance with the Bylaws and Policies.
2. Any Complainant or Respondent must provide contact information that includes an email address, and they will be deemed to have received any communication on the date of such delivery.
3. Any member who fails to comply with the final decision issued as outlined in this Code of Conduct Policy, may be expelled from Ledgeview at any subsequent meeting of the Board without further proceedings.
4. All hearings shall be summary in nature in that formal rules of evidence need not apply. The intent is to provide a timely and fair resolution to the complaint.
5. No action or proceeding may be brought against Ledgeview, the General Manager, a Board member, or Governance Committee member, by reason of any act or matter arising from performing their duties in accordance with this Policy.

This regulation may in any such action or proceeding be pleaded as and shall constitute an absolute defence to any claims advanced.

However, members have rights outlined in the Societies Act to make a formal complaint against the Society.

6. The Board shall have the authority to retain legal counsel to act at any hearing.
7. Ledgeview shall have custody of and preserve all incident files indefinitely and such files or records shall be regarded as confidential, open only to the General Manager and the Board. Upon written request to the Board an incident file may be expunged.
8. While the Board believe in the principle of progressive discipline, serious cases of misconduct will result in bypassing some, or all, of the lesser forms of discipline.



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APPENDIX “2”

COMMITTEES @ LEDGEVIEW GOLF CLUB

Purpose of Committees

Main Functions:

Ledgeview Golf Club leverages board committees as we foster a culture of informed decision making, effective oversight and one that aligns good governance allowing members to work together, productively to serve our organization’s best interests.

- a) Committees conduct in-depth analysis, gather information, and make recommendations to the board, facilitating better decision-making and ensuring that the board is well-informed. Committees, such as finance and governance, focus on specific areas of expertise, allowing the board to delve deeper into critical issues and make informed decisions.
- b) Committees help to ensure that the board is fulfilling its fiduciary duties and operating in a transparent and accountable manner while also providing checks and balances on management, ensuring that their actions are aligned with the board's strategic objectives and the golf clubs’ best interests.
- c) Committees work with management and staff to implement specific activities, which may include taking direction from management and staff in a volunteer capacity.
- d) Identifies and nominates/recommends potential board candidates for board membership and serves as a training ground for future Board members.

Creating a committee:

Committees of Ledgeview Golf Club are appointed by the president in collaboration with the board. Terms of Reference (TOR) for each committee are approved by the board and include:

- a) a concise statement defining the purpose and objectives of the committee.
- b) committee authority and area of accountability and responsibility.
- c) time frames for the committee term and reporting
- d) committee composition.



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Committee Chair:

The Committee Chair is the key to an effective committee. The chair provides leadership and direction to the committee, ensuring it operates effectively and achieves its goals.

- a) The Chair is responsible for organizing meetings, setting thoughtful, timely and aligned agendas, developing information and reports for the board, fielding questions and concerns from members, and maintaining regular contact with the board, management and staff.
- b) The chair sets the tone, pace and organizes strategies for effective and productive meetings.
- c) The Chair must be thoroughly acquainted with the strategic and tactical goals of the organization and understand the role their committee plays in the achievement of these goals.
- d) The Chair delegates and co-ordinates work to establish a collaborate climate in which thoughtful deliberation is possible.

Committee Members:

Board committee members play a crucial role in supporting the board's effectiveness by focusing on specific areas, providing expertise, and ensuring the organization's success through strategic planning, financial oversight, stakeholder engagement and other key functions such as aligning to good governance.

- a) Committee members are volunteers and hey participate because they have a genuine concern for effective and long-term sustainability of Ledgeview.
- b) Desirable qualities of committee members include patience, an open mind, curiosity, and the willingness to work towards stated goals. Being informed about the organization's mission, purpose, services, policies, procedures, and programs. Review agenda(s) and supporting materials prior to board and committee meetings.
- c) Committees can serve as a useful training ground and therefore provide Boards with a mechanism for succession planning.





Authority:

Board committees, composed of board members, assist the board in specific areas by providing in-depth review and expertise, but the board retains decision-making authority and overall responsibility. Committees receive their authority from the Board. Committees do not have the power to obligate the golf club financially or otherwise.

The General Manager is a key stakeholder in most if not all financial obligations and as such, is viewed as required to be kept informed where committees and the board have agreed to financial commitments on behalf of Ledgeview.

Management and Staff Support:

For committee Chairs to conduct their work effectively, they may require management and staff support, in the form of advice or recommendations.

Reporting:

Each Committee reports as directed by the Board and associated policies. To facilitate collation and distribution, Committees' reports are forwarded to the General Manager 5 days before the scheduled Board meeting.

Evaluation:

Committee Terms of Reference shall be reviewed as directed by the Board.

1. Rules & Handicap Committee

Purpose:

The Rules & Handicap Committee ensures that the Rules of Golf are followed, and appropriate rules are communicated to members for both Competitions and General Play. Additionally, the World Handicap System is followed to ensure fair and equitable competitions.

Link to their website:

[The World Handicap System | Home | WHS - World Handicap System: USGA | R&A](#)





Membership:

The Committee members, including the Chair, are appointed by the Board. The Committee includes one or two Directors along with non-Board members as required. The term is one year, but members may serve for more than one year if approved by the Board. At least one Committee member must be a certified Handicap official by participating in a Golf Canada online certified seminar and passing a test, or alternatively, a seminar and test conducted by Golf BC. The Head Professional is automatically a member of the Committee.

Responsibilities:

Committee members are guided by the Rules of Golf and the World Handicap System approved by Golf Canada. Their input and involvement vary throughout the golf season depending on the level of competition. General duties include reviewing and adjusting course markings annually, reviewing Local Rules annually, communicating how the Handicap System works, and applying the Handicap System at Ledgeview Golf Club.

For Competitions at Ledgeview, the Committee determines tee placements and hole locations, establishes and communicates draws for match play or groups for stroke play and starting times, defines Pace of Play and Golfer Conduct guidelines, provides information for players and referees, offers rules assistance during competitions, suspends play due to weather or other considerations, validates scores from stroke play, resolves ties, confirms and communicates final results, and closes the competition.

The Committee also examines competition results and takes appropriate actions if Net Scores appear out of line.

Meetings and Reporting:

The Committee will meet a minimum of four times per year. The Committee may choose to hold additional meetings if considered necessary for it to carry out its responsibilities effectively. The Chair will provide a monthly update to the board.





2. Governance Committee

Purpose:

The Governance Committee is responsible for ensuring a robust and effective process for evaluating the performance of the Board, Board Committees, and individual directors. This ensures that the board fulfills its legal, ethical, and functional responsibilities in the short, medium, and long term.

Membership:

The Committee will be appointed by the Board and will comprise two members, the majority or all of whom will be members of the full Board. A quorum will be two members, and the Board may remove or replace any member at any time. The Chair of the Governance Committee will be selected by the Board.

Authority:

The Governance Committee is authorized by the Board to review the Club's governance matters and make recommendations to the Board. It can take any actions necessary to fulfill its responsibilities and seek independent legal and/or professional advice to perform its duties where necessary.

Responsibilities:

The Committee's responsibilities include advising the board on effective governance of the club, developing and reviewing governance policies and procedures annually, recruiting suitable board members, providing induction and training programs for board members, and evaluating both the Committee's and individual members' performance on a regular basis.

Meetings and Reporting:

The Committee will meet a minimum of four times per year. The Committee may choose to hold additional meetings if considered necessary for it to carry out its responsibilities effectively. The Chair will provide a monthly update to the board.





3. Grounds & Greens Committee

Purpose:

The purpose of the Grounds & Greens Committee is to ensure that the golf course is maintained in prime condition, considering seasonal variations and budget. The Committee aims to make the golf course challenging for various golfing abilities while maintaining a safe environment for members, the public, and staff.

Membership:

The Committee members, including the Chair, are appointed by the Board. The Committee includes one or two Directors along with non-Board members as required. The Course Superintendent is automatically a member of the Committee. The term is one year, but members may serve for more than one year if approved by the Board.

Responsibilities:

The Committee's responsibilities include reviewing general maintenance practices and providing input on necessary changes, overseeing and providing input on golf course improvements, assessing the golf course property conditions regularly, evaluating course conditions for improvements and repairs, identifying and prioritizing future projects, making broad-based decisions on budget and policy regarding golf course maintenance and improvement, conveying pertinent information about the golf course to the membership, and reviewing input from membership to prioritize relevant projects.

Meetings and Reporting:

The Committee will meet a minimum of four times per year. The Committee may choose to hold additional meetings if considered necessary for it to carry out its responsibilities effectively. The Chair will provide a monthly update to the board.





4. Finance Committee

Purpose:

The Finance Committee's purpose is a committee of the Board. The role of this committee is to act on behalf of the Board in overseeing all material aspects of financial reporting and the audit of the annual financial statements.

Membership:

The Finance Committee members, including the Chair, will be appointed by the Board. The Committee will include one or two Directors along with two or more non-Board members. Committee members appointed by the Board shall be financially literate. The General Manager will automatically be part of the Committee.

Responsibilities:

The Finance Committee is responsible for ensuring that the financial affairs of the Society are in order and in line with annual projections. They provide suitable investment strategies and recommendations for the Society's long-term capital in accordance with the Long-Term Capital Allocation Strategy approved by the Board of Directors, with the goal of managing long-term capital allocation as it pertains to Ledgeview's long-term capital requirements.

As needed by the Board, the Committee reviews and provides recommendations on contracts, leases, and agreements that affect the revenues and expenses and bind the Society for periods greater than one year. They also serve as a resource and provide discussion in developing and managing the Society's Annual Operating Budget.

The Committee liaises with the Auditor and participates in the discussion and preparation of the Society's Audited Financial Statements. Additionally, they serve as a resource to the General Manager for the review and discussion of financial matters pertaining to the Society and its operations.

Meetings and Reporting:

The Committee will meet a minimum of four times per year. The Committee may choose to hold additional meetings if considered necessary for it to carry out its responsibilities effectively. The Chair will provide a monthly update to the board.





APPENDIX “3”

Sand and Seed Program

Introduction:

- a) The Sand and Seed Program is a joint effort involving Ledgeview Grounds and Greens Committee and Ledgeview Member volunteers.
- b) The purpose of the program is to encourage Members to volunteer their time filling divots on the golf course during scheduled “Sand and Seed” dates. Information regarding program will be provided to Membership via email.
- c) The program’s goal is to improve the conditions of the course through Member volunteer efforts, as well as giving Member’s a sense of pride in Ledgeview by giving back to our golf course.

Ground and Green Committee’s role and responsibility:

- a) Work with General Manager (GM) to select 4 or 5 dates and times throughout the season to run the program. Dates and times are to be advertised via email to Members. Member volunteers must register for each “Sand and Seed” event.
- b) Work with the Superintendent to have the right number of utility vehicles filled with appropriate mixture of sand and seed. Number of utility vehicles used is dependent on number of volunteers registered.
- c) Recruit a Lead Volunteer to help facilitate the program. Explain general expectations and safety rules of the program to Lead Volunteer.
- d) GM to organize refreshments for volunteers after event.
- e) Provide feedback to the Board on success or concerns of each event.

Lead Volunteer role and responsibility:

- a) Receive the list of volunteer registrations prior to event day.
- b) On event day, greet volunteers upon arrival and sort into teams
- c) Explain areas to focus on. Mostly high traffic areas and fairways on all par 4’s and 5’s.
- d) Explain general expectations and safety rules to Volunteers.
- e) Ensure volunteers are aware refreshments are available after completion of event.
- f) Provide feedback to Grounds and Green Committee on the success or concerns of event.





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APPENDIX "4"

No Smoking Zone



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Ledgeview Golf Club Policies – April 1, 2025