

SMITHERS GOLF AND COUNTRY CLUB PROCEDURES MANUAL

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Adopted: (August 28, 2013)

1. COMMITTEES

A member of the Men's Club and a member of the Ladies Club shall be appointed to the Executive Committee to represent their respective clubs.

2. CONTRACTS

Copies of all contracts shall be made available to each Executive member.

3. CONSTITUTION AND BYLAWS

Copies of the constitution and bylaws shall be given to each Executive member.

4. CREDIT

Charging for food and drinks shall be permitted at the clubhouse if a credit card is held or at the discretion of the manager.

5. DRESS CODE

It is the responsibility of members and their guests to conform to the following dress code:

Men

- A shirt must be worn at all times.
- T-shirts may be without collar or sleeves, including v-neck and mock neck styles
- Shorts must be at least mid-thigh length
- Appropriate golf slacks, jeans

Examples of unacceptable attire include but are not limited to:

muscle shirts, shirts with offensive slogans or illustrations, torn or frayed clothing, low riding pants or shorts

Ladies

- Tops with or without collar or sleeves, including v-neck and mock neck styles
- Tops must have modestly cut neck lines
- Golf skirts and shorts must be at an appropriately modest length.

Examples of unacceptable attire include but are not limited to:

spaghetti straps, halter tops, tops which expose the mid-riff, short shorts

The Pro Shop staff is empowered by the Executive to refuse play on the course if the dress code is not followed.

6. DUES AND INITIATION

Prospective members may pay their initiation fee over a 3 month period providing:

- I. they have paid the current annual green fee for members, and
- II. they have deposited with an officer or official of the club suitably inscribed post-dated cheques for the three months following their initiation. No cheque shall be dated later than Sept. 1 of the current year.

Once the final payment is received, the person may be a voting member.

7. LOCKERS

Lockers are for the benefit of members who have paid their current annual dues assessment.

Lockers are allocated by order of the waiting list only.

Locker fees must be paid on or before May 15th of each year.

Lockers must be cleaned out at the end of each season on or before the date designated annually by management.

8. GREEN FEES

School groups shall receive a discount on green fees. School groups must be booked through a school and must be supervised by an adult.

9. MINUTES

Minutes of the Executive meeting shall be posted on the clubhouse bulletin board.

10. PERSONNEL

The greens superintendent is to take instruction from the Greens and Grounds chairman (President's directive).

No son, daughter or family member of a member of the Executive shall be hired under grants.

Staff members are eligible for a 50% discount on meals while on shift.

11. PLAYING PRIVILEGES – JUNIORS

Junior members shall have 3 hours open tee-off time on Wednesdays from 3:00 p.m. until 6:00 p.m. (noon – 2:00 p.m. during the summer months).

Juniors must be 10 and older to golf unattended. At the discretion of the pro shop, juniors under the age of 10 may be allowed to golf unattended.

Junior Play

The following times are at the discretion of the pro shop:

Monday	Open until 6:00 p.m., must be with a adult member after 6:00 p.m.
Tuesday	Open until 1:00 p.m.
Wednesday	May play without an adult member when tee times are available. Juniors have tee priority 3:00 – 6:00. (noon – 2:00 in July/August)
Thursday	Open until 12:00 p.m.
Friday	Open until 6:00 p.m. Juniors under 10 must be with an adult member after 6:00 p.m.
Saturday, Sunday, Stat Holidays	Juniors are not allowed to golf before 11:00 a.m. on Saturday, Sunday and Stat holiday mornings unless accompanied by a playing adult. Juniors who are 16 to 18 years of age and who pay the higher yearly dues may play on Saturday, Sunday and Stat holidays without an adult provided there are open tee times and at the discretion of the Pro Shop staff.

12. POWER CARTS

Power Cart Information

The Smithers Golf and Country Club has 110 power cart spaces. This is the maximum number of carts that can be accommodated in the existing compound.

Power cart spaces are rented on a yearly basis with priority given to those who had a permanent space the previous year.

Power cart spaces must be paid for by May 1st each year. After this date the Smithers Golf and Country Club reserves the right to rent the space during that current calendar year. Members who choose not to use their power cart space during any given year will be given a one year grace period whereby they will have until May 1st of the following year to pay for their power cart space. Members who do not pay by May 1st of the following year will lose their existing space and may, if they so choose, have their name added to a waiting list.

If an individual purchases a power cart there is no guarantee that the Smithers Golf and Country Club will provide a power cart space. If no power cart spaces are available, the individual may have his/her name added to the waiting list and may choose to transport his/her power cart to and from the course.

Those who choose to transport a power cart are required to pay the annual trail fee prior to using their power cart on the course.

The sale of an existing cart in the compound does not include the power cart space it currently occupies.

Individuals who opt for a one year grace period do not have the right to make alternate arrangements for their power cart space during that year. The Smithers Golf and Country Club will allocate these spaces to members in accordance with the waiting list.

Power cart holders who are allocated a temporary space covered by a one year grace period will be advised accordingly by a representative of the Smithers Golf and Country Club and are not guaranteed a space during the next golf season.

13. TOURNAMENTS

The Executive encourages tournament prizes to be purchased locally.

All Club tournaments shall be approved by the Club Captain.

A minimum of 28 people must be entered in a tournament before they will be given the tournament rate.

14. TEE BOOKINGS

Members Booking

A tee time may be booked by an adult member up to one week in advance except as noted below. Juniors may book tee times one week in advance for Wednesday only.

Green Fee Players

A tee time may be booked by green fee players one day in advance.

Tournaments

Tee times may be booked and blocked for exclusive use by tournament players generally as follows:

Club Tournaments and Socials

- By the Club Captains at any time

Non-Club Tournaments

- By the pro shop staff any day except during Men's, Ladies' and Juniors' tee time
- Shotgun or front/back nine tournament starts are at the discretion of the pro shop.

Juniors (Wednesdays)

Juniors have tee priority between 3:00 – 6:00 p.m. (noon – 2:00 July, August). At other times, juniors may book tee times and play with an adult if they wish.

Ladies (Tuesdays)

Ladies have tee priority between 1:00 - 6:00 p.m. Ladies only may play.

Men (Thursdays)

Men have tee priority from 12:00 – 6:00 p.m. Men only may play.

“Tee Priority” means that the particular class of member (men, ladies, juniors) has the sole and exclusive right to the course between the designated times on the designated days.

15. PLAYING GROUPS

The names of all players playing in a group are to be registered on the tee sheets in the Pro Shop.

The Pro Shop staff has the authority to request that all golfers form threesomes and foursomes during busy times.

At the discretion of the Pro Shop staff, play is restricted to members and guests only until 11 a.m. on Saturdays, Sundays and holidays.

16. PRIVATE FUNCTIONS

Private parties shall not be permitted to bring their own food and beverages.

17. HANDICAP COMPUTER

The maintenance of a record of games played and the creation of a Handicap Factor is a benefit of club membership.

Members' and juniors' records are maintained for the first year in which a member or junior chooses not to renew his/her membership. If dues are not paid the following year, the record is deleted from the system.

