

# COMOX GOLF CLUB

## POLICY BOOK

Draft - October 2024

### CONTENTS

- AMENDMENTS.....1
- October 2024.....2
- AUTHORITY AND INTERPRETATION .....2
- COMPLAINTS, SUGGESTIONS AND REQUESTS.....2
- MEMBERSHIPS .....2
- DUES .....2
- CATEGORIES.....3
- MEMBERSHIP REFUND AND CREDIT POLICY .....4
- LADIES’ CLUB .....4
- MEN’S CLUB.....5
- MONDAY NIGHT MIXER.....5
- DRESS CODE.....5
- POWER CARTS .....5
- PRIVATE POWER CARTS.....5
- HANDICAP FLAG.....6
- RULES OF PLAY.....7
- Pace of Play.....7
- HANDICAPS .....7
- DISCIPLINE .....7
- PERSONAL PROPERTY AND LIABILITY .....8
- ANIMALS .....8
- HOURS OF OPERATION .....8
- DRIVING RANGE.....8
- SUGGESTIONS.....8

### AMENDMENTS

## OCTOBER 2024

- Document reformatted using word and more modern style.
- Sections and paras re-ordered for better legibility and a table of contents added.
- All references to the golf professional removed.
- Changes to golf shop changed to Pro Shop in keeping with course signage.
- Remove reference to policy booklets --- policy book will be kept on the web site and updated when a new policy is added, or one changed. Changes/additions will be highlighted by a vertical bar on the right.
- Responsibility for maintenance lies with the Board Secretary who will update the document and cause it to be published on the web site as soon as policy changes/deletions or additions are made by the board.

## AUTHORITY AND INTERPRETATION

1. The Board of Directors shall be responsible for the operation of the Club. The Board and membership are governed by the Comox Golf Club Constitution and By-Laws. Any amendments shall be made according of Article 11 of the By-Laws.
2. Legal copies of the Constitution and Bylaws can be found on the Comox Golf Club Web site.
3. The most current copy of the Policy Book can be found on the Golf Course web site. Changes/additions will be highlighted by a vertical bar on the right.
4. The policy book has been established for the effective operation of the Club. Any changes must be made by a majority vote of the Board. Notification will be recorded in the minutes of the Board meetings and in bold and italics with dates in the policy book.
5. The Board Secretary will make changes/additions and deletions and make sure that the latest version is available on the Comox Golf Club Web site.

## COMPLAINTS, SUGGESTIONS AND REQUESTS

1. All complaints or requests must be in writing or via email to the Clubhouse Manager. Written complaints or requests must provide full details of the complaint or request, and the author of the complaint or request will be kept confidential when possible.
2. No verbal complaints, suggestion or requests will be considered.
3. Under no circumstances shall any member abuse another member, guest or employee verbally or otherwise.

## MEMBERSHIPS

### DUES

1. Membership dues cover the period from January 1<sup>st</sup> through to December 31<sup>st</sup> each year.
2. The Board of Directors sets membership rates each year prior to October 30<sup>th</sup>.
3. There are four payment options available to member to pay their annual dues.

**Option 1** – Payment in full on or before January 31<sup>st</sup> each year (Amended January 2014)

**Option 2**- Payment of ½ annual dues on or before January 31<sup>st</sup> with balance due and payable on or before March 31<sup>st</sup> each year (Amended January 2014)

**Option 3-** Payment of ¼ annual dues on or before January 1<sup>st</sup> with balance paid in 3 equal payments due on the 1<sup>st</sup> day of April, July and October (4% administration charge applies). Post dated cheques or credit card number required for this option.

**Option 4-** Payment of twenty-five (25%) percent annual dues on or before January 1<sup>st</sup>, with balance paid over 11 equal payments due the direst day of each month (4% administration charge applies). Or and equal payment for each remaining month of the year. Postdated cheques or credit card number required for this option.

4. Any members failing to pay their membership dues as per options offered or defaulting on any payment will be suspended from playing, will have clubhouse privileges suspended and will have their names posted.
5. Members who have not chosen one of the 4 options for membership renewal by February 2<sup>nd</sup> each year, will be contacted by phone to determine if they are planning to return as member for that year. Contact will occur by February 15<sup>th</sup> of that year.
6. Members who are returning but have not chosen an option will be required to pay green fees until they have made a payment as per the 4 options available.
7. Any member who does not pay second ½ of their membership feed on or before March 31<sup>st</sup>, will be contacted by phone by April 10<sup>th</sup> and advised they are in default of their membership fees. Playing privileges and clubhouse privileges will be suspended until payment is made. A letter advising of this will be sent to the member.
8. Any member, whose cheque or credit card payment defaults for options 3 and 4 will be contacted immediately by phone and advised they are in default and will be requested to pay remainder of their dues in full immediately. Playing privileges will be suspended until payment is made. A letter advising of this will be sent to the member.
9. A new member is an individual who has not belonged to the Comox Golf Club previously or a former member who has not been a member for a full calendar year. E.g. Member in 2006, not in 2008, rejoin in 2008 becoming a new member and eligible for any pro-rated or other new membership offers available that season.
10. Existing members are not eligible for any pro-rating of membership dues and must pay the full annual membership,
11. Membership numbers are limited to 400 full members.

## CATEGORIES

1. **A Regular Member** shall be nineteen (19) years of age or over. A Regular Member in good standing shall be eligible, after the first year, to hold any office of the club and shall be entitled to all privileges of the clubhouse (Amended January 2014).
2. **A Junior Member** shall be between the ages of twelve(12) and eighteen (18) during the playing season of the membership year, A junior who will attain the age of 12years during the current year may be accepted providing the Board approves the application, A Junior Member shall be entitled to the use of the clubhouse, excepting those areas restricted by the current Government Liquor Act (Amended January 2014).
3. **A Junior/Junior Member** shall be between the ages of eight (8) and eleven (11) inclusive during the calendar year. The Junior/Junio member must always play with a parent, grandparent or legal guardian who is a "Regular Member: of the Comox Golf Club and will take full responsibility for all aspects of transportation, conduct and liability due to injury while the Junior/Junior Member is at the Comox Golf

Club facility. A Junior/Junior m=Member shall be intitled to the use o the clubhouse excepting those areas restricted by the current Government Liquor Act. (Amended January 2014).

4. **A Student Member** shall be between the ages of nineteen (19) and twenty-five (25) providing he/she is in full time attendance at a recognise post secondary educational facility and who has provided proof of such attendance.

## MEMBERSHIP REFUND AND CREDIT POLICY

1. This policy pertains to regular annual memberships only. Junior, Junior/Junior and Student memberships are not eligible. (Amended January 2014)
2. A member or member’s descendants may apply for membership dues refund/credit for medical reasons, impaired health, and disability or upon the death of a member. Members who resign under this policy may not play as a guest.
3. Refunds or credits approved by the Board of Directors shall be as follows:

Last day of golf played	Percent of Refund/Credit
No golf played	100%
March 1 <sup>st</sup>	90%
April 1 <sup>st</sup>	80%
May 1 <sup>st</sup>	70%
June 1 <sup>st</sup>	60%
July 1 <sup>st</sup>	50%
August 1 <sup>st</sup>	30%
After August 31st	No refund/credit

4. Requests for membership dues, refund/credit are to be submitted. In writing to the Board of Directors, together with a doctor’s letter verifying the inability to play golf because of health reasons. In the case of a deceased member, a refund will be calculated from the date of death. A copy of the death certificate must be presented to obtain a refund.
5. Any refund/credit of golf dues that is approved by the Board of Directors shall be done in the form of a credit towards the member’s golf dues for the following season. If a member is unable to play during the following season, then the member may request another deferment or have the credit returned in the form of a cheque. In the event of death, the refund will be in the form of a cheque.

## LADIES’ CLUB

1. Tuesday League: The course is reserved Tuesday mornings from 8:30 AM until approximately 12:30 PM, or until the group finishing on number 10 has gone through the 10th tee box. The course is closed if there are more 28 or more ladies playing. If less than 28 ladies playing, then green Fee players maybe put on the course with the understanding the ladies have the right to play through and need to be accommodated. The course is closed to male members Tuesday morning. The format is a shotgun start.
2. Thursday night league Divas and Divots: This is a shotgun start, and the committee will assign groups approximately 1/2 hour before the tee off.

3. The Ladies Club has the course for:
  - a. Ladies North Island Open each year on Mothers Day
  - b. Opening/Closing – Sunday afternoon in April and Saturday Afternoon in September

## MEN'S CLUB.

1. The course is reserved on Sunday mornings from 8:30 AM until approximately 12:30 PM, or until the group finishing on number 10 has gone through the 10th tee box.
2. Beer and burger: The course is reserved Wednesday evenings starting at 5:00 PM. This is a shotgun start, and the committee will assign groups approximately 1/2 hour before tear.
3. Interclub - Available to all Members on a first come, first served basis.

## MONDAY NIGHT MIXER

1. The course is reserved, Monday evenings starting at 4:00 PM.
2. Format played is a scramble.
3. This is a shotgun start. The fee for non-members/guests will be set by the board each year when green fees are set for the year.

**Note.** For all the above club events, the season is from **April** until the end of **September**. Starting and finishing times vary with the time of year and number of participants. Contact the pro shop or club captains for current details. When there is a shotgun start, the course must be cleared before tee-off. The Board of Directors sets the participation fees for these events.

## DRESS CODE

1. Golfers are expected to be appropriately dressed while on the golf course. The pro shop staff may prohibit any inappropriately dressed person from golfing until the dress infraction is corrected.
2. No tank tops, gym shorts, cut offs, dirty and torn blue jeans, or muscle shorts are to be worn.
3. The Club House Manager may bring dress code infractions to the boards attention if members ignore requests to correct infractions. The board will take the appropriate action with the offending member.
4. Acceptable footwear must be worn on the golf course. The Comox Golf Course is a soft- spiked facility.

## POWER CARTS

1. Power carts are limited to the maximum use of two persons and their equipment.
2. Power carts may be driven in the parking lot but under no circumstances are to be driven off the property.
3. If course conditions warrant the restriction of power carts, the Greens Superintendent or the Clubhouse Manager will make the decision.
4. Power carts are not to be driven on the greens, tees or within the first fifteen [15] meters of the fairway immediately in front of each green or such areas as are identified by “no carts” or as may be identified from time to time by the Greens Superintendent
5. Junior members or visitors of junior age are only allowed to drive power cut if they have a valid drivers license and only at the golf professional's discretion.

## PRIVATE POWER CARTS

1. Private power carts owned by members are to be used by themselves or any person to whom they have given permission. The owner of the power cart is responsible for damages or injuries caused by the operator of their power carts, and owners are encouraged to obtain liability insurance for their carts.
2. Members who have private golf carts are responsible for their own insurance. The Comas Golf Club is not responsible for lost damage or theft of or from parts to Danforth.
3. All private carts not in storage at the Comox Golf Club will be charged at trail fee. The trail fees to be paid to the Comox Golf Club.
4. All private carts not in storage at the Comox Golf Club must enter the course by the front gate entry. Owners of property that abuts the course, upon approval from the board and paying trail fees may enter the course from said property with the power cut. A list of those approved for this privilege will be updated. And given to the golf shop annually full stuck.
5. Power cart storage is assigned based on the existing waiting list. In the event two members jointly owned the power cart, storage will be granted to the Member whose name appears first on the left. In the event, the member to whom this space is rented ceased to be a member of the club Comida storage space does not default to the other owner unless they're dispose of the member or the next member on the waiting list. It is recommended in the situation of two owners of a cart, that the second owner ensures their name always remains on the waiting list.

## HANDICAP FLAG

A Handicap Flag on a golf cart signifies that a person using the cart has a disability that makes walking to their ball a hardship. To qualify for a Handicap Flag the individual must possess an approved permanent or temporary disabled parking placard or be approved by the Board of Directors. Golfers with a disability that request use of a handicap flag must complete the registration form. By signing the registration form the golfer agrees to abide by the rules and regulations set forth herein for handicap flag use.

The following rules must be followed when using a Handicap Flag:

1. A handicap flag applies only to the individual(s) with the disability.
2. If more than one disabled person is in the group, they must ride together.
3. The 90-degree rule applies if in force.
4. Carts must remain no closer than 6 feet of tee boxes and greens/fringes.
5. Parking carts on slopes surrounding any green or tee box is prohibited.
6. When conditions warrant and the course has been designated as Cart Path Only, all golfers including those with Handicap Flags must adhere to cart path only restrictions.
7. Abuse of the rules of this policy will result in loss of privileges.
8. The Proshop/Greenskeeper may, at any time, based solely on their judgment of the current course conditions prohibit the usage of carts.

### Handicap Flag Registration Form

Pass Holder Name \_\_\_\_\_

Fill out the following:

1. Physician note: copy provided to Clubhouse Manager or.
2. BC Disabled Permit

Permit Number: \_\_\_\_\_ Issued: \_\_\_\_\_ Expiration: \_\_\_\_\_

## RULES OF PLAY

1. All golfers must register at the golf shop prior to tee off. Before registering, the entire group must be present.
2. The rules of play are the rules and etiquette golf approved by the Royal Canadian Golf Association - except where modified by local rules.
3. When winter rules are in effect, they will be posted in the golf shop and the locker rooms.
4. When the course is busy, the group coming through the 9th Green has priority over the group starting on the first tee.
5. There is no beginning on the 4th tee without permission from the pro shop staff.
6. The pro shop staff control the order of play.
7. At the discretion of the pro shop staff, fivesomes may be allowed between the November 1st and March 31st.
8. Players are expected to repair ball marks, divots, and rake traps. Rakes are to be left in the traps with handles out and rakes in.
9. Pull carts are not permitted on the aprons of the Greens, the tee boxes, between greens and bunkers or such areas as may be identified from time to time by the ground superintendent.
10. Practicing anywhere on the club premises, other than designated practice areas, is strictly prohibited.
11. Greenskeepers have the right of way.
12. Members are required to display their current membership bag tags.
13. Non-members must display a bag tag with the current date stamped.

## PACE OF PLAY

1. Where a group loses distance of one, clear hole, it must allow the group following to play through and it is the duty of the slow group to let the group play through and the players following to insist on this right to speed up play.
2. Pace of Play is maximum 2 hours for 9 holes

## HANDICAPS

1. Competitive golf requires an up-to-date handicap.
2. A score is to be recorded on Golf Canada every time a player completes an 18 hole or a nine-hole round played under the rules of golf - in accordance with the World Handicap System.
3. The Handicap Committee must be established each year. The chair of the Match committee is the chair of the Handicap Committee. The committee is to be comprised of members from both the men's and ladies' clubs and can include the Men's, Ladies and senior Men's captains.
4. The Handicap Committee has the authority to adjust the legitimacy of the handicap of any member after consultation with the whole committee and consultation and discussion with the Member whose handicap is to be adjusted.

## DISCIPLINE

1. While on the club premises, members and their guests are expected to maintain a standard of conduct which will be a credit to the club.
2. The Board of Directors has the authority to take disciplinary action as outlined in the Bylaws.

## PERSONAL PROPERTY AND LIABILITY

1. Members are responsible for their own personal property left on the premises.
2. The Comox Golf Club is not liable for any personal injury.

## ANIMALS

Dogs are not permitted on the playing area of the golf course and animals, other than those required for people with handicaps such as "seeing eye" dogs, are not permitted in the clubhouse or on the patios.

## HOURS OF OPERATION

1. Pro Shop.
  - a. Prime season April 1st until October 31st. open Dash 7. AM.
  - b. Off- season
    - November open 8:00 AM
    - December, January and February open 9:00 AM
    - March open 8:00 AM.
  - c. Closing will be at dusk unless the golf courses closed earlier due to inclement weather.
2. Clubhouse
  - a. Prime season April 1st until October 31st. Open 7:00 AM
  - b. Offseason. Will be the same as the golf shop, except when the golf course is closed. Then the hours will coincide with the restaurant hours.
3. Driving range.
  - a. Hours of operation are the same as the golf shop in the mornings and closing will be one hour before dusk.

## DRIVING RANGE

1. The driving range is. 190 yards long. Only those clubs appropriate to that distance shall be used.
2. Persons using the driving range will hit from designated areas only.
3. Driving range balls are the property of the golf course and use on the golf course is strictly prohibited.

## SUGGESTIONS.

Members are encouraged to submit in writing to the Board of Directors any suggested improvements to the club's policies.