



**Belvedere Golf Club Inc.**

**Policies**

**BELVEDERE GOLF CLUB INC.**

**POLICY STATEMENT**

**POLICY # 1**

*Subject: DEVELOPMENT OF POLICIES*

Date of Adoption: November 2004

Effective Date: November 2004

Supersedes: April 17/96

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1. Proposals for new policies or changes in existing policies may be presented by any board member, Club member or staff member. It shall be the policy of the Board to encourage participation in the policy development process. Proposals for new policies or changes in existing policy should be submitted in writing to the Club President or the Club Manager.
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**BELVEDERE GOLF CLUB INC.**  
**POLICY STATEMENT**  
**POLICY # 2**

*Subject: POLICY ADOPTION*

*Date of Adoption: April 2009*

*Effective Date: April 2009*

*Supersedes: November 2004*

**ORDINARY PROCEDURE**

The usual sequence for the adoption, revision, or rescinding of Board policies shall be as follows:

1. Announcement and distribution of the proposed adoption, revision or rescission of policy as an item of information. The distribution of the proposal shall be to all Board members, and may be to the supervisory staff of Belvedere, and members who a) may be affected by the policy and/or b) have expertise to contribute to the final disposition of the proposal. Opportunity may be given to groups or individuals who receive copies of the policy proposal to react to the proposed change.
2. A first reading of the policy at a regular or special meeting of the Board.
3. A second and final reading at a subsequent regular meeting of the Board.
4. Policies, amendments, and rescissions shall be effective immediately upon adoption unless a specific effective date is indicated in the motion.
5. New and revised policies shall be placed in the Board Policy Manual immediately upon adoption; rescinded policies shall be removed immediately. A legal opinion may be obtained either before or immediately following the adoption, revision or rescinding of a policy if it is deemed necessary by the Board.

In cases where a policy revision conflicts with a previous policy statement, the revised policy statement will supersede the previous policy and a formal Board motion to rescind the previous policy statement will not be required. In cases where a policy statement constitutes an extension to a policy or is supplementary or complementary to a policy, the combined statement of policy will constitute the policy of the Board.

**SPECIAL CIRCUMSTANCES OR EMERGENCY PROCEDURE**

Provided that an item is placed on the agenda for a regular or Special Board Meeting, the Board may vote to adopt, revise or rescind a policy at a single meeting, when the Board by a vote of two thirds of all the members present and voting deem such matter or action to be in the nature of an emergency or special circumstances. In order to adopt, revise or rescind a policy at a single meeting, two thirds (2/3) of all members present must vote for the motion. A policy adopted, revised or rescinded at a single meeting will be placed on the agenda for the next regular meeting, for comment, review and/or modification.

In cases where policy is non-existent, the General Manager shall have the authority to take action within the Club in an emergency or special circumstances situation. The Manager is responsible to recommend the establishment of policy where required.

**BELVEDERE GOLF CLUB INC.**

**POLICY STATEMENT**

**POLICY # 3**

Subject: **BOARD MEMBER AUTHORITY**

Date of Adoption: November 2004

Effective Date: November 2004

Supersedes: April 17/96

All powers of the Board lie in its action as a group. Therefore, individual members exercise their authority over Club affairs only as they vote to take action at a properly constituted meeting of the Board.

In other instances, an individual Board member shall exercise decision making authority only when the Board, by vote, has delegated authority to act to such member.

It shall be the policy of the Board to make its members, the Club staff and those holding contracts with the board aware that only the Board has authority to take official action except as may be delegated to the appropriate committee or individual Board member.

**BELVEDERE GOLF CLUB INC.  
POLICY STATEMENT  
POLICY # 4**

Subject: **DISCIPLINE COMMITTEE AND APPEAL BOARD**

Date of Adoption: April 2009

Effective Date: April 2009

Supersedes: November 2004

1. The Discipline Committee shall be appointed by the Board of Directors and shall be chaired by the Vice-President and shall be comprised of three members.
2. The Discipline Committee shall have the power to reprimand, place on probation, suspend or recommend the dismissal of any member of the Club for breach of the Club rules and decorum as established by the Board of Directors.
3. All notices, reports, complaints or other communications required or permitted by this Discipline Committee shall be in writing and either delivered by hand, mail or by any form of electronic communications by means of which a written or typed copy is produced at the address of the Disciplinary Committee of Belvedere Golf Club Inc. and shall be effective on actual receipt, unless sent (i) by mail, in which case shall be deemed to have been received and be effective on the date that is three business days following the date of mailing, or (ii) by electronic means in which case it shall be deemed to have been received and be effective on the business date next following the date of transmission. Such notices, report, complaints or other communications shall be addressed to the relevant party as follows:
  - A) Disciplinary Committee, Board of Directors, Belvedere Golf Club Inc.  
1 Greensview Drive  
Charlottetown, PEI C1A 6C3
4. The Discipline Committee shall provide a copy of the complaint to the member who is the subject of the complaint within 10 days of receipt of the complaint, and shall summon such member to appear before the Committee to respond to the complaint, provided that at least 5 days notice of the meeting is given to the member. If such member fails to appear before the Discipline Committee when requested to do so, the Discipline Committee may take whatever disciplinary action it deems appropriate based on the information available.

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5. Within 10 days of the hearing of the complaint, the Discipline Committee shall render a decision based on the evidence of the complainant, the member who is the subject of the complaint and such other evidence as may be deemed necessary. The decision of the Discipline Committee shall be effective immediately and shall be put in writing and sent by registered mail to the member concerned on the first day Canada Post services are available following a hearing. In the event Canada Post services are not available due to a strike, labour dispute, etc., the written decision may be delivered to the member personally or to his last known address. A copy will be forwarded to the Manager of the Club who shall be responsible for its enforcement. In the investigation of the complaint, any investigation/hearings may be conducted by all or some of the Disciplinary Committee and that any information gathered via this means shall be made known to all members of the Committee in reaching their decision.
  
6. Where the Discipline Committee gathers further evidence, it shall provide that evidence to the member and allow the member an opportunity to respond to the evidence before rendering a decision in the matter.
  
7. The Discipline Committee shall render a decision as soon as possible, based on the evidence of the complainant, the member who is the subject of the complaint, and such other evidence as the Committee may determine is necessary. The decision of the Discipline Committee shall be effective immediately and shall be put in writing and sent by registered mail to the member concerned on the first day Canada Post services are available following a hearing. In the event Canada Post services are not available due to a strike, labour dispute, etc., the written decision may be delivered to the member personally or to his last known address. A copy will be forwarded to the Manager of the Club who shall be responsible for its enforcement.
  
8. An appeal of any decision of the Discipline Committee must be made to the Board of Directors as per Article VIII (II) of the Constitution. Such appeal must be made in writing or E-mail to the Board, including the grounds of appeal, no more than 10 days after the initial decision of the Discipline Committee is rendered. The Chair of the Discipline Committee shall attend the appeal to explain the record compiled by the Committee.

**BELVEDERE GOLF CLUB INC.**

**POLICY STATEMENT**

**POLICY # 5**

Subject: **CLUB RULES AND DRESS CODE**

Date of Adoption: April 2009

Effective Date: April 2009

Supersedes: November 2004

1. Members shall treat their fellow members , guests and employees of the Club with common courtesy and respect.
2. Members shall adhere to the commonly accepted rules of etiquette on the golf course.
3. Members shall refrain from the use of profane language on the Club premises.
4. Members shall adhere to the playing priorities on the golf course as established by the Board of Directors.
5. **DRESS CODE:**  
All Members , Guest & Staff shall wear proper golf attire while on the golf course or inside the clubhouse.

**Proper golf attire includes:**

Mock neck shirts, shirts with a collar or sleeves

Tailored slacks or mid-thigh shorts

Golf Skirts

Appropriate golf footwear

Golf Rain wear

6. **The following clothing items shall not be worn on the golf course or inside the clubhouse, with the exception of Blue Denim Jeans, which may be worn in the clubhouse and at the driving range, but not on the course.**

Blue Denim Jeans

Camouflage Shorts or Pants

Bathing Suits

Sweat Pants

Short Shorts (Shorter than Mid-Thigh)

Cut-off pants or Rugby pants

T-Shirts with graffiti

**BELVEDERE GOLF CLUB INC.**

**POLICY STATEMENT**

**POLICY # 6**

Subject: **GREEN FEE POLICY**

Date of Adoption: April 2009

Effective Date: April 2009 May 1/05

Supersedes: May 1/05

1. Green fee players may be introduced to play as a guest of a Belvedere member. Members must accompany their guests during their round. Members are reminded that they are responsible for the conduct of their guests.
2. Other green fee players are welcome at Belvedere subject to the following:
  - A) Availability of tee time.
  - B) Adhere to the commonly accepted rules of golf etiquette.
  - C) All green fee players, guests or otherwise, must register with the Pro Shop.
  - E) Complimentary green fee cards must be numbered and may be given out by the President, the Manager, the Club Pro, and Members of the Board.  
Cards must be accounted for.
3. Fees charged to non-member and Social Members per round shall be as follows:

(a) Golfers not accompanied by a member	-----	\$ 78.00
(b) Golfers accompanied by a host member	-----	\$ 55.00
(c) Club Social Members	-----	\$ 55.00



**BELVEDERE GOLF CLUB INC.  
POLICY STATEMENT  
POLICY #7**

Subject: **PLAYING PRIVILEGES**

Date of Adoption: April 2009

Effective Date: April 2009

Supersedes: October 20/02

**The following playing times are in effect at Belvedere Golf Club**

<u>GROUP</u>	<u>DAY</u>	<u>TIME</u>
LADIES 18 HOLE	TUES AND THURS	Tues. 9:30 Thurs. 8:30 am
LADIES 9 HOLE	TUES AND THURS	8:30 am (Thurs Back 9)
BUSINESS WOMEN	MON AND THURS	5:00pm
FRIDAY MIXED	FRIDAY	6:00 pm
MONDAY SENIORS	MONDAY	8:00am
ADULT FULL open	SUN TO SAT	ANYTIME when Course is
ADULT RESTRICTED	MON TO FRI WEEKENDS AND HOLIDAYS	BEFORE 12:00 pm AFTER 3:00 pm

**Restricted members may tee off from 10:00 am to 11:00 am on weekends and stat holidays when tournaments are scheduled for 11:00 am tee off.**

**JUNIORS PLAYING HOURS:**

**1. When Juniors are in school:**(Opening to including June 24<sup>th</sup> & Sept 7<sup>th</sup> to Nov.8th)

Tee off after 3:30pm Monday to Friday

Weekends & Holidays after 12:00

**2. Summer Hours:**

Monday to Thursday, before 12:00noon & after 5:30pm

Friday, Before 12:00noon (off premises by 6:00pm)

Saturday, Sunday & Holidays after 12:00noon

Guaranteed Tee Time: 10:00 to 11:00 on Wednesday

11:00 to 12:00 noon on Thursday (Junior lesson & play)

**Juniors must be out of the club house by 7:00pm Saturday to Thursday**

**Juniors must be out of the club house by 6:00pm Friday**

**3. Junior Practice Hours:**

In school hours: 3:30 to 6:30

Summer Hours: up to 5:00pm after 5:00pm with a parent or designate

**4. Approved Juniors:**

Have same privileges as Adult Full Member

**5. Working Juniors:** (Working a minimum of 36 hours per week)

Monday to Friday after 6:00pm, Saturday & Sunday after 12:00

**6. Juniors may play with member parent or designate:**

Monday to Friday -- no restrictions

Saturday & Sunday — after 12:00noon

# BELVEDERE GOLF CLUB INC.

## POLICY STATEMENT

### Policy #8

#### **Subject: Leaves of Absence**

Date of Adoption: August 26/02

Effective Date: August 26/02

Supersedes: June 15/01

1. A leave of Absence may be granted by the Board upon written request to the Club Manager outlining the reason for the request which shall be for one calendar year only.
2. The Board when considering an application for a Leave of Absence shall consider only the following grounds:
  - A/ Medical\*
  - B/ Business/Employment
  - C/ Compassionate.
  - D/ Education

\* Junior Member Leave of Absence requests will be permitted for Medical reasons only.

3. Consideration may be given to extension for a further calendar year for medical or compassionate reasons only. The further calendar year will only be granted upon written request outlining the reason for the extension and payment of a \$50.00 fee and subject to Board approval
4. No Leave of Absence shall extend beyond two consecutive calendar years.
5. No leave of Absence shall be granted after July 31st of any year.
6. Members returning from a Leave of Absence will have priority on the waiting list.
7. A member on a leave of absence who joins another Prince Edward Island golf club shall immediately have the leave of absence terminated and may only have membership renewed by re-applying without privilege.
8. A list of members granted Leaves of Absence will be established by the Club Manager and maintained on a current basis at all times. The list shall include but not be limited to the following headings:

Name: Home Address: Phone Number:

Date Leave of Absence Approved: Expiry Date: Disposition:

Address During Leave:

Copies of all correspondence shall be kept on file.

9. A letter approving any leave of absence will advise the member that it is their responsibility to inform the General Manager of their intention regarding membership 30 days prior to the expiry of the Leave of Absence.

**BELVEDERE GOLF CLUB INC.**

**POLICY STATEMENT**

**POLICY # 9**

Subject: **MEMBERSHIP CREDIT / REBATE POLICY FOR GOLF SEASON**

Date of Adoption: November 2004

Effective Date: May 1/05

Supersedes: August 22/96

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- A) Credits are based on the number of days in the golf season.  
For example, May 1st to October 30th = 183 days
  - B) Credits shall apply to dues only.
  - C) Upon death - rebate estate using number of days left in season.
  - D) Transfer of job - rebate member by cheque using number of days left in the season.
  - E) Other extenuating circumstances - No credits shall be granted after July 31st of any year.
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# **BELVEDERE GOLF CLUB INC.**

## **POLICY STATEMENT**

### **POLICY # 10**

Subject: **Private Member Owned Power Car Policy**

Date of Adoption: April /98

Effective Date: April / 98

Supersedes: April / 96

**No additional privately owned power golf cars will be permitted / accepted at Belvedere.**

1. Existing car owners (ie. registered owner/partner and or owner's spouse) will be permitted to retain a golf car at Belvedere subject to signing an annual operating agreement and the payment of an annual storage and/or trail fee as long as they remain playing members in good standing.
2. Members of the owner's "immediate family" (ie: son, daughter, son-in-law & daughter-in-law) may use the owner's car however, immediate family of junior age are not permitted to drive the car. This privilege will cease when the "owner" is no longer a playing member in good standing.
3. Car owners are not permitted to loan their car to any individual with the exception of "immediate family", as defined above. Any violation to this rule will result in the immediate loss of the of maintaining/using a private golf car at Belvedere.
4. Car owners are permitted to loan their golf car to Belvedere for use on special occasions.
5. All owners must provide the Club Manager with proof of liability insurance on an annual basis.
6. All cars are to be inspected annually with necessary repairs / improvements done before they are allowed on the golf course.
7. Private car owners wanting to store their cars at the club over the winter may do so subject to space availability, payment of a storage fee and signing a storage agreement.
8. All private cars will be assigned an identification number by the club which must be displayed in the stipulated location on each car.
9. The office is to be notified immediately should an owner either: sell their golf car and / or trade their golf car.
10. The above regulations will be strictly enforced without exception by all Belvedere personnel.

**BELVEDERE GOLF CLUB INC.**

**POLICY STATEMENT**

**POLICY #11**

Subject: **TOURNAMENT FEES**

Date of Adoption: April 2009

Effective Date: April 2009

Supersedes: July 1998

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Commencing in 1999 all tournaments, (other than the Annual Club Championship and Island Open) which have 100 or more participants are subject to the following fee structure.

Tournaments held Monday thru Friday shall pay a minimum fee of \$1,200.00 per day.

Tournaments held on Saturday or Sunday shall pay a minimum fee of \$2,000.00 per day.

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