

# **RULES & REGULATIONS for the CEDAR HILL GOLF CLUB**

*Updated by Board of Directors: May 9, 2019*

## **PREAMBLE**

### **Article 11 of the Cedar Hill Golf Club Bylaws states:**

- 11.1** The Board is empowered to make rules and regulations as needed for the well-being and operation of the Club, which may be amended by the Board from time to time by ordinary resolution. Such rules and regulations will not conflict with or void these By-laws.
- 11.2** The Board shall, in a timely manner following any amendments to the Rules and Regulations, notify the Members of such changes by posting such information on the Notice Board and on the Club's website, or such other manner that the Board may deem appropriate.

## **INITIATION FEE**

- The initiation fee for new Active members is \$90.00.
- There is no initiation fee for new Junior members. As well, the initiation fee will be waived for current Junior members applying for Active membership as an adult. The Membership application must be submitted no later than 30 days after their 19<sup>th</sup> birthday.
- There will be no initiation fee for a Social Member who has transferred from Active membership, or for a Social Member returning to Active membership. Social Membership is not available for new members.

## **ANNUAL DUES**

- The annual dues will be \$115.00 for Active Members and \$40.00 for Social Members. Annual dues for Honorary and Life Members shall be waived.
- The first year's dues for new members are payable at the same time the initiation fee is paid. However, for new members joining the club between August 20 and September 30, the dues will be reduced by \$30 for that first year only.
- Annual dues shall be paid each October, to coincide with the Club's fiscal year. There will be a progressive late-payment penalty fee of \$10 per month for a maximum of two months for dues not paid by October 31st of the current fiscal year. Members unpaid by December 31st are ineligible for Club competitions until the annual dues and penalties are paid.

## **ANNUAL DUES FOR JUNIOR MEMBERS**

The Club will cover the annual dues for Junior members.

- For Juniors joining the Club via the Leutwyler Junior Development program, the value of the annual dues will be transferred to the Club's general revenue from the Bill Leutwyler Junior Fund:
  - \$20.00 for those who are not yet eligible for a handicap;
  - \$50.00 for the High Performance group who are eligible for a handicap.
- For all other Junior members the funds will be transferred from the Club's Junior Reserve Fund:
  - \$50.00 for active Junior membership.

**TOTAL MEMBERSHIP**

- Active unrestricted
- Juniors unrestricted
- Social unrestricted
- Life unrestricted
- Honorary unrestricted

**LEAVE FROM ACTIVE MEMBERSHIP**

A member may apply to change from Active Membership to Social Membership by contacting the Club Secretary in writing prior to October 31st and accompany this notice with their Social Membership dues. If the time comes when a Social Member wishes to return to Active Membership, they may do so by paying the difference between the Social and Active Assessment Fee.

**COMPETITION NOTES**

**Eligibility to Participate in Club Tournaments:**

- **Active** members are eligible to play in Club tournaments, subject to tournament-specific gender or age restrictions.
- **Honorary** members are entitled to play in Club Tournaments provided they have an established handicap or are registered with the BCGA and have entered the draw date and paid the Tournament Entry Fee.
- **Social** members may only participate in Club events that do not require an established handicap.

**Formats and Entry Fees:** The format and entry fee for each tournament shall be determined by the tournament organizing committee and posted on the notice board located beside the handicap computer on the lower floor of the Clubhouse, and where appropriate, also posted on the Club website and circulated via email.

**Prizes:** All Club tournaments shall be allocated a minimum of one low gross prize and a minimum of one low net prize (provided both gross and net prizes are appropriate for the tournament format.) The number and value of prizes shall be determined by the organizing committee.

**Tiebreaking:** in case of a tie, tournament winners will be determined by the Countback process as defined by Golf Canada. However, in Championship Tournaments only (Men’s, Women’s, Senior Men’s and Business Ladies) if there is a tie for Overall Low Gross and/or Overall Low Net, the winner(s) will be determined by a hole-by-hole sudden-death playoff. The Tournament Chair will make arrangements with the Pro-Shop immediately following the final championship round.

**Trophy Presentations:** Each Tournament Chair is responsible for ensuring that the perpetual trophies for their respective tournaments are engraved for and presented at the Club’s annual awards event. The cost of engraving the perpetual trophies will be covered by the Club, but any additional prizes or “keeper” trophies given out at the awards event shall be covered by the tournament-specific budgets, unless otherwise pre-approved by the Board.

**Disqualifications:** Players disqualified (DQ’d) from a tournament may continue to play, but may not share in tournament prizes.

**Withdrawal or Failure to Appear for Competition:** By entering a Tournament, a player has an obligation to complete all phases of the competition unless withdrawal is the result of illness or an emergency. In this situation, it is the responsibility of the player to advise the head of the tournament organizing committee within 5 days of the withdrawal or failure to appear. If the organizing committee deems the reason for withdrawal to be unjustified, they shall refer the matter to the Match and Handicap Committee, which may assess a penalty as follows:

- **Interclub Matches** - suspension from the time of infraction to the end of the following year.
- **Club Championship** - immediate suspension from competition and suspension from Club Championship competition the following year. This means that if a player fails to appear for one round they are immediately suspended and cannot continue in the Tournament nor can they compete the following year.
- **Other Club Tournaments** - suspension from the next Tournament of a similar nature e.g. Mixed, Men, Ladies, etc.

### **LOCAL RULES**

**Stroke and Distance Alternative for Out-of-Bounds or Lost Ball:** In casual play, if a ball is hit out-of-bounds or lost outside a penalty area, players may take Stroke and Distance relief if no Provisional Ball has been played. The player will incur a two-stroke penalty and proceed by dropping a ball in the fairway no nearer the hole from where the ball was deemed to have gone out-of-bounds or was lost. However, this Stroke and Distance alternative shall not be used in tournaments, unless specifically stated within the tournament poster and/or distributed rules.

### **RELATIONSHIPS AND COMMUNICATIONS WITH SAANICH**

Cedar Hill Golf Club, incorporated on January 14, 1952, under the Societies Act of British Columbia, exists at Cedar Hill through a contract with the Corporation of the District of Saanich. The administration of the Course, Pro Shop and Clubhouse is the responsibility of the Director of Parks and Recreation, who operates under the authority of the Saanich Council. The Club has no role in any matter relating to course or clubhouse staff.

The Club President shall be the primary liaison with the Director of Parks and Recreation. On behalf of the Club, and upon Board approval, the Club President shall be responsible for negotiating and signing the contract between the Club and Saanich.

The Club Secretary shall be the primary liaison with Saanich administrative staff regarding the use of the Clubhouse facility for Club business.

### **MEN'S CAPTAIN**

The Men's Captain represents all male members of the Club and oversees the Men's competitions and activities, including the annual Cedar Hill Open, and represents the Men's Division at Victoria & District (Zone 5) meetings. However, organization of Senior Men's golf and competitions has been delegated to the Senior Men's Chair.

## **WOMEN'S CAPTAIN**

The Women's Captain represents all female members of the Club and oversees the Women's competitions and activities, including the annual Field Day, and represents the Women's Division at Victoria & District (Zone 5) meetings. However, organization of Business Ladies' golf and competitions has been delegated to the Business Ladies' Captain.

## **FINANCE DIRECTOR**

The Finance Director works closely with the Club Secretary and chairs the Finance Committee to ensure the financial affairs of the Club are conducted responsibly and within established accounting practices. The Finance Director will also present the audited year-end financial report to the Club's AGM.

## **MANDATORY STANDING COMMITTEES**

**Finance Committee** includes the Finance Director (Chair), the President and at least one other Director. The Finance Committee works with the Finance Director to provide recommendations for Board approval, including:

- an annual budget
- potential actions and options following a mid-year budget review
- appointment of an auditor to conduct a year-end review of the Club's financial statements and practices
- the level of Insurance coverage to be held by the Club
- an investment schedule for the reserve funds of the Club, including the Leutwyler Junior Development Fund.

**Match and Handicap Committee** shall include the Men's Captain, Women's Captain, Senior Men's Chair, Mixed Tournament Chair, Business Ladies' Captain and the Junior Development Chair. The M&H Chair is elected as per Bylaws 7.2.-The Match & Handicap Committee is responsible for:

- maintaining the handicap system of the Club through a process of updating, corrections and backups (weekly and monthly).
- resolving all questions relating to the interpretation of the rules of golf
- determining when to apply summer or winter rules (lift, clean and place)
- determining when to implement summer or winter handicaps, subject to Golf Canada direction.
- supporting members in maintaining fair and legitimate handicaps by monitoring and enforcing score-recording practices
- make recommendations to the Board regarding golf course "Local Rules"
- creating the annual Fixtures Lists and making appropriate arrangements with the Cedar Hill Golf Course Head Professional and the Clubhouse Food & Beverage Manager.

## **OTHER CLUB COMMITTEES**

Under the authority of the Board, the following Committees are responsible for the administration of the areas of Club activity described in these regulations and for ensuring that all Club financial procedures are followed. Committee Chairs are encouraged to invite non-Board members to participate in committee activities.

**Communications Committee** is responsible for preparing the Club newsletters (print and/or electronic), maintaining the Club website, and forwarding tournament results and holes-in-one to designated media.

**Constitution and Bylaws Committee** is responsible for reviewing the Constitution, By-Laws and Rules and Regulations of the Club. Recommendations for amendments to the Constitution and By-Laws must be brought to the Board prior to being presented to the Membership at the AGM. Amendments to the Rules and Regulations can be made by a majority vote of the Board, at any regular meeting where a quorum is present.

**Greens and Fairways Committee** acts as a liaison between the Club and the Saanich Superintendent of Greens, or designate. This includes making recommendations on course improvements which reflect the wishes of the membership and the Board of Directors. The Committee will also keep the Board of Directors abreast of work being carried out on the course.

**Holes-in-One Committee** is responsible for holes-in-one recognition for Club members. This includes reimbursement for beverage costs as per the current Board policy, recognition at the annual Awards ceremony, and any other acknowledgement as determined by the committee.

**Junior Development Committee** is responsible for recruiting and encouraging junior members to be active in the Club and Zone 5 competitions. The Committee will support the Junior members in developing their golf skills, learning the rules and etiquette of golf and participating in competitions organized at Cedar Hill and other Zone 5 golf courses. The Committee will work closely with Cedar Hill Pro Shop employees to organize lessons and other activities that are funded by the Leutwyler Junior Development Fund.

**Membership Committee** is responsible for processes and activities to recruit and welcome new members to the Club, and will work with other committees to encourage all members to be active club participants.

**Mixed Tournament Committee** is responsible for all aspects of the mixed-gender tournaments scheduled by the Club. Mixed tournaments are primarily low net events and open to men and women players, although the formats may specify mixed gender or same gender teams.

**Nominations Committee** will be chaired by a Director who is not seeking re-election at the upcoming AGM. The Nominations Committee will advise members which positions are to be elected at the AGM, and actively seek nominations for those vacancies. The Chair will present the nominations report at the AGM.

**Senior Men's Committee** is responsible for organizing all Senior and Super Senior Men's Club events, including the selection of teams for the Interclub events.

**Social Committee** is responsible for all aspects of Club entertainment programs including the Annual Awards event, dances, special dinners and other social events. The Social Committee will also assist with catering arrangements for the Cedar Hill Open. All activities and programs are subject to prior budgetary approval of the Board.

#### **HOLE-IN-ONE REIMBURSEMENT POLICY**

Any member in good standing who scores a hole-in-one on a BCGA accredited 9 or 18 hole golf course in British Columbia shall be entitled to submit a claim for reimbursement of food and beverage costs, subject to the following procedures and limits.

The first and last name of the player and the witness must be printed legibly on the scorecard. The hole-in-one is to be circled. The member must pay the clubhouse bill, then submit the receipt along with the signed and attested scorecard to the Club Secretary for reimbursement to a maximum \$150.00.

The clubhouse credit must be used on a single day within seven days from the date of the hole-in-one. If the Cedar Hill Golf Course Clubhouse is closed for an extended period (e.g. during the Christmas holiday closure), the credit may be used within seven days from the date of the Clubhouse reopening.

If the hole-in-one is scored at another course, the credit may be used at that course on the day the hole-in-one was scored, or used at Cedar Hill within seven days.

Junior hole-in-one insurance is set at \$50.00 and will be provided by a scrip to the Cedar Hill Pro Shop.

### **CODE OF CONDUCT**

The Cedar Hill Golf Club (the “Club”) recognizes and respects that its home course, the Cedar Hill Golf Course, is a publicly owned recreation facility. As such, Club members share the golf course, practice facilities, pro shop, clubhouse building, and parking lot with members of the public, including people of all ages who use Cedar Hill for non-golfing activities as well as Cedar Hill golfers who are not members of the Club.

By accepting membership into the Club, all members agree to conduct themselves in a respectful and appropriate manner. This includes behaviour that:

- supports the Club as an inclusive organization that encourages a rich golf experience and welcoming camaraderie among men and women equally;
- observes the rules and proper etiquette of the game of golf;
- is reflective of being an ambassador for the Club when participating in club-sanctioned events, both at home and at other golf courses;
- creates an environment that is free from discrimination, harassment, abuse and violence for members, employees of both the Club and the Cedar Hill Golf Course, and the public;
- avoids offensive language and overly loud, boisterous behaviour in the clubhouse<sup>1</sup> that is inappropriate to social situations, especially when juniors and/or members of the public are present.

A member who violates any part of the Club’s Code of Conduct may be sanctioned by the Board of Directors. The Board shall investigate each complaint quickly and objectively and in all cases, the member who is the subject of the complaint shall be notified and invited to respond. Any sanction that includes either expulsion or suspension from the Club shall follow the process outlined in the Club Bylaws.

<sup>1</sup> The Club acknowledges that certain areas of the clubhouse have been designated by the District of Saanich for use as “19<sup>th</sup> Hole” activities and camaraderie. The Club recognizes that these areas may have logistic and acoustic challenges and would take into account those challenges when responding to any complaint received that relates to a member’s behaviour within those areas.

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