

Ledgeview Golf Club

Policy Manual



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Revised June 9, 2026



LEDGEVIEW
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Table of Contents

1. INTRODUCTION TO LEDGEVIEW GOLF CLUB POLICY MANUAL

- 1.1 Purpose of manual
- 1.2 Access to manual
- 1.3 Notification

2. MEMBERSHIP

- 2.1 Membership Categories, Playing Privileges and Benefits
- 2.2 Waiting List for Membership
- 2.3 Initiation Fee for New Members
- 2.4 Members Personal Information
- 2.5 Annual Dues, Capital Assessment and Fees
- 2.6 Member Account and Charging Privileges
- 2.7 Booking Tee Times
- 2.8 No Shows
- 2.9 Discount for Guests playing with a member
- 2.10 Medical Leave
- 2.11 Golf Canada Benefits
- 2.12 Reciprocal Agreements
- 2.13 Member Suspension/Termination
- 2.14 Hole in One at Ledgeview
- 2.15 Mandatory Food & Beverage Minimum



LEDGEVIEW



LEDGEVIEW
GOLF CLUB

3. GOLF COURSE OPERATION

- 3.1 Hours of Operation
- 3.2 Course Closures/Delays
- 3.3 Temporary Greens/Tee Boxes
- 3.4 Sand and Seed boxes/bottles
- 3.5 Practice Range, Putting Green, and Chipping Green
- 3.6 Practice Hole
- 3.7 Dress Code
- 3.8 Power Carts
- 3.9 Power Carts - Medical Exemption to Cart Path Only
- 3.10 Motorized Personal Golf Vehicle
- 3.11 Maximum number of Golfers Playing Together
- 3.12 Damage due to Errant Golf Balls
- 3.13 Advertising on the Golf Course
- 3.14 On-Course Washrooms
- 3.15 Golf Canada Handicap and Club Competition

4. RESPECTFUL INTERACTIONS & GOLF COURSE ETIQUETTE

- 4.1 Respectful Interactions
- 4.2 Golf Course Etiquette

5. GOLF COURSE RULES

- 5.1 Liquor Policy
- 5.2 Smoking Policy
- 5.3 Miscellaneous Golf Course Rules



LEDGEVIEW



LEDGEVIEW
GOLF CLUB

6. CLUBHOUSE OPERATIONS

- 6.1 Advertising in Clubhouse
- 6.2 Reserving Banquet Facilities
- 6.3 Parking
- 6.4 Dress Code

7. TOURNAMENTS

- 7.1 Club Tournaments
- 7.2 Tournaments for Non-Members
- 7.3 Advertising for Tournaments
- 7.4 Shotgun Starts for Tournaments

8. COMPLEMENTARY GREEN FEES AND SCHOOL/UNIVERSITY GOLF TEAMS

9. ENVIRONMENTAL SUSTAINABILITY

10. DIVERSITY, EQUITY AND INCLUSION

11. HEALTH AND SAFETY

APPENDIX 1: Code of Conduct Policy

APPENDIX 2: Committees at Ledgeview Golf Club

APPENDIX 3: Sand and Seed Program

APPENDIX 4: No Smoking Zone

APPENDIX 5: Frost / Weather Procedure

APPENDIX 6: Ledgeview Handicap Policy



LEDGEVIEW



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GOLF CLUB

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).

1. 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 Policies – April 1, 2025



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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 sets the annual dues, capital assessments, and fees for each membership category (excluding Honorary Lifetime and Lifetime Members). Members will be notified of these amounts by February 1 each year.
- b) All memberships are annual and automatically renew for an additional one-year term on April 1. Members may cancel automatic renewal at any time without penalty; however, **written notice** must be received at least 30 days prior to the renewal date to avoid charges for the upcoming term.
- c) Cancellations received after renewal will be refunded on a pro-rated basis as outlined in section 2.5 (i).
- d) Instructions for cancelling automatic renewal, along with the annual dues, capital assessments, and fees, will be emailed to members by February 1 of each year.
- e) All cancellation notices must be submitted in writing to the General Manager at **generalmanager@ledgeviewgolf.com**.

If no cancellation notice is received, the membership will renew automatically, and applicable fees will be charged to the payment method on file.



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- f) To ensure uninterrupted membership benefits, members without a valid credit card on file and are not enrolled in the payment plan outlined in section 2.5(g) are asked to submit full payment of their annual dues by March 31. Accounts that remain unpaid after this date will be automatically terminated.
- g) Members enrolled in the payment plan must make their first payment by April 1. Payments more than 14 days past due will result in loss of good standing and suspension of Playing Privileges until the account is paid in full.
- h) The Board of Directors may terminate membership if payment is more than 60 days late.
- i) New Members will be charged prorated dues for their first year, based on the portion of the year remaining. Partial months are pro-rated using a daily formula. Because golf activity varies throughout the year, monthly proration is as follows unless joining after September 30:
 - 1. April–September: 14% per month
 - 2. October–November: 4% per month
 - 3. December–March: 2% per month
- j) **New Member Incentive:** For new members joining after September 30, the Board may provide a discretionary discount for the remainder of the year.

2.6 Member Account and Charging Privileges

- a) All members are required to maintain a valid credit card on file for payment of monthly charges, merchandise purchases, liability for damage to power carts and to facilitate the Food and Beverage minimum spend.
- b) No memberships will be finalized until a valid credit card is attached to the member's account.
- c) All charges to a member's account will be processed using credit card on file, excluding amounts payable through the membership payment plan. Annual dues will continue to be paid in accordance with the terms of the plan.
- d) It is the member's responsibility to ensure that the credit card on file remains current and to update it promptly if it expires, is lost or is damaged.
- e) Any member account that remains unpaid for more than sixty (60) days will have their membership privileges suspended until account is paid in full.
- f) The Board of Directors reserves the right to terminate any membership with an account that remains unpaid for more than sixty (60) days.



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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.
- 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



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beverage requirements and frequency of this type of request 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.
- 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 (i).



LEDGEVIEW



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- 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.

2.13 Member Suspension/Termination

- a) Members Playing Privileges can be suspended, or membership terminated for a variety of reasons, including the following:
 1. An account that remains unpaid for more than sixty (60) days.
 2. Conduct deemed unacceptable in accordance with 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.



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2.15 Mandatory Food & Beverage Minimum

- a) Each member, excluding junior members, shall be required to pay a seasonal Food and Beverage Minimum Spend.
- b) The Board of Directors shall establish the amount, terms, and conditions of the “Food & Beverage Minimum Spend” for each season. Written notice of the applicable minimum and related requirements shall be provided to members no later than February 1 of each year.

2. 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.
- 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.
- d) The Frost / Weather Procedure is detailed in “Appendix 5” of this Policy Manual.

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.



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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.



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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, skirts or dresses. Acceptable length of shorts, skirts 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.



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3.8 Power Carts

- a) A maximum of two power carts is permitted per foursome, with no more than two golfers per cart. Riding or standing on the rear of a golf cart (“piggybacking”) is strictly prohibited.
- b) 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.
- c) Exceptions to sharing a power cart for medical reasons must be approved by the General Manager.
- d) The Superintendent or Designate makes the final decision for allowing power carts on the course or Cart Path Only.
- e) 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.
- f) 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 cannot walk 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.
 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 cannot 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.



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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.

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.



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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 try to identify golfer involved.
 4. Ledgeview Golf Club will not be responsible for any costs incurred due to "Errant Ball" damaging any vehicle.

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.



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3.15 Golf Canada Handicap and Club Competition

- a) All members wishing to participate in club competitions are required to maintain an accurate Golf Canada handicap.
- b) All scores must be submitted to the Golf Canada Handicap System within 24 hours of play.
- c) The terms of Ledgeview's Handicap Policy are outlined in "Appendix 6" of this manual.

4.0 RESPECTFUL INTERACTIONS AND GOLF COURSE 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 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



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- 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.
- 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.

5.0 GOLF COURSE RULES

5.1 Liquor Policy

The following **Liquor Policy** is required to maintain Ledgeview's Liquor License:

- a) Pursuant to BC liquor laws, **no outside alcohol** is permitted on the course. "Outside alcohol" is defined as any liquor (including beer) not purchased from Ledgeview Golf Club. **ALL** alcoholic beverages consumed on the golf course must be purchased at the course and be labelled "Purchased on Premises"
- b) Personal coolers or beverage storage device containers are not permitted on the golf course.
- c) Under Ledgeview's liquor license, staff reserve the right to inspect coolers, golf bags and other personal storage items for unauthorized liquor.
- d) No person shall consume alcoholic beverages to the point of impairment or intoxication.
- e) 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.
 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.



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- f) Consumption of alcohol in the parking lot is prohibited.

5.2 Smoking Policy

- a) “Smoke or Smoking” means to consume, use, burn, smoke or vape Cannabis, a lighted cigarette, cigar, pipe, hookah pipe, Vapor Product or other lighted or electric smoking equipment that burns tobacco, Cannabis or any other plant or substance.
- b) Smoking is prohibited within the designated area around the clubhouse, as shown in “Appendix 4” of this manual.

5.3 Miscellaneous Golf Course Rules

- a) The use of illicit drugs on the course is **strictly** prohibited.
- g) All daily power cart restrictions must be followed.
- h) Unsportsmanlike conduct will not be tolerated. Players are responsible for any damages or injury caused by their actions.
- i) Practice play is limited to the designated driving range, putting and chipping greens near the clubhouse and the practice hole. Practice on the golf course is strictly forbidden.
- j) Only **authorized** personnel are permitted in the maintenance shop or maintenance yard and the bag storage area. All posted signage must be obeyed.
- k) Dogs, recreational walkers, and cyclists are not permitted on the course at any time.

6.0 CLUBHOUSE OPERATIONS

6.1 Advertising in Clubhouse

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

6.2 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.

6.3 Parking



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- 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.

6.4 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).

7.0 TOURNAMENTS

7.1 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.

7.2 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.



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- 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.

7.3 Advertising for Tournaments

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

7.4 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.

8.0 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.

9.0 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



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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

10 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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11. 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.
 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.



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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.
- 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.



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- 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

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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.



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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 whether 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.



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General:

1. When assessing complaints, the following will be taken into consideration:
 - a) was there an infringement of the Bylaws or Policies.
 - b) is discipline 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 they 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.



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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.

Committee's may occasionally require a members' contact information to carry out their responsibilities. All requests for such information must be submitted to Ledgeview's Privacy Officer for approval.

Reporting:

Each Committee reports as directed by the Board and associated policies. To facilitate collation and distribution, Committees' reports are forwarded to the General Manger 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](#)



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Ledgeview Golf Club Policies – April 1, 2025



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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.



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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 consist of two members, the majority or all of whom will be members of the full Board. A quorum shall be two members. The Board may remove or replace any member at any time. The Chair of the Governance Committee shall 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 is responsible for advising the board on effective governance of the Club, developing and reviewing governance policies and procedures annually, recruiting qualified board members, providing induction and training programs for Board members, and regularly evaluating both the Committee's overall performance and the performance of individual members.

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.



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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.



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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 consults 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.



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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 Manger (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



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APPENDIX "5"

Frost / Weather Procedure

Introduction:

- a) Frost delays or weather-related closures are implemented to protect the long-term health and playability of the golf course, with particular focus on the greens.
- b) Course conditions are monitored daily. The Superintendent or their designee has final authority to determine any delay or closure of the golf course.

Frost / Weather Procedure:

- a) To protect the turf and allow maximum play when conditions permit, the following procedure will be followed on days when low temperatures and limited daylight require a delay:
 1. **First tee time of 8:30 am:** The Superintendent or designee will assess course conditions by 6:30am.
 2. **Notification of delay or closure:** If play is delayed or the course is closed, updates will be posted on Ledgeview's website and the golfers on the day's tee sheet will receive an email.
 3. **Immediate frost delay:** If a frost delay decision can be made immediately, all play will begin with an 11:30am SHOTGUN for all booked players.
 4. **Pending frost delay:** If further inspection/progress is needed, an update will be issued via same channels (website and email) by 10:00am.
 5. **The final decision at 10:00am:** One of the following options will be applied:
 - i. **11:30am SHOTGUN** for all booked players.
 - ii. **No SHOTGUN**, but the course opens for walk in's only after 2:00pm (9 holes)
 - iii. **Course closed** for the entire day.



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APPENDIX “6”

Ledgeview’s Handicap Policy

Purpose:

The Handicap System at Ledgeview Golf Club is designed to make golf more enjoyable for players of all abilities by allowing fair and equitable competition regardless of skill level.

Two fundamental principles support the system:

- a) Every player will strive to post the best possible score at every hole in every round they play.
- b) Every player will submit all acceptable rounds (adjusted gross individual score) for peer review.

Member Responsibilities:

- a) All members are strongly encouraged to maintain a current and valid Golf Canada Handicap Index. Any member who participates in club competitions including trophy events, Men’s League, Women’s Days, and inter-club matches **must** keep a current and valid handicap in accordance with the World Handicap System administered by Golf Canada.
- b) A Golf Canada membership and access to the handicap system is included with every Ledgeview membership. Please contact the Pro Shop if assistance is needed accessing Golf Canada Handicap System.
- c) It is not optional to post only selected scores. All acceptable rounds, (including 9-hole rounds and any incomplete rounds) where an individual score can be recorded should be entered into the handicap system. preferably on the same day the round is played.
- d) Each player is responsible for reviewing their opponent’s handicap before any competition begins and for raising any questions or concerns about posted scores or handicaps at that time.
- e) Players must also ensure they are using the correct handicap for the specific set of tees being played in the competition.



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Handicap Committee Responsibilities:

Ledgeview maintains a dedicated Handicap Committee to oversee the system and ensure fairness for all members. The Committee follows a structured four-pronged approach to monitoring handicaps:

a) **Non-Competitive Members:**

The Committee will maintain a list of members who do not wish to compete in club events and are not interested in maintaining a valid handicap. These members may still participate in gross-score competitions. In any net handicap competition, they will play off a handicap of zero (or plus 5 if their most recent valid index was a plus handicap).

b) **General Review:**

The Committee will review the roster of members participating in the handicap system on a semi-annual basis (typically February and July). Rounds played at Ledgeview will be compared to scores posted with Golf Canada, and any member not meeting a minimum 80% posting threshold will be contacted by a Captain, the Head Professional, or another Committee member.

c) **Automatic Adjustment by Golf Canada:**

The Committee will apply Golf Canada's automatic adjustments for exceptional scores. For score differentials 7.0–9.9 strokes better than a player's Handicap Index, a reduction of 1.0 is applied to each of the most recent 20 score differentials. For differentials of 10.0 or more, a reduction of 2.0 is applied in the same manner.

d) **Specific Member Review:**

The Committee will closely monitor tournament results and conduct a specific review when any of the following occurs:

1. A member records an exceptional score meaning a score differential at least 7.0 strokes better than their Handicap Index in a club tournament round.
2. A member demonstrates a clear pattern of performing significantly better in competitions than in general play.
3. A member wins multiple net events, meaning two wins in the current season, three in the prior two seasons, or four in the prior three seasons.
4. A specific inquiry is received regarding a member's handicap.



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Penalties:

- a) Any player found to be using an invalid or outdated handicap in a club competition will forfeit the match or event.
- b) Members who repeatedly violate the handicap policy may be barred from further club competitions for the remainder of the season.
- c) All decisions will be made fairly and in accordance with Golf Canada guidelines.



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