

(Updated April 2022)

**POLICY MANUAL**

**STOREY CREEK GOLF AND RECREATION SOCIETY**

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## POLICY MANUAL

### STOREY CREEK GOLF AND RECREATION SOCIETY

#### **POLICY #1: SUBSCRIPTION CLASSIFICATION**

- a) Class A and B subscription unit holders may redeem the subscription unit as per Policy 18. In addition, class A and B subscription unit holders are eligible to be deemed to a benefactor. The voting rights of class A and B subscription unit holders shall remain in force until the subscription is redeemed.
- b) Class C subscription units are non-redeemable.
- c) Class D subscription unit holders will be assessed an annual society fee to be determined by the board. This fee is non-redeemable. Class D members are required to purchase either a 20 round or a full green fee pass.

#### **Regulations:**

- 1. All fully paid class A, B, and C subscription holders will be deemed as lifetime society members, will continue to hold privileges and no further society dues will be assessed to them.
- 2. New members will have the option to purchase either Class C or Class D subscriptions.
- 3. Members who are on a payment plan may opt to pay the remaining balance of their life-time society fee or continue to be assessed annual society fees. Management will enable such action that is suited to be beneficial to both parties.
- 4. Inactive Class A and B subscription holders may request redemption of their subscriptions as per Society policy.
- 5. Members will cease to be members upon their own volition in writing, or upon their cessation of life and or by discipline by the Society.

#### **POLICY #2: NEW UNIT HOLDERS: PRORATED DUES:**

Subscription unit holders' annual dues will be prorated per month beginning after May 1, until the next March 31st.

### **POLICY #3: DEFERRALS OF PAID-UP DUES: MEDICAL INCAPACITY**

For purposes of determining eligibility and the amount of credit available for missed play due to illness or injury our playing year is defined as consisting of 12 equal monthly increments beginning April 1 and ending March 31st. If play for the year is terminated for medical reasons during any month in this interval, then an application for credit will be calculated from the following month to the end of the playing year. For example, an injury occurs during July then credit will be calculated for August thru March as 8/12ths of the members dues paid for that year. To be eligible for medical credit the illness or injury must be for a period of 3 or more months in the current playing year.

This credit will then be applied toward the following year's dues or later if the layoff is longer. Relief will be by way of credit only. Thus, if the departure from the game is permanent, there will be no refund or other relief available.

On approval of credit, a member's annual dues for that year are effectively cancelled. If a member's medical issue is resolved before March 31<sup>st</sup>, their membership will be reinstated for the remainder of the year and credit for the time on medical leave will be credited for the following year.

Note: credit will be provided for dues and cart "trackage" charges only. Members are still obligated to pay for storage and utility usage while their cart is stored at Storey Creek Golf Course.

A medical letter or certificate outlining the extent of injury/illness and the anticipated time for recovery is mandatory as support for any application for credit.

Some requests for credit may require special consideration by the board.

### **POLICY #4: PAID UP DUES:**

That unit holders who pay annual dues will be paid up until March 31 of the current year.

### **POLICY #5: FAILURE TO PAY FEES, ASSESSMENTS AND ACCOUNTS:**

All members regardless of classification are required to pay fees and dues as defined in the Schedule of Fees and Dues. If any member is in default in the payment of initiation fees, annual dues, assessments, or any other amounts owing to the Club from time to time, and such default shall have continued for at least 30 days, written notice of the default shall be given to the member in accordance with By-Law 10 (c). An exception may be granted for annual dues upon written application of consent to the Club and said consent may not be unreasonably withheld or delayed.

### **POLICY #6: SENIORS AGE**

In order to qualify for the senior rate for annual dues, the member must be 65 prior to April 1<sup>st</sup> of that golf season.

### **POLICY #7: PLAYING PRIVILEGES - EMPLOYEES**

That the Manager Management Team have full playing privileges as that of a member. Employees of Storey Creek Golf and Recreation Society have restricted golfing privileges.

### **POLICY #8: PRIVATE POWER CARTS**

Members being permitted to store their own power carts on the golf course must meet the following requirements:

1. Members must remain active by purchasing annual dues (in any form). A one-year interruption in the purchase of green fees will be allowed for medical reasons only.
2. Power carts are to be parked within enclosure provided. Annual fee must be paid. Those with electric carts must pay an additional annual fee as determined by the board.
3. Power cart owners will be personally responsible for maintenance on their own carts.
4. Power carts are left at owner's risk.
5. Annual trail fees must be paid at a rate set by the board of directors effective April 1<sup>st</sup> of the current year.
6. There will be no new cart storage privileges allowed at Storey Creek as of April 1, 2022
7. Members who do not store a power cart on the golf course will be charged the set daily rate for trail fees or may purchase an annual trail fee at the current rate.
8. Carts belonging to members that are stored at Storey Creek may be used only by the member or their spouse.

### **POLICY #9: BOOKING OF TEE TIMES**

- 1) Tee Times must be booked through the Pro Shop during normal hours of operation or on-line through the website.
- 2) Subscription Unit holders may book a tee time up to seven days in advance.

## **POLICY #10: REGULAR EVENTS FOR MEMBERS**

A variety of regular events are offered to members and guests throughout the season. Information can be found through the Storey Creek website and/or by contacting the Pro-shop.

## **POLICY #11: DRESS CODE POLICY**

It is required that all Members and Guests wear suitable attire on the course and in and around the clubhouse. As dress is a personal matter and as golfing attire changes from time to time, any questions regarding the acceptability of any particular apparel can be reviewed with the Professional Staff.

**Required Dress** - Slacks, golf shirts with either a collar or sleeves, sweaters or pullovers, jackets and rain gear, tailored shorts, skirts, dresses

Failure to comply with the dress regulations may result in a consultation with management as to the appropriateness of the apparel.

## **POLICY #12: JUNIOR POLICY**

The purpose of the Junior Golf Program is to provide a fun and safe environment in which children 5-18 years (as of April 1<sup>st</sup>) can interact with peers and learn the skills and etiquette needed to enjoy golf as a life-long activity.

**Junior Coordinator:** The Club Professional acts as the Junior Coordinator. The Junior Coordinator is responsible for organizing all aspects of the junior program including:

- The lesson program itinerary and details
- Communicating with volunteers and organizing volunteer duties
- Communicating all program details to junior members and parents
- Scheduling and coordinating local tournaments
- All funding and expenditures
- Being a good role model

### **Volunteers:**

Volunteers will assist, as directed by the Junior Coordinator, in many aspects of the Junior program including but not limited to:

- Accompanying junior golfers on course
- Check-in/registration

- The general safety of all junior members
- Junior Nights
- Junior Tournaments
- Being a good role model

**Funding/Expenditures:**

The Junior Coordinator will be responsible for all junior program spending in coordination with the Business Manager. All purchases and receipts will be recorded.

Account funds are to be used for but not limited to:

- Teaching aids and equipment
- Tournament entry fees and transportation costs for Pro/Junior tournaments
- Meals and prizes for Junior nights and Junior tournaments

**Club Storage:**

There will be a designated number of storage lockers for junior members to use at no cost. This number may change each year based on demand. Sign up will be taken until April 1<sup>st</sup> of each. Club storage will run from April 1<sup>st</sup>- March 31<sup>st</sup>.

**Playing Restrictions:**

Junior members 5-12 must be accompanied by an adult when on the course or by Junior with playing privileges. Juniors 13-18 can play without an adult. During the months of June, July and August junior members cannot play before 12:00pm on weekends and holidays, unless the member is 13-18 *and* accompanied by a paying adult.

Junior Members who have been granted permission to have playing privileges may play anytime but fall under a 5 day in advance booking window unless booked to play with an adult member 7 days in advance.

**POLICY #13: SCAVENGING FOR GOLF BALLS:**

Scavenging for golf balls is not allowed without the authority of the Board of Directors.

**POLICY #14: BOARD MEETINGS**

That regular meetings be held monthly on the third Tuesday of each month. month or as determined by the current Board.

### **POLICY #15: COURSE MARSHAL POLICY**

Course marshals are the ambassadors of Storey Creek and are under the responsibility and supervision of the Pro-Shop. They serve to improve the quality of play at Storey Creek by facilitating proper conduct on the golf course and by ensuring players play within our pace of play policy.

1. Disruptive or inappropriate behaviour will be referred to the Pro-Shop and may result in the player being asked to leave the course.
2. Players who receive reminders regarding Slow Play and do not address the issue may be asked to leave the course.
3. Members who receive repeated warnings about slow play will receive letters outlining the consequences and may have their play restricted to certain times or lose their playing privileges for a specified time.

### **POLICY #16: BOTTLED BEVERAGES**

Glass bottled beverages sold by Creekside Grill are not to be taken on the golf course.

### **POLICY # 17: REDEMPTION OF SUBSCRIPTION UNITS**

Redemptions of Subscription Units class A and B will be as follows:

- A) Subscription units may be redeemed after November 30 of any fiscal year providing that;
  - 1)The Society is in a profit situation for that fiscal year and has the funds to cover for 3 months of operation in the new fiscal year and has the cash flow to support the total amount of the anticipated redemptions,
  - 2) The total redemption of the subscriptions shall be no greater than 2% of that fiscal year's budget.
- B) Subscriptions sold/purchased between members:
  - 1) An interested party on application to the Board of Directors may purchase a subscription that is requested to be redeemed. The order of the



subscription to be redeemed shall be as stated in section C.

2. A subscription unit holder may sell their subscription to persons of interest and notify the Board of Directors it has done so in writing. The sold subscription will be awarded a Class C status for the new owner

- C) In the event there is a waiting list for redemption of units the priority of redemption for the units will be as follows:
  - 1) To the estate of a past member.
  - 2) First come first served basis.
- D) The total redeemed units in a given fiscal year require Board of Directors approval.

Appeals to this policy are referred to the Board.

### **POLICY #18: RIGHT TO USE OR TRANSFER OF SUBSCRIPTION UNIT.**

Subscription unit ownership may be transferred to an immediate family member only.

Rights to play under a subscription unit may be transferred to an immediate family member only.

Immediate family member shall be defined as spouse, child, parent, and grandchild or grandparent.

Rights to play under a subscription unit owned by a corporation must be made annually by written authorisation of the corporation and can only be transferred to a current employee of the corporation.

### **POLICY #19: VOTING PROCEDURES AT A.G.M.**

Voting procedures at any duly constituted meeting of the Society will follow voting procedures as defined by Robert's Rules of Order.

### **POLICY #20: RECEIPT OF GIFTS/DONATIONS**

- A) Storey Creek Golf & Recreation Society is happy to accept donations large or small from its members or friends. We are a registered non-profit organization but not a charity, so we cannot issue tax receipts. We are grateful for all contributions and will acknowledge gifts at our meetings and in public whenever possible unless anonymity is requested.

Donations are unconditional with the exception of specified categories which may include:

- Course improvement & beautification
- Clubhouse improvements
- New Clubhouse-Programs
- Board of Director's unrestricted discretion

Memorial items for club members will be in the form of benches and plaques that meet the design, size and other criteria as set up by the management

### **POLICY #21: ELIGIBILITY TO VOTE**

A person and/ or corporation holding a subscription unit is a member of the Society and is entitled to one vote at a duly constituted meetings of the society, regardless of the value and the number of subscriptions held by the person and/ or corporation. Members, who have elected to pay for their membership on the payment plan and whose payments are up to date are members in good standing and eligible to vote at a duly constituted meetings of the society.

### **POLICY #22: RECREATIONAL VEHICLE PARKING**

Storey Creek Golf and Recreational Society will allow recreational vehicle parking at the course site. The place of parking and regulations for parking are as established by the superintendent.

### **POLICY #23: MEMBER PRIVILEGES**

#### **RANGE PASSES:**

Storey Creek continue will offer annual range pass to members.

#### **SCRIPS:**

Scripts must be used in the pro shop for merchandise or services or for food and beverage, but not for annual dues.

Effective February 1, 2020, any Script account that remains dormant (no activity on the account since the funds were deposited or since the date of last transaction on the account for 2 years), will be taken into general revenue by Storey Creek Golf & Recreation Society.

Effective January 1<sup>st</sup>, 2023, Scripts with a year-end balance in excess of \$200 can be used towards the purchase of annual dues to a maximum of \$200 annually.

#### **MEMBERSHIP REBATES:**

Holders of more than one (1) subscription units are eligible for \$100 rebate on full membership dues for every subscription unit held beyond the first subscription unit held.

### **POLICY # 24: SMOKING, VAPING, CANNIBIS**

By and large Storey Creek Golf Course is a non-smoking environment that is governed by WCB regulations and provincial laws.

To that end the following local regulations apply:

- 1) Smoking of Cannabis on any portion of the Storey Creek property is prohibited.
- 2) Smoking of cigarettes and/or vaping is not permitted in any buildings on the premises, and on the front patio of the course, the outdoor washrooms, and any of the practice areas including the putting greens, driving range, and short game areas.
- 3) If due warnings are ignored the manager may refer the issue to the Board of Directors
- 4) Smoking is permitted on the back patio three (3) meters from any entrance to the club house or the restaurant.
- 5) Smoking is permitted on the physical course and on golf carts on the physical course unless a ban is in effect.

### **POLICY # 25: VOLUNTEERS**

Volunteers are those who offer their time to help promote the club, promote junior golf, assist with tournament needs and may also assist with certain facility improvements or tasks.

Volunteers are the responsibility and under the supervision of the management team.

### **POLICY #26: EARLY MORNING PLAY**

When maintenance crews are spraying any part of the golf course golfers will be required to remain at least 150 yards back. Once the flag has been put back and the sprayer is safely away golfers may proceed.

Whenever possible, during normal maintenance, the grounds crew will stand aside and wave golfers up to play through. However, from time-to-time this may not be possible, and golfers will be required to remain behind the grounds crew. Note that normal maintenance usually starts at hole number one.

The specific reasons for creating this policy are as follows:

1. To adhere to more stringent pesticide application regulations.

2. To maximize labour efficiency and minimize down time.
3. Staff safety.

### **POLICY #27: LOCKER ROOM**

This policy outlines the rules and responsibilities as it relates to the Locker Room use.

1. Effective April 1<sup>st</sup>, 2022, all users of the Locker room **MUST** have a full annual membership or a 20-round pass with Storey Creek. Benefactors and pass holders are not eligible to have a locker and must forgo their current locker in the year not holding a full membership.
2. Current holders of a locker are **NOT** to sublet their locker. Storey Creek must have knowledge of all users of the facility.
3. Locker fees are due April 1<sup>st</sup> each year.
4. Users are to keep their lockers clean, free of food and alcohol.
5. The storing or consumption of Cannabis is **NOT** permitted on Storey Creek property. Those found to be in contravention, will have their locker privileges revoked permanently. This is in violation of our Liquor License.

### **POLICY #28: MEMBER DISCIPLINE**

The Discipline committee, chaired by the Vice President, will be convened if a situation is deemed a serious breach of expected golf etiquette, is a repeat issue, and/or if the issues have not been successfully resolved by the appropriate manager.

1. The committee will meet as soon as possible, interview the member involved and any witnesses to the situation, keep notes, and complete a formal report for the board and the member's file.
2. The committee will make recommendations for appropriate consequences, if any, and inform the member of the decision in a timely manner in person, by phone or email. A registered letter will be sent to confirm the information shared.
3. If the member accepts the decision of the Discipline Committee the process is concluded. The member has the right to meet with the Discipline Committee.

4. If the member disputes the decision of the Discipline Committee, the case will be referred to the whole Board. The member has a right to meet with the Board. The decision of the whole Board is final.
5. A unanimous vote of the Board is required if the consequences recommended involve a suspension of the member's privileges or expulsion from Storey Creek.
6. A member who has been suspended or expelled by vote of the Storey Creek Board will have no adjustment of fees etc. prepaid by the member as per Part 2 Membership, of the Constitution. As per that Constitution a member may, at a later date, seek grant of membership. The Board by unanimous vote, may, without any duty or obligation to do so, grant membership subject to the payment of fees etc.
7. These guidelines are in compliance with Section 70 (1), (2) and (3) of the Societies Act.

**POLICY #29 Relocation Policy (July2022)**

For purposes of determining eligibility and the amount of credit available for missed play due to relocation you MUST meet all the following criteria:

- Must be a physical move out of Campbell River
- Move must be more than 100km
- Proof of new address is required. I.e., Hydro bill showing new address
- Have played less than 35 rounds in current playing season

Credit will be prorated as follows:

- During 1<sup>st</sup> 6 months (April- Sept) 50%
- After 6 months – no refund

Refund does not apply to Annual Subscription or Golf Canada.

Appeals to this policy are referred to the Board.