



“Founded in 1899, the home of golf in Saskatchewan.”

POLICY AND PROCEDURES MANUAL

Revised: October 26, 2017

ROYAL REGINA GOLF CLUB
POLICY AND PROCEDURES MANUAL

Authority

The governance structure of the Royal Regina Golf Club provides that the elected Board of Governors shall direct the affairs of the Club. Section 7.1 of the General By-Laws provides that the Board of Governors shall have the power and duty to:

- make rules and/or regulations, from time to time, for the regulation of the affairs of the Club; and
- maintain a written record of all decisions, rules, regulations and policies made from time to time.

Purpose

The purpose of this manual is to provide a record of the decisions, rules, regulations and policies made by the Board of Governors that affect, establish and limit the operations of the Royal Regina Golf Club in accordance with the authority vested in the Board and for the direction of, and use by, management in the management and oversight of the operations of the Club.

The policies set by the Board shall not alter the General By-Laws of the Royal Regina Golf Club and the Policy and Procedures Manual shall not include matters specifically contained in or addressed by the by-laws but, may clarify and/or expand on the provision or intent of a by-law. The development and initiation of policy is to provide structure and clarity to matters impacting on the operation of the Club and to set the limitations to be adhered to by management.

Administration

In accordance with the governing principles of the Club the Board of Governors is responsible for the initiation and approval of all rules, regulations and policies of the Club and for their interpretation and recording. It is the responsibility of management to apply and administer the policies and where necessary, seek direction and guidance from the Board of Governors on their application and administration. On an ongoing basis management shall advise the Board of Governors as to the validity and appropriateness of a policy and/or procedure in respect of effective Club operations.

It is acknowledged that due to changing and evolving circumstances and the need to address matters of importance to the Club that arise from time to time, decisions of the Board of Governors will mean ongoing revisions and additions to, and deletions from, the Policy and Procedures Manual. Under the direction of the President, the General Manager shall be responsible for maintaining the accuracy and relevancy of the manual and updating its contents on a regular basis.

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Section 1 – Membership

1.1 Temporary Membership/Member

Policy: If the authorized maximum number of Unrestricted or Restricted memberships has been filled, and any of these memberships is inactive due to an approved Leave of Absence, then such inactive memberships may be filled for the remainder of current playing season by the granting of temporary memberships.

Subject to Board of Governor review and approval a Temporary member shall:

- be required to pay the annual membership fee established for the Unrestricted or Restricted membership category for which the Temporary member is approved and any Course Improvement Fee and clubhouse minimum established by the Board of Governors from time to time;
- be placed ahead of any Waiting List members on any membership waiting list established by the RRG

Authority: Board motion 2011-10 – March 29, 2011

1.2 Waiting List Member

Policy: The following shall apply to a Waiting List member:

- a Waiting List member may be an individual or a corporation;
- a Waiting List member shall pay a \$1,000.00 non-refundable deposit towards member initiation fee and any Course Improvement Program fee and the clubhouse minimum established by the Board of Governors from time to time;
- where a Waiting List member joins the RRG in a Unrestricted or Restricted member category following the commencement of the playing season the annual membership fee(s) and clubhouse minimum shall be prorated;
- a Waiting List member shall be placed on the waiting list in order of receipt of application for membership but shall be placed behind any Temporary member placed on the waiting list;
- a Waiting List member shall be required to purchase 10 golf passes each playing season on the waiting list at a cost established by the Board of Governors from time to time and that when utilizing a golf pass the Waiting List member shall be eligible for unrestricted tee-times;
- a Waiting List member shall be eligible for unlimited play during Restricted member category tee-time periods at the Guest of Member green fee rate;
- a Waiting List member is not a shareholder member of the RRG; and
- a Waiting List member shall be required to join as a Unrestricted or Restricted member as soon as space becomes available in the membership category for which they are applying for membership

Authority: Board motion 2008-64 – December 8, 2008
 Board motion 2014-44 – November 27, 2014
 Board motion 2016-11 – March 31, 2016

1.3 Life Membership

Policy: In application of the Life Membership provisions of the RRGC By-Laws the Board of Directors may take into consideration the following factors:

- service to the RRGC as President, Club Captain, member of Board of Directors, member of committee of Board of Directors;
- winner of a RRGC, Provincial or National championship; and/or
- other contributions to the RRGC of an exceptional nature toward the good and welfare of the Club.

Authority: AGM motion 2010-02 – April 14, 2010

1.4 Junior Member – Number of Memberships Limited

Policy: The Board of Governors shall determine from time to time the number of memberships to be made available in the Junior Membership Category

Authority: Board motion 2010-62 – June 21, 2010
Board motion 2017-04 – February 21, 2017

1.5 Social Member

Policy: The Board of Governors shall determine from time to time the number of memberships to be made available in the Social Category, the annual membership fee and clubhouse minimum fee for this category.

Where a Shareholding member *with fully paid equity assessment or initiation fees* with the Club has been approved by the Board of Governors to transfer to the Social Member category, the Social member upon application and approval of the Board of Governors may:

- at any time after the commencement of the playing season in which they hold Social Member status, return to their former membership category if at the time there is available room in that category; or
- at the calendar end of the playing season that they hold Social Member status, return to their former membership category even if at that time the category is full

Authority: Board motion 2008-61 – December 8, 2008
Board motion 2012-13 – May 17, 2012
Board motion 2017-04 - February 21, 2017
Board motion 2017-40 - September 21, 2017

1.6 Returning Former Member

Policy: An individual requesting return to club membership must have previously paid the full equity assessment and then donated this assessment to the Club or previously paid an initiation fee in full. Applicants must submit a written request to the General Manager for reinstatement to club membership.

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When a former member rejoins the club, the membership initiation fee will be waived and a membership reinstatement fee shall be assessed.

Authority: Board motion 2017-36 – August 24, 2017

1.7 Clubhouse Minimum

Policy: An annual minimum amount that a member is expected to purchase in the clubhouse shall be set by the Board of Governors from time to time. Where, by a date set in the calendar year by Club management for this purpose, a member's total clubhouse purchase amount in a year is less than the established clubhouse minimum, the difference between the amount purchased and the clubhouse minimum shall be charged to the member's account. Member purchases in the pro shop and practice range shall not qualify towards the clubhouse minimum. As well gratuities and taxes do not apply to the clubhouse minimum.

The Board of Governors may authorize exemptions from the clubhouse minimum as deemed appropriate.

Authority: Board motion 2010-11 – March 1, 2010

1.8 Member Categories Exempt From Clubhouse Minimum

Policy: Members in the following member categories shall be exempt from the clubhouse minimum as set by the Board of Governors from time to time:

- Junior
- Life
- Honorary
- on approved Leave of Absence
- Life Time Social

Authority: Board motion 2008-06, February 18, 2008
Board motion 2012-13 – May 17, 2012
Board motion 2017-04 – February 21, 2017

1.9 Leave Of Absence

Policy: Members may request, up until February 28 of any upcoming playing season, Board of Governors approval for a leave of absence for a maximum of one year. A leave of absence may be for, but not limited to, the following reasons. Each leave request will be judged on its own merit.

- temporary financial hardship
- change in business situation
- change in family situation
- geographic location

Members must submit a leave of absence request in writing to the General Manager, indicating the reason for the request along with any supporting documentation. If a subsequent leave of absence is required, the member must re-apply.

A member approved by the Board of Governors for a leave of absence shall:

- pay to the Club an administration fee to maintain their membership
- be exempt from the payment of the annual membership fee
- be exempt from the payment of the clubhouse minimum provisions for the year of the leave
- pay the Club the annual course improvement fee for the year
- pay to the Club any outstanding fees, initiation installments or assessments
- have no playing privileges at the golf course

If the member has already paid their annual membership fees by the time the leave of absence is requested, the Club will credit the member's account, less an administration and the course improvement fee. The credit will be prorated based on the percentage of days out of one hundred and fifty (150) days in the golf season, starting May 1, that the member desires a leave from active membership.

If the leave of absence is requested during the off-season, the administration fee will be required by February 28th. Should the member be able to resume play prior to the end of the season, the member will be transferred back to member status and prorated fees will be payable.

Corporate Members are not eligible for a leave of absence.

The Board of Governors will review the number of leaves of absence from time to time and may establish a limit to the overall number of leaves of absence to be granted.

Authority: Board motion: 2011-10 – March 29, 2011
Board motion: 2017-36 – August 24, 2017

1.10 Medical Leave Of Absence

Members may request Board of Governors approval for a medical leave for the duration of a medical situation that does not allow the playing of golf.

Members must submit a signed (member and physician) Medical Leave Request form to the General Manager which clearly indicates the reason and time period for "no golf". If subsequent medical leaves are required, the member must re-apply.

A member approved by the Board of Governors for a medical leave of absence shall:

- pay to the Club an administration fee to hold their membership
- be exempt from the payment of the annual membership fee
- be exempt from the payment of the clubhouse minimum provisions for the year of the leave
- pay the Club the annual course improvement fee for the year
- pay to the Club any outstanding fees, initiation installments or assessments have no playing privileges at the golf course

If the member has already paid their annual membership fees when the medical leave of absence is requested, the Club will credit the member's account for these fees, less an administration fee and the course improvement fee. The credit will be prorated based on the percentage of days out of one hundred and fifty (150) days in the golf season, starting May 1, that the member is unable to play golf.

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If the medical issue arises during the off-season, the administration fee will be required by February 28th. Should the member be able to resume play prior to the end of the season, the member will be transferred back to member status and prorated fees will be payable.

The Board of Governors will review the number of medical leaves from time to time and may establish a limit to the overall number of medical leaves to be granted.

Board motion: 2017-36 – August 24, 2017

1.11 Life Time Social Member Category – Annual Membership Fee Waived

Policy: Where a member who has made a Gift of their refundable assessment to the Club subsequently becomes inactive in the Club in regards to the conduct and participation in golf, or resigns from the Club, the member shall be eligible to be designated by the Board of Governors as a Life Time Social Member of the Club without the requirement to pay any membership fee and shall have all rights and privileges applicable to the Life Time Social Member category.

The Board of Governors shall determine from time to time the number of memberships to be made available in the Life Time Social Member category.

Authority: Board motion 2017-04 February 21, 2017
Board motion 2017-36 August 24, 2017

1.12 Special Restricted Member – Eligibility Criteria, Number of Memberships Limited, Membership Approval and Clubhouse Minimum

Policy: To be eligible for membership in the Special Restricted Member category a member shall:

- be at least 65 years of age on their birth date prior to April 1 in the year of application for membership in the category; and
- have an aggregate score of years of shareholder membership in the Club and age totaling 90 or greater.

Upon application members with the highest aggregate score of age plus years of shareholder membership shall be given priority until all available memberships in the category are filled. Applications shall be considered on a “first come first serve” basis.

In the event that there is a tie in aggregate scores the applicant(s) with the most years of shareholder membership shall be given priority.

The Board of Governors shall determine from time to time the number of memberships to be made available in the Special Restricted Member category, the annual membership fee and clubhouse minimum fee for this category.

Authority: Board motion 2012-14 – May 17, 2012

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1.13 Intermediate Member

Policy: A member shall cease to be eligible for membership in the Intermediate member category upon reaching the age of 35 on or before April 1 of the membership year.

A member in the Intermediate member category shall be entitled to the playing privileges applicable to the Unrestricted member category.

During membership in the Intermediate member category a member shall be required to pay 50% of the clubhouse minimum and Course improvement Fee as may be set by the Board of Governors from time to time.

In each year of membership in the Intermediate member category the member shall be required to pay a portion of the annual Unrestricted membership fee and Initiation Fee as set by the Board of Governors from time to time.

Year	% Annual Unrestricted Fee	% Initiation Fee
Intermediate 19-22	27.5%	3%
Intermediate 19-22	27.5%	3%
Intermediate 19-22	27.5%	3%
Intermediate 19-22	27.5%	3%
Intermediate 23-26	40%	5%
Intermediate 23-26	40%	5%
Intermediate 23-26	40%	5%
Intermediate 23-26	40%	5%
Intermediate 27-30	60%	7%
Intermediate 27-30	60%	7%
Intermediate 27-30	60%	7%
Intermediate 27-30	60%	7%
Intermediate 31-34	80%	9%
Intermediate 31-34	80%	9%
Intermediate 31-34	80%	9%
Intermediate 31-34	80%	9%

A member in the Intermediate member Category shall pay the new member Initiation Fee as set by the Board of Governors from time to time over the term of their membership in the Intermediate member category in accordance with a schedule set by the Board of Governors. Where prior to paying the Initiation Fee in full, an Intermediate member voluntarily exits the membership category or becomes ineligible for membership in the category and moves to the Unrestricted or Restricted member category, the member shall be required to complete payment of the Initiation Fee in accordance with the provisions set for Unrestricted and Restricted members.

Should an Intermediate member pay their Initiation Fee in full prior to their 35th birthday, they may remain in the Intermediate member category and pay a portion of the annual Unrestricted membership fee as set by the Board of Governors from time to time.

The Board of Governors shall determine from time to time the number of memberships to be made available in the Intermediate Member category.

Authority: Board motion 2012-41 – October 24, 2012
Board motion 2014-46 – November 27, 2014
Board motion 2017-04 – February 21, 2017

1.14 Spousal Restricted Member

Policy: The following shall apply to a Spousal Restricted Member:

- open to individuals with a spouse in a Shareholder category;
- spouse must live in the same residence and meet the Saskatchewan Family Act;
- is not a Shareholder member of the RRG;C;
- no initiation fee required, unless individual wants to move to the Unrestricted Member category;
- shall be entitled to the playing privileges and fees applicable to the Restricted member category;
- shall be required to pay the Clubhouse Minimum and Course Improvement Fee as may be set by the Board of Governors from time to time;
- all other RRG;C policies and regulations apply.

The Board of Governors shall determine from time to time the number of memberships to be made available in the Spousal Restricted Member category.

Authority: Board motion 2014-54 – December 2, 2014
Board motion 2017-04 – February 21, 2017

1.15 Tuesday Afternoon Ladies League Member

Policy: The following shall apply to a Tuesday Afternoon Ladies League Member:

- only available for a three year trial period effective 2016
- may participate in any Ladies' Section club event on a Tuesday afternoon;
- is not a shareholder member of the RRG;C;
- no initiation fee until individual moves to Unrestricted or Restricted Member category;
- individuals may make an application with the RRG;C on a first come first basis;
- all other RRG;C policies and regulations apply;
- where a Tuesday Afternoon Ladies League Member joins the RRG;C in a Unrestricted or Restricted Member category following the commencement of the playing season the annual membership fee(s) and clubhouse minimum shall be prorated.

The Board of Governors shall determine from time to time the clubhouse minimum applicable to a Tuesday Afternoon Ladies League Member.

The Board of Governors shall determine from time to time the number of memberships to be made available in the Tuesday Afternoon Ladies League Member category.

Authority: Board motion 2015-31 – October 28, 2015

Section 2 – Clubhouse Operations

2.1 Display Of Posters, Notices, Bulletins, Information Items

Policy: Posters, notices, bulletins, information items and other such materials shall only be placed/displayed on bulletin boards or on, or in, other structures specifically provided and designated for that purpose. This policy is applicable to the clubhouse, all buildings adjacent to the clubhouse, all on-course structures including washrooms and to the exterior of all buildings and structures.

Authority: Board motion 2002-17 – April 3, 2002

2.2 Children Age 10 And Under To Be Accompanied/Supervised By Adult

Policy: Children age 10 and under must at all times be accompanied by, and under the supervision of, an adult.

Authority: Board motion 2008-06 – February 18, 2008

Section 3 – Golf Course Operations

3.1 Soft Spike Mandatory

Policy: The Royal Regina Golf Club shall be a soft spike facility which shall apply to all play conducted on the golf course.

Authority: Board motion 2008-06 – February 18, 2008

3.2 Individual Set Of Clubs Required

Policy: Each person approved for play on the golf course must have a set of golf clubs for their use during play.

Authority: Board motion 2008-06 – February 18, 2008

3.3 Location Of Sand Trap Rakes

Policy: All rakes shall be located outside of sand traps.

Authority: Board motion 2006-14 – July 17, 2006
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3.4 Cutting In Prohibited

Policy: Unless authorized by Golf Services cutting in ahead of other golfers is prohibited.

Authority: Board motion 2008-06 – February 18, 2008

3.5 Power Cart Use

Policy:

- golfers shall operate power carts in accordance with the modified 90 degree rule as follows:
 - following tee off, power carts shall be driven along the cart path until the golfer(s) reaches the point on the cart path that is 90 degrees to the shortest drive from the tee, at which location the power cart may be driven off the path onto the fairway and the golfer(s) may proceed to the ball
 - the golfer may then continue driving the power cart down the fairway as he/she completes the hole
 - upon his/her ball reaching the green (or close proximity) the golfer shall return to the cart path
- when and where a “cart path only” rule is established and posted, power carts must be driven on the cart paths only
- power carts must not be driven closer than 30 yards to a green except when on a cart path
- at and around greens and tee boxes power carts must be kept on the cart path at all times
- exemption from the provisions of the power cart use policy may be approved and granted by management
- except for staff authorized by and under the supervision of management, no person under 16 years of age shall be permitted to rent or operate a power cart;
- power carts must not be operated in areas on the golf course or on club property marked or designated as restricted including but not limited to areas designated by rope, stakes or signage or in areas delineated by GPS marking;
- the Club reserves the right to close the golf course to power cart use;
- no person shall be permitted to operate a power cart unless that person has signed a power cart use rental agreement as issued by the Club and the person authorized to operate a power cart under the authority and provisions of the agreement is held liable for damage to the power cart, the golf course or any structure on the golf course due to careless or reckless operation of the power cart;
- the power cart use policy shall apply to all members, guest of member, non-member tournament player and green fee player;
- failure by a member to adhere to the provisions set out in the power cart use policy will result in disciplinary action as per the Code of Conduct Policy.
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Authority: Board motion 2007-25 – June 25, 2007
 Board motion 2012-15 – May 17, 2012
 Board motion 2016-7 – March 31, 2016

3.6 Power Cart Use – Disabled Golfer

Policy: Where approved by the Club a disabled golfer may operate a power cart in accordance with the following:

- a) To qualify under the disabled golfer power cart use provision a golfer must meet one of the following criteria:
 - be a holder of a Province of Saskatchewan Handicapped Parking Tag, License or License Plate issued in the golfer's name; or
 - have a permanent or temporary disability or illness that inhibits the golfer's ability to walk and provided that the disability or illness inhibiting the golfer's ability to walk is affirmed by medical certificate.
- b) All provisions under policy 3.3 Power Cart Use shall apply to a disabled golfer in the operation of a power cart with the following exceptions:
 - a power cart may be driven adjacent to but not on tee boxes;
 - a power cart may be driven to within 10 yards of a green on the fairway;
 - a power cart may be driven adjacent to but not on the collar of a green;
 - a power cart may be driven adjacent to bunkers and hazards;
 - when the golf course is designated "cart path only" a disabled golfer may, where cart paths are available, utilize the cart path applying the 90 degree rule and on holes where there are no cart paths, may drive only on the fairway utilizing the 90 degree rule;
- c) The Club shall provide appropriate identification to be displayed on the power cart operated by the disabled golfer.

Authority: Board motion 2012-15 – May 17, 2012

Section 4 – Golf Services

4.1 Practice Range – Use Of Personal Golf Balls Prohibited

Policy: Use of private/personal golf balls on the practice range is prohibited.

Authority: Board motion 2008-06 – February 18, 2008

4.2 Golfer Registration

Policy: All member, guest and public play golfers shall register with Golf Services prior to being permitted to commence play at their allocated tee-time. A golfer who does not register with the Golf Services shall not be permitted to commence play.

Authority: Board motion 2009-21 – March 24, 2009

Section 5 – Playing Privileges And Restrictions: Members, Guests, Public

5.1 Play Prior To Opening Tee-Time

Policy: No member shall be allowed to play prior to the first tee-time of the day unless approved by Golf Services. Where a member is approved to play prior to the opening tee-time of the day, the member shall yield to all course staff in all respects.

Authority: Board motion 2008-06 – February 18, 2008

5.2 Fivesome Play Prohibited

Policy: Fivesome play shall not be permitted except for:

- Men’s Night
- outside tournaments
- the Saturday morning member shotgun booking on the days that the RRGCLadies’ Classic and the RRGCMen’s Member/Guest tournaments are held
- other events specifically approved by the Board of Governors
-

Authority: Board motion 2010-90 – November 29, 2010

5.3 Non-Member Play: Family Members Of Member – Sunday Evenings

Policy: A member of a member’s family who is not a member of the RRGCLadies’ Classic shall be eligible to play on Sunday after 5:00PM for a fee as set by the Board of Governors from time to time. Policy 5.4 - Guest-Restrictions does not apply.

Authority: Board motion 2017-04 – February 21, 2017

5.4 Guest-Restrictions

Policy: A guest is a non-member who accompanies a member. A guest shall be permitted to play a maximum of five (5) times annually at the guest of member rate. Any rounds in excess of the five (5) guest of member rate rounds will be charged at the public green fee rate. The guest must show valid identification every time they check in. The maximum number of guests that a member may book on any day during prime-time shall be three (3). The member must golf with the guest(s).

Authority: Board motion 2015-31 – Oct 28, 2015

5.5 Restricted Member

Policy: Members in the Restricted category shall not be permitted to play during prime time:

- Fridays between 11:30AM and 3:00 pm inclusive; nor
- prior to 12:00 noon on weekends and statutory holidays

Management may waive the Restricted member rules of play where a Restricted member enters and plays in a club sanctioned event including:

- Men’s Member Guest

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- Ladies' Classic
- Club Championships
- RRGC Shoot-Out
- Club Match Play Championships

Authority: Board motion 2015-31- Oct 28, 2015
Board motion 2017-04 –February 21, 2017

5.6 Persons Affiliated With Golf Saskatchewan And Golf Canada In An Official Capacity

Policy: Persons affiliated with the Golf Saskatchewan and Golf Canada in an official capacity who live outside of Regina shall have unrestricted playing privileges.

Authority: Board motion 2008-06 – February 18, 2008

5.7 Men's Night – Guest Play

Policy: Guest play during Men's Night is permitted in accordance with the following provisions:

- up to a maximum of four (4) guests with the Men's Night event sponsor;
- guests playing Men's Night shall be charged green fees in accordance with policy 5.4 - Guest-Restrictions
- guests playing Men's Night shall not be eligible to participate in the weekly and season event prize competitions

Authority: Board motion 2015-31– Oct 28, 2015

5.8 Prime-Time Defined

Policy: Prime-time shall be when the starting tee is available only to members in the Unrestricted category or by exception as approved by the Board of Governors and shall include:

- Friday - 11:30 am to 3:00 pm
- weekend days and statutory holidays - prior to 12:00 noon

Authority: Board motion 2015-31 – Oct 28, 2015

5.9 Junior Member

Policy: Junior members shall not have access to tee-times during prime-time and are not permitted to play before 2:30 pm on weekend days and statutory holidays, even as a guest of an Unrestricted or Restricted member.

Authority: Board motion 2010-90 – November 29, 2010

5.10 RRGC Club Championship Tournaments – Eligibility of Junior Members

Policy: Male and female Junior members in good standing with the Club shall be eligible to enter and participate in the respective Club Championship tournaments. This privilege shall not apply to the Senior Member Club Championships as may be applicable.

Authority: Board motion 2009-59 – July 20, 2009
Board motion 2017 04 – February 21, 2017

5.11 Special Restricted Member

Policy: Members in the Special Restricted category shall be restricted to play only on Monday to Thursday and shall be eligible to participate in all Club sponsored events.

Authority: Board motion 2012-16 – May 17, 2012

5.12 Social Member – No Playing Privileges

Policy: Members in the Social Category shall have no playing privileges at the Club.

Authority: Board motion 2015 - 31– Oct 28, 2015
Board motion 2016 – 8 – Mar 31, 2016
Board motion 2017 – 36 – August 24, 2017

5.13 Life Time Social Member – Playing Privileges

Policy: Life Time Social Members shall be eligible for four (4) complimentary rounds of golf. Playing privileges for the complimentary rounds shall be unrestricted. Any rounds in excess of the four (4) complimentary rounds will be in accordance with Policy 5.4 Guest Restrictions. Members in the Life Time Social category will not be eligible to play in club sponsored events or tournaments.

Authority: Board motion 2017-04 – February 21, 2017
Board motion 2017-36 – August 24, 2017

5.14 Unrestricted Member

Policy: Members in the Unrestricted category have no playing restrictions.

Authority: Board motion 2014-49 – November 27, 2014

5.15 Non-Member Play: Spouse/Common Law of Member – Saturday Evenings

Policy: A spouse or common law partner of a member who is not a member of the RRGc shall be eligible to play as a guest of member on Saturdays after 5:00 pm for a fee as set by the Board of Governors from time to time. Policy 5.4 Guest- Restrictions does not apply.

Authority: Board motion 2015-31 – Oct 28, 2015

5.16 Spousal Restricted Member

Policy: Members in the Spousal Restricted Member category shall have the same playing privileges applicable to the Restricted member category as determined by the Board of Governors from time to time. Members of this category will be eligible to play in all Club sponsored events and tournaments.

Authority: Board motion 2014-54 – December 2, 2014
Board motion 2017-04 – February 21, 2017

5.17 Tuesday Afternoon Ladies League Member

Policy: Members in the Tuesday Afternoon Ladies League category shall have access to tee-times after 2:30 p.m. on Tuesdays only. Members must register prior to 6:00 p.m. Sunday for the following Tuesday. Members of this category will not be eligible to participate in Club sponsored events or tournaments.

Authority: Board motion 2014-54 – December 2, 2014

Section 6 – Tee-Time Booking Operations: Privileges and Restrictions

6.1 Tee-Time Intervals

Policy: Tee-time intervals shall be:

- seven (7) and eight (8) minutes in the morning bookings; and
- eight (8) minutes in the afternoon bookings.

Authority: Board motion 2002-8 – February 27, 2002

6.2 Cross-Over Prohibited

Policy: The tee-time booking system shall only utilize daily tee times, commencing at appropriate specific times as determined by management. There shall be no provision for a tee-time cross-over system unless approved by the Board of Governors.

Authority: Board motion 2002-16 – April 3, 2002

6.3 Tee-Time Booking – Public Play

Policy: A public play non-member may book two (2) days in advance of any open tee-time except on Saturday, Sunday and statutory holidays where, on a same day basis, a non-member shall only be eligible to book tee-times commencing at 2:30 pm.

Authority: Board motion 2010-90 – November 29, 2010

6.4 Syndicate Tee-Time Booking

Policy: Golf syndicates shall be eligible to book tee-times to a maximum of twelve (12) players per booking (three consecutive tee-times) except for Men’s Night, syndicates may book a maximum of fifteen (15) players (three consecutive tee-times).

Authority: Board motion 2010-90 – November 29, 2010

6.5 Advance Booking Privileges – Member Categories

Policy: Advance booking privileges for member categories shall be:

Unrestricted, Life and Honourary	- 7 days
Intermediate	- 7 days
Corporate	- 7 days
Restricted and Special Restricted	- 5 days
Spousal Restricted	- 5 days
Junior	- 3 days
Social	- 3 days
Life Time Social	- 3 days

Authority: Board motion 2010-90 – November 29, 2010
 Board motion 2012-18 – May 17, 2012
 Board motion 2014-51 – November 27, 2014
 Board motion 2017-04 – February 21, 2017

6.6 Booking System To Allow Bookings All Day

Policy: The booking system shall be open to bookings throughout the day.

Authority: Board motion 2006-5 – March 13, 2006

6.7 Member No Show/Late Cancellation

Policy: Adjustments and/or restrictions may be made to a member’s tee-time booking and/or playing privileges for no show and late cancellation occurrences including but not limited to:

- two (2) occurrences in a two-week period – notification to member of Club policy;
- two (2) occurrences in any two week period subsequent to the initial two (2) occurrences – withdrawal of member booking privileges for one (1) week;
- additional occurrences – suspension of playing privileges for one (1) week.

Authority: Board motion 2010-90 – November 29, 2010
 Board motion 2012-19 – May 17, 2012
 Board motion 2017-04 – February 21, 2017

6.8 Special Circumstances Priority Bookings

Policy: Unrestricted and Restricted member requests for priority tee-time bookings to accommodate unique guest circumstances to a maximum of 32 guests per day in advance of normal tee-time population may be approved by the General Manager or designate.

Authority: Board motion 2010-90 – November 29, 2010

Section 7 – Tournaments and Tournament Play: Privileges and Restrictions

7.1 Member and Non-Member Golf Events To Be Approved

Policy: All member and non-member golf events shall be approved by the Golf Programs Committee of the Board of Governors. In consultation with the General Manager the Golf Programs Committee shall approve the scheduling of all golf events.

Authority: Board motion 2010-90 – November 29, 2010

7.2 Participation Fee – RRG Member Participation In A Non-Member Golf Tournament Held At RRG

Policy: Where a member enters an outside non-member golf tournament held at the RRG the member shall not be entitled to have the entrance/participation fee for the tournament reimbursed by the Club.

Authority: Board motion 2010-20 – March 1, 2010

7.3 Non-Member Tournaments – Shotgun Start Format

Policy: All approved non-member tournaments utilizing a shotgun start format and that involve closing the course to the members:

- shall be required to include the purchase of full meal service for all tournament participants
- shall be held on Monday afternoons.

Such tournaments may also be booked Monday to Thursday upon the approval of the Board of Governors provided that the tournament commences on or before 9:00 am.

Authority: Board motion 2011-10 – March 29, 2011

7.4 Non-Member Tournaments – Tee-Time Format

Policy: Non-member tournaments involving tee-time bookings may be approved at the discretion of the General Manager provided:

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- that no more than 60 minutes of tee-times are utilized per day
- that the number of players does not exceed 32 per day
- the tournament is not held during prime time.

Exceptions may be approved by the Board of Governors.

Authority: Board motion 2010-90 – November 29, 2010

Section 8 – Member/Staff Relations

8.1 Member/Staff Relations Policy

Policy: Members, guests and employees must comply with the provisions of the Royal Regina Golf Club Code of Conduct.

Authority: Board motion 2016-10 – March 31, 2016

Section 9 – Financial Administration and Management

9.1 Members To Have Full Assessment – Exceptions Allowed

Policy: Effective January 1, 2005 all members shall have full assessment in the RRGCC except:
a) members in the Restricted category who prior to January 1, 2005 had less than full assessment;

Authority: Board motion 2004-33 – October 26, 2004
Board motion 2017-04 – February 21, 2017

9.2 Restricted Member Category Annual Membership Fee To Be Set

Policy: The annual membership fee for members in the Restricted category shall be set at a rate \$400.00 less than the fee set for members in the Unrestricted category.

Authority: Board motion 2004-36 – October 26, 2004

9.3 Mandatory Full Assessment Payment – Corporate Member

Policy: A corporate member shall upon joining pay the full amount of the assessment payment.

Authority: Board motion 2007-04 – January 4, 2007

9.4 RRGC Assigned Cell Phone Or Wireless Communication Device – Reimbursement of Personal Use

Policy: Where an employee of the RRGC including the General Manager is allocated for their use a company owned cellular or wireless communications device the employee shall reimburse the Club for any charges that are not incurred for Club business.

Authority: Board motion 2009-06 – February 10, 2009

9.5 RRGC Assigned Credit Card – Personal Purchases Prohibited

Policy: Where an RRGC credit card is assigned to an employee of the RRGC, including the General Manager, it shall not be used to pay for personal purchases.

Authority: Board motion 2009-07 – February 10, 2009

9.6 Budgeted Annual Capital Expenditures Set

Policy: The budgeted annual capital expenditures of the RRGC, excluding extraordinary major capital projects, shall be set at a maximum of the total budgeted net earnings including Course Improvement Program fee revenues plus the budgeted depreciation for the year and that the amount of budgeted net earnings for the purposes of this calculation shall not be less than the budgeted Course Improvement Program fee revenues.

Authority: Board motion 2008-59 – December 8, 2008
Board motion 2017-04 – February 21, 2017

9.7 Signing Authority Limit – General Manager

Policy: The signing authority for the General Manager shall be limited to \$20,000 per invoice and the General Manager shall not have the authority to sign any cheque of \$20,000 or greater.

Authority: Board motion 2007-29 – August 13, 2007

9.8 Signing Authority Restricted – General Signatory

Policy: No signatory of the RRGC shall have the authority to sign a cheque made payable to him or herself.

Authority: Board motion 2007-28 – August 13, 2007

9.9 Use of Personal Vehicle – RRGC Staff

Policy: Where a member of the staff is required to use his or her personal vehicle to conduct business on behalf of the Club, they shall record all kilometers travelled on Club business in a log established for such purpose and shall be paid a reasonable rate per kilometer travelled.

Authority: Board motion 2009-14 – March 24, 2009

9.10 Credit Privileges, Requirements And Restrictions – Members

Policy:

- a) accounts are due on receipt of the monthly statement
- b) a member shall be limited to a maximum of \$2500 in credit
- c) an Intermediate member shall be limited to a maximum of \$1000 in credit
- d) to secure credit a member must provide a valid credit card to the Club which shall be retained on file by the Club
- e) charges to a member's credit card on file shall be made only where a member's account is overdue by more than 59 days past the statement date where the member's account became in arrears, and this will be applied without notification to the member.
- f) in the event that the member's credit card on file with the RRGCC is invalid or becomes invalid, and the member's account is more than 59 days overdue, the member's credit and charging privileges, as well as golf privileges may be suspended until the member's account is current
- g) interest of an amount set by the Board of Governors from time to time shall be charged on all accounts overdue more than thirty (30) calendar days past the statement date
- h) where a member's account is overdue by more than ninety (90) calendar days past the statement date that the account became in arrears, the member's golf and clubhouse privileges may be suspended until the member's account is current

Authority: Board motion 2009-69 – August 30, 2009
Board motion 2017-04 – February 21, 2017

9.11 Reservation, Deposit And Payment Policies – Major Non-Member Golf Tournament Or Non-Member Clubhouse Event

Policy:

- For major non-member golf tournaments or non-member clubhouse events:
- payment of a deposit of an amount set by the Board of Governors from time must be made to reserve a tournament or clubhouse event
 - a valid credit card may be provided to the Club to guarantee the deposit
 - balance of the tournament or event invoice amount must be paid in full up to fifteen (15) calendar days past the date of the event
 - five (5) days prior to the tournament the coordinator must confirm with the Royal Regina Golf Club the total number of golfers for green fees, cart rental, plus the total for dining. The Royal Regina Golf Club will invoice the tournament coordinator for the cost of the tournament less the deposits paid. The Invoice is due and payable upon receipt.
 - The tournament will be charged for the number of golfers, carts, and meals confirmed five (5) days in advance or the actual number who attended whichever is greater. At a minimum the tournament will be billed for 132 golfers and meals
 - interest of an amount as set by the Board of Governors from time to time shall be charged on all accounts that are past due

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Authority: Board motion 2009-69 – August 30, 2009
Board motion 2017-04 – February 21, 2017

9.12 Reservation, Deposit And Payment Policies – Minor Non-Member Golf Tournament

Policy: To reserve a minor non-member golf tournament payment of a deposit of an amount set by the Board o Governors from time to time must be made. The deposit may be secured by credit card and shall not be refundable if the event is cancelled within 48 hours of the scheduled start time.

Authority: Board motion 2010-20 – March 1, 2010

Section 10 – General

10.1 Dress Code

It is expected that members will choose to dress in a manner appropriate for the surroundings and atmosphere provided at the Royal Regina Golf Club. It is also expected that members will advise their guests of the attire deemed appropriate before the guests arrive. Sponsor or sponsors of an outside tournament must also advise their participants and volunteers on the club's dress code policy.

General:

All clothing, whether in the clubhouse, or on any of the Club's property, shall be clean and will not have tears, rips or fraying.

Workout clothing, running attire, sweatpants, t-shirts, cut-offs, tank tops, tube tops, halter tops, camouflage, logo's that are offensive, tops that expose the midriff, etc. are prohibited at all times.

At all times, wherever hats are permitted they are to be worn with the peak facing forward.

Denim may be approved attire in the clubhouse dining room for special events and occasions or public functions as determined by management.

Management shall interpret, administer and enforce the dress code policy and provisions and shall have the authority to refuse entry, service or golfing privileges of any member, guest or visitor where circumstances warrant.

Golf Course Attire:

Men

- Men's shirts need a collar or mock collar with sleeves
- Shorts and pants must be tailored and in good condition
- No denim allowed on the course, except for on the Driving Range

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Women:

- Ladies shirts need a collar when sleeveless, and no collar is needed when shirt has sleeves
- Slacks (regular length and capri style), shorts and skirts/skorts must be tailored and in good condition – appropriate length will be dictated by current style
- No denim allowed on the course, except for on the Driving Range

Clubhouse Attire:

Everyone is expected to dress tastefully in a manner appropriate for a semi-private golf club. Contemporary and fashionable attire is acceptable along with all attire deemed appropriate for the golf course. Clean and presentable tailored denim pants will be permitted for members attending the Stanley Larkin Lounge or the patio (Dining room is excluded).

Gentleman shall remove golf hats, caps and visors when seating in the Dining room or Stanley Larkin Lounge except when in transit through the clubhouse.

Women wearing a fashion hat as part of an outfit are permitted to wear these specific hats in the Dining Room or Stanley Larkin Lounge. Tank, halter, spaghetti or strapless type tops or dresses are acceptable in the Clubhouse but not on the golf course, driving range or practice greens. This style of dress must be consistent with dining in good taste at the Clubhouse.

Authority: Board motion 2014-52 – November 27, 2014

10.2 Dogs Prohibited – Exception Allowed

Policy: Except in the case of handicap assistance, dogs shall not be permitted in the clubhouse or on the golf course.

Authority: Board motion 2008-06 – February 18, 2008

10.3 Non-Smoking – Except In Designated Areas

Policy: 10.3 **Non – Smoking - Except in Designated Areas**

All areas within the clubhouse, pro shop, club storage, on-course washrooms, maintenance buildings and patio shall be non-smoking and fully enforced. Smoking shall be permitted in designated area(s) in accordance with applicable provincial and civic regulations.

Authority: Board motion 2017-26 – June 29, 2017

10.4 Designated Areas Of The Club Off Limits To Members

Policy: Unless authorized by management in regard to special circumstances members are prohibited from the following areas of the Club:

- behind the bar, in the kitchen and in employee and operational areas in the lower level of the clubhouse;
- in the maintenance shop and compound; and
- and any other area designated by management.

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Authority: Board motion 2008-06 – February 18, 2008

10.5 Sunflower Seeds Prohibited

Policy: Sunflower seeds are prohibited in the clubhouse and on the golf course at all times.

Authority: Board motion 2008-06 – February 18, 2008

10.6 Gifting to the Royal Regina Golf Club And Gift Acceptance

- Policy: The Royal Regina Golf Club will consider and may accept gifts in accordance with the following:
- a) Gift is defined as the voluntary transfer of property by a RRGCC member or group of members or a person, persons or organization to the Club without compensation in return and may include but is not limited to:
 - cash or in kind – in kind is defined as being in the form of goods, commodities or services instead of monetary payment;
 - a cash gift with or without a suggested, requested or directed use or designation;
 - funding specifically designated to develop and construct a physical structure on the golf course or attached to or within the clubhouse;
 - establishment of a scholarship or bursary for the development of junior golf and golfers of the Club;
 - forgiveness of a debt owed by the Club to a member, estate of member or terminated member, including any refundable assessment.
 - b) The Club reserves the right to decline a Gift.
 - c) No gift shall be accepted that, in the opinion of the Board of Governors of the Club, conflicts with or is contrary to the corporate image, established vision or planned development of the Club.
 - d) A Gift does not include an arrangement or agreement with persons or organizations in the form of sponsorship or advertising.
 - e) A Gift accepted by the Club shall become the property of the Club.
 - f) A Gift may be identified and recognized by appropriate signage as approved by the Club.
 - g) Gift is forgiveness of a member's refundable equity assessment:

Where the Gift is forgiveness of a member's refundable equity assessment, the following rules shall apply:

 - refundable assessment is defined as the full amount of refundable assessment as determined by the Board of Governors of the Club;
 - a Shareholder member who has made a Gift of their refundable assessment to the Club and remains an active participating member of the Club shall retain their shareholder and voting status. The members shall continue to be subject to all rules governing membership, including payment of annual membership fees, and shall not be exempt from any assessment that may be initiated by the Board of Governors from time to time and made applicable to the member's membership category
 - where a member who has made a Gift of their refundable assessment to the Club resigns from the Club, and subsequently re-applies for membership, the member

- shall be subject to all rules governing returning members, including making payment of an initiation fee or assessment if applicable;
- where a member who has made a Gift of their refundable assessment to the Club subsequently becomes inactive in the Club in regards to the conduct and participation in golf, or resigns from the Club, the member shall be eligible to be designated a Life Time Social Member of the Club without the requirement to pay any membership fee and shall have all rights and privileges applicable to the Life Time Social Member category;
 - where a member makes a Gift of their refundable assessment to the Club, the member or the representative of the member's estate shall execute a release in favour of the Club in the form established by the Club and until such time the member shall not be entitled to the benefits of a Life Time Social Member of the Club.

Authority: Board motion 2012-21 – May 17, 2012
 Board motion 2017-04 – February 21, 2017
 Board motion 2017-36 – August 24, 2017

10.7 Member Hole-In-One Recognition

Policy:

- the member scoring the hole-in-one and his/her playing partner(s) shall be eligible for complimentary beverages in the clubhouse for a period not to exceed one hour
- upon the occasion of a member scoring a hole-in-one, members and their guests in the clubhouse at the time of the event shall be eligible for one complimentary drink
- if recognition of the hole-in-one event cannot take place on the day of the event due to mandatory and/or operational closure of the bar service, the one-hour recognition period for the member who scored the hole-in-one and his/her playing partner(s) at the time the event occurred may be rescheduled

Application:

- the provisions of this policy shall apply only to members of the RRGCC or to the invited guest(s) of a member in the clubhouse at the time the hole-in-one event occurs
- the hole-in-one must be scored at the Royal Regina Golf Club
- the member who scores the hole-in-one must complete the round of golf in which the hole-in-one is scored (inclement weather excepted) and the hole-in-one must be verified by at least one other player

Authority: Board motion 2007-30 – August 13, 2007