

Edson Golf Club

Policy Manual

Edson Golf Club has developed policies to provide definitive direction to various Committees dealing with affairs of the Club.

Edson Golf Club Policy Manual

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POLICIES REQUIRING COMMITTEES:

Contract
Finance
Greens
Grievance
Handicap
Long Range Planning
Member Services
Nominations
Tournament

COMMITTEE JOB RESPONSIBILITIES

Contract Committee
Finance Committee
Greens Committee
Grievance Committee
Handicap Committee
Long Range Planning Committee
Nominations Committee
Pro Shop Committee

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GENERAL POLICY

Edson Golf Club has developed policies to provide definitive direction to various Committees dealing with affairs of the Club.

Within the framework of the Club's Bylaws are situations where attempts to provide definitive attention is impractical. It is in these areas this policy is put in place.

By-law – Article 1 (D) – defines the **Objects of the Club**.

Within this definition it is important to recognize that the Club is in existence to provide for its members, but encourages others to take advantage of the Club's facilities to enjoy this sport.

The By-laws have been structured to meet the requirements of the Societies Act of Alberta and encompass an organized set of conditions providing direction to the Executive of the Club to assist with conducting the day-to-day affairs of the Club.

Nothing in the By-laws or resulting policies is intended to defame, belittle or in any other sense diminish a sense of fairness and respect of its members or guests.

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DAMAGE POLICY

Edson Golf Club will not tolerate any conduct or behavior that results in damage to its property or equipment.

Members damaging property or equipment may have their playing privileges suspended and/or have their membership revoked. The member will be required to pay for repair to the damaged property. Damage to a golf cart will incur an additional charge of \$300.00 to offset loss of rental income.

Non-members damaging property or equipment are required to pay for repairs to the property. Damage to a golf cart will incur an additional charge of \$300.00 to offset loss of rental income.

The Edson Golf Club will not accept responsibility for actions of persons that result in damage to person(s) or property on or off the golf course grounds.

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OPERATIONAL POLICY

The Executive, in accordance with authority contained in the Club's **By-Law Article 8 (A)**, herein provides conditions under which discretion is applicable.

1. **Thunder, Lightning or other Dangerous Environmental Conditions**

In the event of dangerous conditions, the Golf Professional or designate will sound an alarm and will instruct all persons on the golf course to stop play and move to secure cover.

In those circumstances where the Golf Professional or designate determines play cannot continue on the day, authority is hereby provided to issue a 9 hole pass to those persons affected by the stoppage in play and who paid green fees for that day – as follows:

- If play stopped before completion of 6 holes or a 9 hole green fee round.
- If play stopped before completion of 14 holes of an 18 green fee round.

The decision for implementing this discretionary policy is delegated to the Golf Professional or designate and is final.

2. **Playing Privileges for Golf Club Staff**

The Golf club values the services of its staff as it pertains to services to the golfing public.

In recognition of this relationship the following conditions apply:

- Staff will be permitted to play golf without charge for green fees with permission of Management.
- Staff will not be permitted to book their own tee times and need to arrange with the Pro Shop to book their tee times.

3. **Compensation for person(s) representing the Edson Golf Club**

There may be occasions when a club member desires, or is invited to represent the Edson Golf Club at a venue other than Edson. In such circumstance the following policy is provided:

1. The venue must be a Canadian Golf sanctioned Provincial or National Championship Tournament.
2. A written request must be made to the Executive in advance.
3. If approved by the Executive – the Edson Golf club will pay only the Tournament entry fee to a maximum of \$300.00.
4. Club logoed merchandise may also be provided if requested

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EQUIPMENT RENTAL POLICY

The Executive, in accordance with authority contained in the Club's **By-Law Article 8(A)** hereby sets out the following Policy:

Requests to borrow Golf club equipment for use away from the golf course must be made to the Golf course Superintendent. The request must first meet the following criteria and any decision concerning the request is at the sole discretion of the Course superintendent.

- No loan will be made to an individual person.
- Loan may be made to a non-profit association.
- Any equipment so loaned must be operated only by Golf club approved personnel.
- The group borrowing the equipment is responsible for transporting the equipment from the Golf Course property to its place of use and promptly returning it to the Golf Course property.

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Reviewed: **October 18, 2022**

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HIRING/TERMINATION POLICY

Make it known that we are an equal opportunity employer

The Executive, in accordance with authority contained in the Club's **By-Law, Article 8 (F)**, herein delegates its authority to the:

Golf Professional

1. To hire and set working hours and conditions for those persons deemed necessary to perform the duties assigned; and power to terminate in the correct manner.
2. To structure remuneration within the financial budget for these employees.
3. Supervision and performance of these employees is solely the responsibility of the Golf Professional.
4. Give written reprimands and commendations for staff, and to provide a copy of these to the board/committee head
5. Wages or salaries will be determined by a budget approved by the Executive.
6. Employees will park their vehicle on the premises at their own risk.

Course Superintendent

1. To hire and set working hours and conditions for those persons deemed necessary to perform the duties assigned; and power to terminate in the correct manner.
2. To structure remuneration within the financial budget for these employees.
3. Supervision and performance of these employees is solely the responsibility of the Course Superintendent.
4. Give written reprimands and commendations for staff, and to provide a copy of these to the board/committee head
5. Wages or salaries will be determined by a budget approved by the Executive.
6. Employees will park their vehicle on the premises at their own risk.

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MEDICAL HANDICAP POLICY

The Executive in accordance with provisions contained in the Club's **By-Law Article 1 (D) "Objects of the Club"** herein sets out the following policy:

It is recognized that membership in the club is made up of a wide range of persons of various ages, some having medical afflictions for which they hold a Province of Alberta medical handicap verification.

The Club recognizes that these people require certain variances of restrictions to enable them to play golf.

This policy sets out conditions for which a "handicap flag or designated flag" may be issued and the variances the Club provides.

A **'handicap flag or designated flag'** will allow that person to display the flag on a golf cart and as such will permit the following variance of certain restrictions:

1. The golf cart may be driven to a point no closer than 15 feet from the mowed apron of the green.
2. The golf cart may be driven to a point no closer than 6 feet from any tee box.
3. Use of a medical cart is permitted with approval from the Golf Professional.

Nothing in this policy will be construed to permit golf carts to be driven onto greens, tee boxes or in sand traps.

Golfers are expected to exhibit good judgment in operation a golf cart.

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MEMBERSHIP FEES – REBATE POLICY

Edson Golf Club **By-Law 2 (E)** states:

“Membership in the club is non-transferable. The Executive and Golf Professional, or designate, may give consideration for a “rebate of membership fees” as provided in the “Rebate Policy”.

This rebate policy is put in place to provide the Executive and Golf Professional, or designate, direction as to acceptable reasons that will be considered with a view to providing consistency for its decisions.

The reason to support the request for a rebate of membership fees **MUST** meet the following criteria:

1. The applicant **MUST** provide a medical report from a Registered Medical practitioner indicating that the applicant is unable to play golf because of medical reasons.

OR

2. The applicant **MUST** provide a letter from his employer indicating that the applicant was unexpectedly transferred out of the Edson area.

Other reasons must be brought in written format to the board for approval.

In the event the Executive, after giving favorable consideration to the request for a rebate, will provide such rebate based upon the following:

- Application made prior to opening day of the current golf season – a rebate of 100% of the fee paid.
- Application made prior to May 31 of the current golf season – a rebate of 50% of the fee paid.
- Application made after May 31 and before June 30 of the current golf season – a rebate of 25% of the fee paid.
- Applications made after June 30 will not be considered for rebate.

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RULES AND REGULATIONS POLICY

The Executive, in accordance with authority contained in the Club's **By-Law Article 2 (C)**, herein defines **Rules and Regulations of the Club**.

Rules: Refer to Appendix R – 1

Regulations: Refer to Appendix R – 2 – None set as yet

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RULES AND REGULATIONS POLICY

Rules: Appendix – R – 1

The Executive, in accordance with authority contained in the Club's **By-Law Article 2 (C)**, herein defines **Rules of the Club** as follows:

1. Players will only commence play with permission of the Golf Professional or pro shop staff.
2. The starter or pro shop staff has the right to direct players to maximize play.
3. Soft spikes only are permitted on the course.
4. Proper golf attire is required and will be determined at the discretion of the proshop staff.
5. The Alberta Gaming, Liquor and Cannabis prohibits alcoholic beverages not purchased on the premises.
6. Slow play will not be tolerated. An 18 hole round should take no more than four (4) hours and fifteen (15) minutes to complete. If you can't keep up to the group ahead of you, let the people behind play through.
7. Persons must obey the course marshal(s) instructions during play.
8. No more than two (2) persons may occupy a golf cart and a golf cart may have no more than two (2) golf bags.
9. Each golfer must have golf clubs in their own golf bag.
10. Golf carts must be kept a minimum of thirty (30) feet from tees and greens. Golfers using golf carts will obey any perimeter markings or signs defining areas where golf carts are not permitted – especially 'cart path only' signs.
11. Golf carts bearing a "designated flag" indicate that the golfer in the cart have specific rules governing their operation covered under a Medical Handicap Policy.
12. RCGA Rules govern play.

Yardage: is measured to the center of the green.

Yellow marker – 250 yards
Blue marker – 200 yards
White and black marker – 150 yards
Red marker – 100 yards

Out of Bounds: indicated by white stakes and perimeter fences.

Water Penalty Area: marked with yellow stakes

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Lateral Water Penalty Area: marked by red stakes and/or painted red lines.

Obstructions: Buildings, valve boxes, sprinkler heads, staked trees, cart paths, French drains, flower beds, power lines, gate entrance on interior fence and yardage markers.

Winter Rules: Because of the irregularities in the grass cover on the fairways of the golf course, the pro shop may apply the following provision:

A ball, **coming to rest on the primary cut portion of the player's own fairway**, may be moved using a golf club not closer to the hole and not more than six (6) inches (fifteen centimeters) only to improve the lie of the ball.

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SCHOOL USE POLICY

The executive, in accordance with authority contained in the club's **By-Law Article 8(A)** hereby, sets out the following policy:

1. The Objectives of the Edson Golf Club is to encourage youth to learn and enjoy the game of golf. In keeping with that objective, permission is hereby provided for organized school groups to have access to the golf course under the following conditions:
 - An adult person must accompany students on the field of play. There must be a least one adult for every eight (8) students.
 - Green fees are set at 50% of the Junior fee rate for each student.
 - A free bucket of range balls.
 - Students must not damage the course or its equipment.
 - In the event of damage, the Golf Club's damage policy will be in effect.

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SAFETY POLICY

Edson Golf club Executive believes the success of its operation lies in the diligent efforts of its members and employees to provide a safe environment in which to conduct its business.

Safety is everyone's responsibility.

Edson Golf club strives to provide a safe working environment for its employees.

Supervisors are responsible for routine monitoring of the work place to minimize hazardous conditions and practices.

Personal Protective Equipment (PPE), which includes CSA steel toed shoes/boots, hard helmet and safety glasses are to be worn during working hours.

Employees are responsible for their actions and encouraged to work safely both for their own safety and that of other employees.

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PERSONAL INFORMATION PROTECTION POLICY

Membership

The Edson Golf Club is committed to safeguarding the personal information entrusted to us by our membership. We manage your personal information in accordance with Alberta's Personal Information Protection Act and other applicable laws. This policy outlines the principles and practices we following in protecting your personal information.

Person information means information about an identifiable individual. This includes an individual's name, home address, e-mail address and phone number.

We collect only the personal information that we need for the purposes of providing services to our membership, including personal information needed to:

- Send out membership information.

We inform the members, before or at the time of collecting personal information, of the purposes for which we are collecting the information. The only time we don't provide this notification is when a member volunteers information for an obvious purpose, e.g. producing a credit card to pay for services/purchases from the pro shop.

All members are to sign a consent form upon registration for the Edson Golf Club to use names and pictures on Chronogolf and social media. The consent form also allows the member to opt-out for privacy reasons.

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PERSONAL INFORMATION PROTECTION POLICY

Employees

The Edson Golf Club is committed to safeguarding the personal information entrusted to us by our employees. We manage your personal information in accordance with Alberta's Personal Information Protection Act and other applicable laws. This policy outlines the principles and practices we follow in protecting your personal information.

Personal information means information about and identifiable individual. This includes an individual's name, home address and phone number, financial information, educational history, etc.

CONSENT

We ask for your consent to collect, use or disclose employee personal information, except in specific circumstances where collection, use or disclosure without consent is authorized or required by law.

We continue to use and, where applicable, disclose personal information that we have already collected, for the purpose for which the information was collected.

An employee may withdraw consent to the use and disclosure of personal information at any time, unless the personal information is necessary for us to fulfill our legal obligations.

We may collect, use or disclose employee information without consent only as authorized by law. We may not request consent when in an emergency that threatens life, health or safety.

PERSONAL EMPLOYEE INFORMATION

Personal employee information is personal information about an employee which is collected, used or disclosed solely for the purposes of establishing, managing or terminating an employment relationship. Personal employee information may, in some circumstances, include a Social Insurance Number, a performance review.

COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

We collect, use and disclose your personal employee information only for the purposes of establishing, managing or ending the employment.

We collect, use and disclose personal employee information to meet the following purposes:

- Determining eligibility for employment, including verifying qualifications and references
- Assessing performance and managing performance issues if they arise
- Administering pay
- Processing employee work-related claims (workers' compensation, insurance claims)
- Complying with applicable laws, (Canada Income Tax Act, Alberta Employment Standards Code)
- Contact information such as your name, home address, telephone number
- Criminal background checks
- Employment information such as your resume (including educational background, work history and references), reference information and interview notes, letters of offer and acceptance of employment, policy acknowledgement forms, background verification information, workplace performance evaluations, emergency contacts, etc.
- Financial information, such as pay cheque deposit information and tax-related information, including Social Insurance Numbers.

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- Other personal information required for the purposes of our employment relationship.

We will inform our employees of any new purpose for which we will collect, use or disclose personal employee information, or we will obtain your consent, before or at the time the information is collected.

INFORMATION PROVIDED FOR EMPLOYMENT REFERENCES

It is our policy not to disclose personal information about our employees to other organizations who request references without consent. The personal information we normally provide in a reference includes:

- Confirmation that an individual was an employee, including the position, and date range or the employment
- General information about an individual's job duties.

SAFEGUARDING INFORMATION

We make every reasonable effort to ensure that personal information is accurate and complete. We rely on individuals to notify us if there is a change to their personal information that may affect their relationship with our organization. If you are aware of an error in our information about you, please let us know and we will correct it on request wherever possible.

We protect personal information in a manner appropriate for the sensitivity of the information. We make every reasonable effort to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information.

We use appropriate security measures when destroying personal information, including shredding paper records.

We retain personal information only as long as is reasonable to fulfill the purposes for which the information was collected or for legal purposes.

ACCESS TO PERSONAL INFORMATION

Individuals have a right to access their own personal information in a record that is in the custody or under the control of the Edson Golf Club, subject to some exceptions. The Edson Golf Club refuses to provide access to information that would reveal personal information about another individual.

If we refuse a request in whole or in part, we will provide the reasons for the refusal. In some cases, exceptions to access apply, we may withhold that information and provide you with the remainder of the record.

You may make a written request for access to your personal information by writing to the Edson Golf Club President. You must provide sufficient information in your request to allow us to identify the information you are seeking.

You may also request information about our use of your personal information and any disclosure of that information to persons outside our organization. In addition, you may request a correction of an error or omission in your personal information.

We will respond to your request within 45 calendar days, unless an extension is granted.

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If you have any questions or concerns about any collection, use or disclosure of personal information by the Edson Golf Club, or about a request for access to personal information, please contact the Edson Golf Club President.

If you are not satisfied with the response you receive, you should contact the Information and Privacy commissioner of Alberta.

Office of the Information and Privacy Commissioner of Alberta

#410, 9925 – 109 Street

Edmonton, Alberta T5K 2J8

Phone: 780-442-6860

Email: generalinfo@oipc.ab.ca

Toll Free:

1-888-878-4044

Website:

www.oipc.ab.ca

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STANDING COMMITTEES

The Executive, in accordance with authority contained in the Club's By-Law Article 8 (E), herein sets the Standing Committees as follows:

Contract Committee	Responsibilities set out in Appendix A
Finance Committee	Responsibilities set out in Appendix B
Greens Committee	Responsibilities set out in Appendix C
Grievance Committee	Responsibilities set out in Appendix D
Handicap Committee	Responsibilities set out in Appendix E
Long Term Planning Committee	Responsibilities set out in Appendix F
Nominating Committee	Responsibilities set out in Appendix G
Pro Shop Committee	Responsibilities set out in Appendix H

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CONTRACT COMMITTEE APPENDIX A

The Executive, in accordance with authority contained in the Club's By-Law Article 8, hereby sets out the following policy:

1. A Board Director will be appointed by the Club President to perform the duties of chairing a Standing Committee to oversee all matters related to contractual arrangement involving the Edson Golf Club.
2. The Chairperson will select club members to form a Committee to consider and provide advice to the Executive on all contractual matters.
3. Nothing in this policy is intended to negate other related Club By-Laws.
4. The Committee cannot enter into any contractual obligation.

The Executive, in accordance with authority contained in the Club's By-Law Article 8 (E), and Standing Committee Policy sets out the responsibilities for the Contract Committee as follows:

The Chairperson will:

- Review club members to develop a committee.
- Provide the names of the committee members to the Executive.
- Appoint a member of the committee to take minutes of their meetings.
- Provide a committee activity report to the Board member to share with the Board at Executive meetings.

Committee will:

- Review previous contracts of key personnel to become more familiar with current contract provisions.
- Fully investigate any agreement to which the Club may become involved to ensure the best interests of the Club are served.
- Any other duties assigned by the Chairperson.

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FINANCE COMMITTEE APPENDIX B

The Executive, in accordance with authority contained in the Club's By-Law Article 8; hereby sets out the following policy:

1. A Board Director will be appointed by the Club President to perform the duties of chairing a Standing Committee to oversee all matters related to finances of the Edson Golf Club.
2. The Chairperson will select club member(s) to form a committee to consider and provide advice to the Executive on all matters of finance.
3. Nothing in this policy is intended to negate those Club By-Laws dealing with other specific matters involving finances.
4. The committee cannot enter into any contractual obligation.

The Executive, in accordance with authority contained in the Club's By-Law Article 8 (E), and Standing Committee Policy sets out the responsibilities of the Finance Committee as follows:

The Chairperson will:

- Recruit club members to develop a committee.
- Provide the names of the committee members to the Executive.
- Appoint a member of the committee to take minutes of their meetings.
- Provide a committee activity report to the Board member to share with the Board at Executive meetings.

Committee will:

- Review By-Laws dealing with matters of Finance, particularly Article 9 (F) and/or other related policies to be fully aware of the nature of club finances and related requirements.
- Work closely with the Club bookkeeper to become totally familiar with the manner in which revenue and expenses are handled.
- Work in the annual budgeting process.
- Any other duties assigned by the Chairperson.

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GREENS COMMITTEE APPENDIX C

The Executive, in accordance with authority contained in the Club's By-Law Article 8; hereby sets out the following policy:

1. A Board Director will be appointed by the Club President to participate in the committee to oversee all matters related to golf course property and equipment.
2. The Chairperson will select club members to form a Committee to consider and provide advice to the Executive on all golf course property matters.
3. The Committee will work closely with the Golf Course Superintendent in all matters related to the condition of the golf course and its maintenance equipment.
4. Nothing in this policy is intended to negate other related Club By-Laws.
5. The Committee cannot enter into any contractual commitment.

The Executive, in accordance with authority contained in the Club's By-Law Article 8 (E), and Standing Committee Policy sets out the responsibilities for the Greens Committee as follows:

The Chairperson will:

- Recruit club members to develop a committee.
- Provide the names of the committee members to the Executive.
- Appoint a member of the committee to take minutes of their meetings.
- Provide a committee activity report to the Board member to share with the Board at Executive meetings.

Committee will:

- Work closely with and consult with the Course Superintendent on all matters related to the condition of the golf course.
- Not interfere with or deal directly with staff. Any need to address a problem involving work being done, or not being done, is to be brought to the attention of the Course superintendent as expeditiously as possible.
- Pay attention to activities on the golf course and bring situations of concern to the attention of the Course superintendent.
- Be conscious of the manner in which motorized carts are being driven. Concerns should be brought to the attention of the Golf Professional or Pro shop staff quickly – particularly where it is evident damage is being done to the equipment.
- Provide advice on development of course amenities, greens, sand traps, tee boxes, etc., and assist with shorter term improvements.
- Provide assistance in the planning process to ensure long range planning encompasses work being planned in the shorter term.

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GRIEVANCE COMMITTEE APPENDIX D

The Executive, in accordance with authority contained in the Club's By-Law Article 8; hereby sets out the following policy:

A Board Director will be appointed by the Executive Board to perform the duties of chairing the committee to oversee all matter related to contractual arrangement involving the Edson Golf Club.

A decision of the Executive or a Committee that is not accepted by a Club member(s) may be appealed.

1. Provision is made in this policy for an aggrieved member to appeal a decision of the Executive and/or committee.
2. Such appeals will be directed to the Membership Services Committee Chairperson who will proceed under the provisions contained in Appendix D or this Grievance policy.
3. Nothing in this policy is intended to negate other related Club By-Laws.

The Executive, in accordance with authority contained in the Club's By-Law Article 8(E), and Standing Committee Policy sets out the responsibilities for the Grievance Committee as follows:

The Chairperson will:

- Recruit not more than five club members to develop a committee.
- Provide the names of the committee members to the Executive.
- Appoint a member of the committee to take minutes of their meetings.
- Attend Executive Board meetings and report committee activities.

Committee will:

- Be prepared to read and become familiar with the conduct of a grievance hearing.
- Be prepared to obtain some training on dealing with grievances.
- Be aware that only three (3) committee members will be called upon to deal with a particular grievance.
- Any other duties assigned by the Chairperson.

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HANDICAP COMMITTEE APPENDIX E

The Executive, in accordance with authority contained in the Club's By-Law Article 8; hereby sets out the following policy:

1. Golf Canada rules require that each Golf Club have a committee to oversee the golf membership's scoring to ensure resulting golf scoring handicap is correct.
2. A Board Director will be appointed by the Club President to participate in the committee to oversee all matters related to scoring handicaps of Edson Golf Club members. The chairperson will select club member(s) to form a committee to assist with this function.
3. It is the policy of the Edson Golf club that members wishing to develop a scoring handicap enter their equitably adjusted golf scores in the computer provided for that purpose.
4. A Club Director will be appointed by the Club President to perform the duties of chairing a Standing Committee to oversee all matters related to scoring handicaps of the Edson Golf Club members. The Chairperson will select club member(s) to form a committee to assist with this function.
5. Persons NOT having an approved Golf Canada scoring handicap will not be allowed to enter Edson Golf Club Tournaments.

The Executive, in accordance with authority contained in the Club's By-Law Article 8 (E), and Standing Committee Policy sets out the responsibilities for the **Handicap Committee** as follows:

The Chairperson will:

- Recruit not more than five club members to develop a committee
- Provide the names of the committee members to the Executive.
- Appoint a member of the Committee to take minutes of their meetings.
- Provide a committee activity report to the Board member to share with the Board at Executive meetings.

Committee will:

- Be prepared to read and become familiar with the process of determining golf handicaps.
- Be prepared to obtain some training on dealing with handicaps.
- Develop procedures for gathering scoring information to aid in ensuring accuracy and validity of handicaps for club members.
- Review handicaps for persons entering club tournaments.
- Be prepared to confront persons whose entered scores are inaccurate.
- Provide instruction to members who may not be familiar with determining 'equitable scores.
- Any other duties assigned by the Chairperson.

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LONG RANGE PLANNING COMMITTEE APPENDIX F

The Executive, in accordance with authority contained in the Club's By-Law Article 8; hereby sets out the following policy:

1. A Board Director will be appointed by the Club President to participate in the committee to oversee all matters related to Long Range Planning.
2. The Chairperson will select club members to form a committee to assist with this function.
3. Edson Golf Club membership recognizes improvements to the golf course require money. It is also recognized improvements to the golf course have to be planned to maximize results.
4. A long range plan for improvements will be structured in consultation with the Course Superintendent, Greens committee, Golf Professional, Executive and other professional consultants engaged for that purpose.

The Executive, in accordance with authority contained in the Club's By-Law Article 8 (E), and Standing Committee Policy set out the responsibilities for the Long Range Planning Committee as follows:

The Chairperson will:

- Recruit Club members to develop a committee.
- Provide the names of the committee members to the Executive.
- Appoint a member of the committee to take minutes of their meetings.
- Provide a committee activity report to the Board member to share with the Board at Executive meetings.

Committee will:

- Be familiar with the current status and layout of the golf course.
- Be familiar with previous long term planning initiatives.
- Be aware of member's opinions and recommendations.
- Consult with the Course Superintendent and Golf Professional for ideas as to what changes or improvements they think are necessary or possible.
- Formulate a plan as to what changes will be possible in the longer term.
- Structure a series of steps as to the change to be made – its potential cost and the time frame considered.
- It will be essential that ongoing consultation with the Course Superintendent and Golf Professional as well as any outside profession golf course developers be open and meaningful.
- No contracts or other financial commitments can be made without the written consent of the Executive.
- Any other duties assigned by the Chairperson.

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NOMINATIONS COMMITTEE APPENDIX G

The Executive, in accordance with authority contained in the Club's By-Law Article 8 hereby sets out the following policy:

1. A Board Director will be appointed by the Club President to participate in the committee to oversee a Nominations Committee.
2. The Chairperson will select club member(s) to form a committee to assist with this function.

The Chairperson will:

- Recruit club members to develop a committee.
- Provide the names of the committee members to the Executive.
- Appoint a member of the committee to take minutes of their meetings.
- Provide a committee activity report to the Board member to share with the Board at Executive Meetings.

Committee will:

- Review By-Laws and policies pertaining to club membership.
- Develop a list of club member names to be contacted with a view to allowing their names to be put in nomination for the position of Director.
- Ensure this process is started early enough in the year so the list of nominees is in place for submission to the general membership at the Annual General Meeting.
- Any other duties assigned by the Chairperson.

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Edson Golf Club Policy Manual

PRO SHOP COMMITTEE APPENDIX H

The Executive, in accordance with authority contained in the Club's By-Law Article 8 (E), and Standing Committee Policy sets out the responsibilities for the Pro Shop Committee as follows:

- a. Member Services
 - b. Tournaments
 - c. Pro Shop Activities
 - d. Food and Beverage Services
1. A board Director will be appointed by the Club President to participate in the committee to oversee all matters related to contractual arrangement involving the Edson Golf Club.
 2. The Chairperson will select club member(s) to form a Committee to assist with this function.
 3. Nothing in this committee is intended to negate other related club By-laws and Policies.
 4. The Committee cannot enter into any contractual obligations.
 5. Edson Golf Club, as a matter of policy, promotes membership and recruitment of membership as well as retention of membership.
 6. Persons competing in any Edson Golf Club tournament must have an approved Golf Canada handicap.
 7. Committee is responsible to set rates and conditions for tournaments and once approved by the Executive, form part of this committee as contained in Schedule A – Tournament Rates and Conditions.
 8. Committee to review and evaluate food and beverage pricing, structure and provide recommendations.

The Executive, in accordance with authority contained in the Club's By-Law Article 8 (E), and standing committee sets out the responsibilities for the Pro Shop Committee as follows:

The Chairperson will:

- Recruit club members to develop a committee.
- Provide the names of the committee members to the Executive.
- Appoint a member of the committee to take minutes of their meetings.
- Provide a committee activity report to the Board member to share with the Board at Executive meetings.
- Consult with the Golf Professional early in the golf season to determine requirements for the current year.
- Receive requests for golf tournaments or other competitive events.
- Consult with the Course Superintendent prior to making any commitment to the proposed competitive event.

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Committee will:

- Establish an operations plan for the Pro shop in consultation with the Golf Professional.
- Review planned arrangements with the Golf Professional to ensure there is no conflict with Club policies.
- Ensure a copy of the Club Rules is prominently posted in and around the Pro Shop.
- Review and suggest rate for upcoming golf season.
- Establish a calendar of golf events and schedule club tournament in consultation with Golf Professional.
- Review the individual requirement of the proposed tournament(s) or competitive event(s) to ensure there is no conflict with Club policies.
- Ensure tournament organizer or other competitive event organizer are provided with a copy of the Club Rules.
- Review By-Laws and policies pertaining to club membership.
- Receive information and complaints from members.
- Consider complaints and take action as necessary in the circumstances.
- Receive requests for refund of membership fees and determine action to be taken as set out in the club rebate policy.
- Any other duties assigned by the Chairperson.

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PRO SHOP COMMITTEE APPENDIX H – SCHEDULE A

RATES AND CONDITIONS

The Executive, in accordance with authority contained in the Club's By-Law Article 8 hereby sets out the following policy governing tournament rates and conditions:

Definitions:

- **Shot Gun Tournament** – will consist of not less than 72 players.
- **Starting Time** – will be set by the tournament committee for any tournament.
- **18 Hole Match** – allotted maximum completion time – 6 hours
- **9 Hole Match** – allotted maximum completion time – 3 hours
- **Slow Play** – any match taking more than time allotted for completion.
- **Members** – indicates persons holding current year membership of the Edson Golf Club
- **Closed Tournament** – Tournaments restricted to members of the Edson Golf Club.

Rates:

- **Shot Gun Tournaments** – applicable fees for each player plus a deposit of \$500.00, due upon tournament bookings, will be applied to the tournament invoices.
- **All Other Tournaments** – applicable fees for each player plus a deposit of \$500.00.

Conditions:

- Age categories defined in the Edson Golf Club By-Law – Article 2 – (A) will apply to all closed tournaments.

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