


Clare Golf & Country Club Policy Manual



	Directors Benefit Policy		Date Created: 11 December 2006
	Date Approved: October 25, 2022		Last Revised: October 2022
	Approved by: Board of Directors		Effective Date: October 26, 2022

Purpose

This policy provides a benefit package for the active Board of Directors at Clare Golf and Country Club.

Scope


This policy applies to all currently active Directors while serving as a board member of Clare Golf and Country Club.

Policy Statement

- Active Directors of Clare Golf and Country Club, who are also members of the Clare Golf & CC, may sign up to four (4) guests in for a courtesy green fee **per season**, provided the Director/Staff member accompanies the guest during that courtesy round of golf.
 - Active Directors of Clare Golf and Country Club, **who are not paid up members** of Clare Golf & CC for the current year, may use the perk of courtesy green fees for their own personal use and/or with a guest to the maximum of four (4) per golfing season.
- Directors will be able to obtain a discount in the pro shop on stock items at the rate of cost plus 25% plus HST.
- When golf cars are not being used, Directors may use a car at a flat rate fee of \$10.00 for 18 holes or \$5.00 for 9 holes, tax included, including weekends and club tournaments.
- Each Board member will be provided 2 courtesy tickets to the Annual Champion Dinner.
- Liability insurance as a board member will be provided.
- The **President of the Board** will be entitled to a courtesy Membership. If taking a membership as husband and Wife or Family, the applicable rate will be reduced by one single adult membership at shareholders rate.

Roles and Responsibilities

- Manager will ensure there is a list of Active Board Members in the Pro-shop.
- Board members will sign in guests, in the Log Book Maintained in the Pro-shop.
- Staff will keep the Log Book up to date daily.
- Manager will ensure each board member has courtesy tickets to the Annual Champion Dinner.
- Manager will ensure that Board Members are covered under the Liability insurance of the Golf & Country Club and keep insurance up to date yearly.

	Management Staff Benefit Policy	Date Created: 11 Dec 2006
	Date Approved: 21 November 2016	Last Revised: 21 November 2016
	Approved by: Board of Directors	Effective Date: Dec. 2016

Purpose

This policy outlines the Benefit package for Management Staff.


Scope

Management staff include: The General Manager, Superintendent and Food & Beverage Manager.

Policy Statement

1. Management staff will have Annual membership for a single member. (the value of a single membership may be deducted from other forms of memberships – eg. Family.)
2. Management staff are entitled to use a golf car at any time without charge.
3. A discount in the pro shop on stock items at cost + 25% + HST.
4. Management staff, when on work duty, are able to enjoy meals from the regular menu free of charge. (Exceptions are: snack foods, Alcohol and special meals eg. Steak, lobster)

Roles and Responsibilities

	Staff Personnel Benefit Policy		Date Created: 11 Dec 2006
	Date Approved: October 25, 2022		Last Revised: October 2022
	Approved by: Board of Directors		Date Effective: October 26, 2022

Purpose

This policy outlines the Benefit package for Part-Time and Full-Time staff at Clare Golf & Country Club.

Scope

Staff benefits are provided for all employees who have been hired for part-time or full-time work for a contracted period of time. This policy does not apply for those providing casual labour or volunteering. This policy outlines the benefits that part-time and full time staff may enjoy while actively employed at the golf course.

Policy Statement

5. Annual membership for a single member. (the value of a single membership may be deducted from other forms of memberships, eg. Family)
6. Staff may sign up to four (4) guests in for a courtesy green fee **per season** provided the Staff member accompanies the guest during that courtesy round of golf.
7. Staff will be entitled to a discount in the pro shop on stock items, cost plus 25% plus HST
8. When golf cars are not being used, the staff may use a car at a flat rate fee of \$10.00 for 18 holes or \$5.00 for 9 holes, tax included, including weekends and club tournaments.
9. When on work duty staff, except kitchen staff, may purchase **one meal per 8 hour shift** from the menu at 50% off regular price. (Exceptions are: Alcohol, snack foods eg. Pop, chips, and special meals eg. Steak, lobster).
10. **KITCHEN STAFF ONLY:** When on duty kitchen staff may enjoy meals free of charge from the regular menu. (Exceptions are: Alcohol, snack foods eg. Pop, chips, and special meals eg. Steak, lobster)

Roles and Responsibilities

1. Pro-shop staff will be responsible for maintaining a log book in the Proshop for Directors and staff requesting courtesy green fees, per the respective policies.
2. The log book will include the following: Date of courtesy green fee, Name of guest(s) and name of the staff/director providing the courtesy green fee.
3. Staff will be responsible for signing in their guests.

	Membership Policy	Date created: February 2013
	Date Approved: October 25, 2022	Last Revised: October 2022
	Approved by: Board of Directors	Effective Date: October 26, 2022

Purpose

This policy defines special membership sub-categories approved by the Board of Directors in addition to Shareholder, Non Shareholder, Honorary life, Social, and Junior memberships as defined in the By-Laws.

Scope:

The policy outlines the parameters of the sub-categories of membership approved by the board, specifically Post-Secondary, New, Associate, and Out of Town memberships. These sub-categories are established for the purpose of setting special rates.

Policy Statement:

- 1. Post-Secondary Membership:** This membership applies to a person who is enrolled as a full-time student in a recognized post-secondary institution.
- 2. New Membership:** This membership is available to shareholders and non-shareholders who have never been members of Clare Golf and Country Club or who have not been members for at least the past three (3) consecutive years. New members are entitled to a reduced rate for their first two (2) consecutive years of membership and are also entitled to all the benefits of a full membership.
- 3. Associate Membership:** This membership entitles the individual to play one round a week during the golfing season, as well as member pricing on cart rentals and tournament entry fees. Associate membership is available to individuals who have paid a full rate membership at any recognized golf club, in Nova Scotia. Proof of full rate membership at the primary club and Golf Canada membership are required. Associate members are not eligible for member-only events.
- 4. Out of Town Membership:** This membership applies to individuals residing outside of a 75km radius of Clare Golf and Country Club. Out of Town members are entitled to all the benefits of a full membership.

Roles and Responsibilities:

- 1.** The Board of Directors will establish the rates for each sub-category of membership annually.

2. The General Manager will ensure there is an up to date list of members of all sub-categories in the Proshop.
3. Proshop staff is responsible to ensure that individuals requesting membership in one of the above sub-categories provide the appropriate documentation needed to establish that they qualify for that category of membership.

	Conflict of Interest Policy	Date Created: February 2013
	Date Approved: February 25, 2013	Last Reviewed: April 3, 2017
	Approved by: Board of Directors	Effective Date: March 1, 2013

Purpose

This policy provides the rules and guidelines for Board Members regarding Issues of Conflict of Interest.

Scope

The policy applies to board members while discussion and voting at board meetings on issues where there may be or perceived to be conflict of interest.

Policy Statement

As a member of the board of directors at Clare Golf and Country Club it is understood that the following rules must be adhered to so as not to put any one director or the board as a whole in a situation that could be construed as a conflict.

Roles and Responsibilities

1. At no time will any board member accept cash from a sponsor, supplier or organization that has a potential financial opportunity in their dealings with the club. Any member being found to have accepted cash will forfeit their seat on the board.
2. In a case where a board member has accepted a tournament invitation to play for a sponsor, supplier or organization, the board member must abstain in any vote that may come up involving that particular party. The board member must disclose this to the board in order to maintain total transparency.
3. At no time will a board member accept a "gift" from a sponsor, supplier or organization after a decision has been made by the board that has benefited that group for a period of six months, thus removing any implication of favouritism in the vote.

NOTE: In the event that any of these circumstances occur it will be reflected in the monthly minutes as abstentions from the particular vote, although no names will be disclosed. If at any

time an issue comes up that is not covered by this policy it will be up to the board to render a decision and enter it into the minutes.

	Policy for Privately Owned Golf Car		Date Created: December 2015
	Date Approved:	April 3, 2017	Last Revised: April 3, 2017
	Approved by:	Board of Directors	Effective Date: April 4, 2017

Purpose

This policy provides the guidelines for establishing trail fees for privately own golf cars and for third party rental of privately owned golf cars.

Scope

This policy applies to all privately owned golf cars operated on the golf course for seasonal and/or daily usage.


Policy Statement

1. The Seasonal Trail Fee Contract should be defined as a family contract, and permits the use of a privately own golf car on the Golf Course by the owner(s) and immediate family.
2. A privately owned golf car, with a seasonal trail fee, when used by an individual other than the owner or family member is subject to a fee of \$10. + HST per day.
3. All privately owned golf cars, not registered with a seasonal trail fee, are subject to a daily trail fee of \$10. + HST per round.
4. Privately Owned Golf Cars may, at the owner's request, have their car identified on a list of cars that the Pro shop may rent out during tournaments when there is a golf car shortage. In the event the Pro shop uses the car as a rental, the owner will be paid a fee of \$20.00 per round.

ROLES AND RESPONSIBILITIES

5. The Pro shop will maintain a list of Seasonal Trail Fee users with a list of family members that will be using the car.
6. The Pro Shop will maintain a list of private golf cars and the owner's name that are available to the pro shop for rental.
7. The Pro Shop will keep a record of the tournaments and dates these privately own cars are rented out.
8. Golf Car owners will abide by the rules and usage guidelines as posted daily on #1 Tee deck.

9. Golf Car owners will display any Trail Fee Registration identification in a notable place on the golf Car.

	Junior Travel Policy		Date Created: June 2015
	Date Revised: April 18, 2016	Last Reviewed: 27 Feb. 2017	
	Approved by: Board of Directors	Effective Date: 1 May 2016	

Purpose

This policy provides minimum requirements for the travel of our Junior Members to various tournaments and/or events they wish to attend.

Scope

This policy applies to all Junior Members of Clare Golf & Country Club regardless of their age or if they hold a valid driver's license.

Policy Statement

1. All Junior Members representing Clare Golf & Country Club who are travelling to another course or site for a tournament and/or event must be accompanied by a minimum of two (2) adults.
2. Junior Members representing Clare Golf & Country Club are not permitted to drive to these tournaments and/or events even though they may hold a valid driver's license.
3. A parent may drive his/her child to a tournament and/or event. However, if another Junior Member is present, at least one (1) more adult must be present.
4. If a Junior Member is travelling to a tournament and/or event without a parent, a written notice must be provided and signed by their parent(s) allowing them to travel to the tournament and/or event.
5. If the tournament and/or event require an overnight stay in a hotel, Junior Members are allowed to stay in the same room as their parent(s). However, Junior Members who are not accompanied by their parent(s) must have their own room.

	Golf Car Shed Policy		Date Created: July 11, 2022
	Date Approved: August 30, 2021		Last Revised: July 11, 2022
	Approved by: Board of Directors		Effective Date: August 30, 2021

Purpose

This policy provides the rules and guidelines for the leasing of the golf car sheds located at Clare Golf & Country Club.

Scope

Leasing of the sheds will be available to anyone able to pay the amount stated in the lease agreement. However, priority will be given to active Clare Golf & Country Members in good standing.

Policy Statement

1. Priority will be given to lessees who are members in good standing at Clare Golf & Country Club. Lessees who are not members of the club will be considered only if there aren't enough members interested in leasing all available sheds.
2. The lease agreement will be for a term of one (1) year to be paid in full at the beginning of the lease. The lease is not transferrable other than in the event of a death of the lessee (see Item #12). The lessee may not sublet the space to anyone else.
3. The lessee may renew his/her lease upon termination of the term given they are still a member in good standing at the club.
4. Lessees may terminate the contract at any time prior to the end of the contract by written notice. Clare Golf & Country Club will reimburse the remaining amount of the contract to the lessee based on the amount of remaining months on the term.
5. Clare Golf & Country Club reserves the right to terminate the contract at any time if the lessee either becomes negligent, does not renew his/her membership or by cause of force majeure. Written notice will be provided to the lessee in any case of termination of the contract.
6. Clare Golf & Country Club will keep a waiting list for members interested in leasing a shed when one or more become available. Leases will be awarded on a first come first served basis.
7. Electricity will be made available at an additional flat rate plus an annual usage rate based on average consumption. The use of electricity is optional to the lessee. Electricity will be shut off on an annual basis from November 1st to February 28th unless prior arrangements are made with the General Manager regarding winter electric usage.

8. Locks are to be supplied by the lessee. A spare key should be made available to the Pro Shop in case of emergency.
9. Gasoline storage cans and electric heaters are prohibited from the sheds.
10. Clare Golf & Country Club will have insurance on the buildings but not on its contents.
11. Golf car user and trail fees are not covered by this policy and are to be paid under a separate cover.
12. In the event of a death of the lessee, the lease will be transferred to the lessee's estate for the remaining length of the contract. Upon termination of the contract, Clare Golf & Country Club reserves the right to either lease the shed to lessee's estate if he/she is a member in good standing at the club or lease the shed to the next person on the waiting list. If the lessee's estate does not want to continue leasing upon the death of the lessee, Clare Golf & Country Club may reimburse the remaining amount on the contract as stated in Item #3.

Roles and Responsibilities

13. The General Manager will be responsible to ensure all lease agreements are signed and understood by the lessee and himself/herself.
14. The General Manager and Pro Shop Staff are to keep a waiting list of members interested in leasing a shed when one or more become available. The sheds will be leased in a first come first serve basis.
15. The lessee is responsible to provide insurance on the contents of the shed if they choose to do so.
16. The lessee is responsible to pay all golf car user and trail fees.
17. The lessee must abide by all rules stated in this policy and any other rules not stated here deemed necessary either by the Board of Directors and/or the General Manager and his staff.

(ATTACHED CONTRACT)

	Out of Town Membership Policy		Date Created: April 18 th , 2016
	Date Approved: May 30 th , 2016		Last Revised: May 15 th , 2016
	Approved by: Board of Directors		Effective Date: June 1, 2016

Purpose

This policy provides the rules and guidelines for the issuance of Out of Town Memberships at Clare Golf & Country Club.

Scope


This policy applies to all Clare Golf & Country Club Members who, for an aggregate of 4 months or more between the months of April and September, reside outside a 100 km radius of Clare Golf & Country Club. These Members will receive a preferred rate on their memberships.

Policy Statement

7. Clare Golf & Country Club recognizes that the sport of golf is a costly one without adding the cost of travel to the mix. Therefore, in recognition that some of our members travel a long distance and would still love to play our course on a regular basis, the course offers a preferred rate to those Members who, for an aggregate of 4 months or more between the months of April and September, reside outside a 100 km radius of Clare Golf & Country Club.
8. There are some cases where extenuating circumstances may arise where an Out of Town Membership would be warranted even though the member resides inside the specified area. These cases will be decided at the discretion of the General Manager.
9. These members will receive a 25% discount on the price of an adult membership.
10. There are no restrictions on the amount of golf that can be played. These members receive all the same playing and pricing privileges as other adult members.

Roles and Responsibilities

11. The General Manager along with the Pro Shop Staff will be responsible for the issuance of Out of Town Memberships. Proof of residency may be required in some cases.

	Kitchen/ Bar Tab Policy		Date Created: April 17 th , 2016
	Date Approved: May 30 th , 2016		Last Revised: May 15 th , 2016
	Approved by: Board of Directors		Effective Date: June 1, 2016

Purpose

This policy provides the rules and guidelines for issuing and payments of tabs for the kitchen/bar at Clare Golf & Country Club.

Scope

This policy applies to all Clare Golf & Country Club Members and Employees. Daily tabs can be issued to guests of the Club; but will need to be paid prior to their departure that day.

Policy Statement


1. To open a bar/kitchen tab, members or employees will need to fill out the form titled "Kitchen/Bar Tab Agreement" (see Page 2). Copies of this form will be available at the Pro Shop and Bar. Juniors wishing to open a kitchen/bar tab will need a parent/guardian fill out and sign the attached form. Members will be given the option of placing a monthly limit on their kitchen/bar tab.
2. Clare Golf & Country Club will allow kitchen/bar tabs for its members and employees to be paid on a monthly basis. At the end of each month (regardless of the date the bar/kitchen tab was opened), any unpaid bar/kitchen tabs will be closed and charged to the supplied credit card.
3. Clare Golf & Country Club will allow kitchen/bar tabs for its guests on a daily basis. In order to open a tab, the guest will need to supply a credit card to be kept at the bar counter as security until payment is made. If payment is not made at the end of the day, the amount owed will be charged to the supplied credit card and the card kept at the bar counter until picked up by the guest.

Roles and Responsibilities

4. The General Manager and/or Kitchen/Bar Manager will be responsible to approve the issuance of the kitchen/bar tabs. Each reserves the right to deny the issuance or suspend any kitchen/bar tab using their discretion. Each also reserves the right to place a monthly limit on any given member or employee kitchen/bar tab using their discretion.
5. Kitchen/Bar Employees have the role to enforce this policy. It is important to note that kitchen/bar tabs are not to be opened prior to the member filling out and signing the

“Kitchen/Bar Tab Agreement” (See Page 2) and approved by the General Manager and/or Kitchen/Bar Manager.

6. Members have the responsibility to pay their kitchen/bar tabs prior to the end of the month.

	Kitchen/ Bar Tab Policy		Date Created: April 17 th , 2016
	Date Approved: May 30 th , 2016	Last Revised: May 15 th , 2016	
	Approved by: Board of Directors	Effective Date:	June 1 st , 2016

Kitchen/Bar Tab Agreement Form

Name: _____

Parent/Guardian (applicable only to Juniors): _____

Monthly Limit (optional): \$ _____

Credit Card Information

Type of Credit (Please check applicable):

☐ **Master Card**
☐ **VISA**
☐ **Other:** _____

Name on Credit Card: _____

Credit Card Number: _____

Expiry: Month _____; Year _____

CVV: _____

Signature

By signing below, you acknowledge that you've read, understood and accept the Kitchen/Bar Tab Policy provided above in its entirety. It is to be noted that any kitchen/bar tabs that are unpaid at the end of each month will be charged to the credit card provided in this form. The contents of this form is subject to the approval of the General Manager or Kitchen/Bar Manager of Clare Golf & Country Club. He/she also reserves the right to suspend or place a monthly limit on the tab at his/her discretion.

Member (Parent/Guardian)

Date

General Manager (Kitchen/Bar Manager)

Date

	Alcohol Policy		Date Created: Sept. 8, 2016
	Date Approved: September 26, 2016	Last Reviewed:	
	Approved by: Board of Directors	Effective Date:	Sept 26, 2016

Purpose

Clare Golf and Country Club is Licensed to sell Alcohol under the Provincial Liquor License Act. This Policy will provide guidance to Members and Guests the conditions under which alcohol can be possessed and consumed on the Club's premises.

Scope


This policy applies to all members and guest using the facilities of Clare Golf and Country Club.

Policy Statement

All provisions of the Liquor Control Act and the Liquor License Act of Nova Scotia and their regulations must be strictly followed.

Roles and Responsibilities

- 1 No alcohol beverages other than those provided by the Golf Club shall be permitted anywhere on the premises.
- 2 No person shall consume alcohol beverages to the point of impairment or intoxication.
- 3 This Golf Course assumes no liability for any injury, wrongdoing or problem caused by the breach of these rules.
- 4 As a condition of the use of the Golf Club's premises and more particularly, the provision of alcohol beverages by the Golf Club, all persons hereby expressly waive any liability on the part of the Golf Club arising out of the consumption of alcoholic beverages and agree to indemnify and save harmless the Golf Club from any and all claims, damages or law suits referable to the consumption of alcoholic beverages.

	Occupational Health & Safety Policy		Date Created: Aug. 30 th , 2016
	Date Approved: September 26, 2016	Last Reviewed:	
	Approved by: Board of Directors	Effective date:	Sept.26, 2016

Purpose


This policy provides the commitment of the Board to provide a safe workplace for staff and members, and to comply with the Occupational Health Safety Standards of the Province of Nova Scotia.

Scope

This policy applies to Management and Staff, to ensure there is a co-operative environment through which to develop and maintain procedures to ensure occupational health and safety at Clare Golf and Country Club.

Policy Statement

1. Management of The Clare Golf and Country Club is vitally interested in the health and safety of its employees. A major ongoing objective is to protect employees from workplace injury or illness. Clare Golf and Country Club makes every effort to provide a healthy and safe work environment. All supervisors and employees must be dedicated to the objective of reducing the risk of injury and illness.
2. As an employer, Clare Golf and Country Club is ultimately responsible for worker health and safety. The management is committed to taking every reasonable precaution to protect workers from harm. Legislative requirements will serve as minimum acceptable standards for Clare Golf and Country Club.
3. Supervisors are accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that workers follow established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.
4. Every employee, sub-contractor and worker of subcontractor must protect his or her own health and safety by following the law and Clare Golf and Country Club's safe work practices and procedures. All hazards must be immediately reported to a supervisor.
5. All parties are expected to consider health and safety in every activity. Commitment to health and safety must form an essential part of this organization from the president to the employees

	Directors Benefit Policy		Date Created: 11 December 2006
	Date Approved: October 25, 2022		Last Revised: October 2022
	Approved by: Board of Directors		Effective Date: October 26, 2022

Purpose

This policy provides a benefit package for the active Board of Directors at Clare Golf and Country Club.

Scope


This policy applies to all currently active Directors while serving as a board member of Clare Golf and Country Club.

Policy Statement

- Active Directors of Clare Golf and Country Club, who are also members of the Clare Golf & CC, may sign up to four (4) guests in for a courtesy green fee **per season**, provided the Director/Staff member accompanies the guest during that courtesy round of golf.
 - Active Directors of Clare Golf and Country Club, **who are not paid up members** of Clare Golf & CC for the current year, may use the perk of courtesy green fees for their own personal use and/or with a guest to the maximum of four (4) per golfing season.
- Directors will be able to obtain a discount in the pro shop on stock items at the rate of cost plus 25% plus HST.
- When golf cars are not being used, Directors may use a car at a flat rate fee of \$10.00 for 18 holes or \$5.00 for 9 holes, tax included, including weekends and club tournaments.
- Each Board member will be provided 2 courtesy tickets to the Annual Champion Dinner.
- Liability insurance as a board member will be provided.
- The **President of the Board** will be entitled to a courtesy Membership. If taking a membership as husband and Wife or Family, the applicable rate will be reduced by one single adult membership at shareholders rate.

Roles and Responsibilities

- Manager will ensure there is a list of Active Board Members in the Pro-shop.
- Board members will sign in guests, in the Log Book Maintained in the Pro-shop.
- Staff will keep the Log Book up to date daily.
- Manager will ensure each board member has courtesy tickets to the Annual Champion Dinner.
- Manager will ensure that Board Members are covered under the Liability insurance of the Golf & Country Club and keep insurance up to date yearly.

	Management Staff Benefit Policy	Date Created: 11 Dec 2006
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	Approved by: Board of Directors	Effective Date: Dec. 2016

Purpose

This policy outlines the Benefit package for Management Staff.


Scope

Management staff include: The General Manager, Superintendent and Food & Beverage Manager.

Policy Statement

1. Management staff will have Annual membership for a single member. (the value of a single membership may be deducted from other forms of memberships – eg. Family.)
2. Management staff are entitled to use a golf car at any time without charge.
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Roles and Responsibilities

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Purpose

This policy outlines the Benefit package for Part-Time and Full-Time staff at Clare Golf & Country Club.

Scope

Staff benefits are provided for all employees who have been hired for part-time or full-time work for a contracted period of time. This policy does not apply for those providing casual labour or volunteering. This policy outlines the benefits that part-time and full time staff may enjoy while actively employed at the golf course.

Policy Statement

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10. **KITCHEN STAFF ONLY:** When on duty kitchen staff may enjoy meals free of charge from the regular menu. (Exceptions are: Alcohol, snack foods eg. Pop, chips, and special meals eg. Steak, lobster)

Roles and Responsibilities

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2. The log book will include the following: Date of courtesy green fee, Name of guest(s) and name of the staff/director providing the courtesy green fee.
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- 1.** The Board of Directors will establish the rates for each sub-category of membership annually.

2. The General Manager will ensure there is an up to date list of members of all sub-categories in the Proshop.
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Policy Statement

1. The Seasonal Trail Fee Contract should be defined as a family contract, and permits the use of a privately own golf car on the Golf Course by the owner(s) and immediate family.
2. A privately owned golf car, with a seasonal trail fee, when used by an individual other than the owner or family member is subject to a fee of \$10. + HST per day.
3. All privately owned golf cars, not registered with a seasonal trail fee, are subject to a daily trail fee of \$10. + HST per round.
4. Privately Owned Golf Cars may, at the owner's request, have their car identified on a list of cars that the Pro shop may rent out during tournaments when there is a golf car shortage. In the event the Pro shop uses the car as a rental, the owner will be paid a fee of \$20.00 per round.

ROLES AND RESPONSIBILITIES

5. The Pro shop will maintain a list of Seasonal Trail Fee users with a list of family members that will be using the car.
6. The Pro Shop will maintain a list of private golf cars and the owner's name that are available to the pro shop for rental.
7. The Pro Shop will keep a record of the tournaments and dates these privately own cars are rented out.
8. Golf Car owners will abide by the rules and usage guidelines as posted daily on #1 Tee deck.

9. Golf Car owners will display any Trail Fee Registration identification in a notable place on the golf Car.

	Junior Travel Policy		Date Created: June 2015
	Date Revised: April 18, 2016	Last Reviewed: 27 Feb. 2017	
	Approved by: Board of Directors	Effective Date: 1 May 2016	

Purpose


This policy provides minimum requirements for the travel of our Junior Members to various tournaments and/or events they wish to attend.

Scope

This policy applies to all Junior Members of Clare Golf & Country Club regardless of their age or if they hold a valid driver's license.

Policy Statement

1. All Junior Members representing Clare Golf & Country Club who are travelling to another course or site for a tournament and/or event must be accompanied by a minimum of two (2) adults.
2. Junior Members representing Clare Golf & Country Club are not permitted to drive to these tournaments and/or events even though they may hold a valid driver's license.
3. A parent may drive his/her child to a tournament and/or event. However, if another Junior Member is present, at least one (1) more adult must be present.
4. If a Junior Member is travelling to a tournament and/or event without a parent, a written notice must be provided and signed by their parent(s) allowing them to travel to the tournament and/or event.
5. If the tournament and/or event require an overnight stay in a hotel, Junior Members are allowed to stay in the same room as their parent(s). However, Junior Members who are not accompanied by their parent(s) must have their own room.

	Golf Car Shed Policy		Date Created: July 11, 2022
	Date Approved: August 30, 2021		Last Revised: July 11, 2022
	Approved by: Board of Directors		Effective Date: August 30, 2021

Purpose

This policy provides the rules and guidelines for the leasing of the golf car sheds located at Clare Golf & Country Club.

Scope

Leasing of the sheds will be available to anyone able to pay the amount stated in the lease agreement. However, priority will be given to active Clare Golf & Country Members in good standing.

Policy Statement

1. Priority will be given to lessees who are members in good standing at Clare Golf & Country Club. Lessees who are not members of the club will be considered only if there aren't enough members interested in leasing all available sheds.
2. The lease agreement will be for a term of one (1) year to be paid in full at the beginning of the lease. The lease is not transferrable other than in the event of a death of the lessee (see Item #12). The lessee may not sublet the space to anyone else.
3. The lessee may renew his/her lease upon termination of the term given they are still a member in good standing at the club.
4. Lessees may terminate the contract at any time prior to the end of the contract by written notice. Clare Golf & Country Club will reimburse the remaining amount of the contract to the lessee based on the amount of remaining months on the term.
5. Clare Golf & Country Club reserves the right to terminate the contract at any time if the lessee either becomes negligent, does not renew his/her membership or by cause of force majeure. Written notice will be provided to the lessee in any case of termination of the contract.
6. Clare Golf & Country Club will keep a waiting list for members interested in leasing a shed when one or more become available. Leases will be awarded on a first come first served basis.
7. Electricity will be made available at an additional flat rate plus an annual usage rate based on average consumption. The use of electricity is optional to the lessee. Electricity will be shut off on an annual basis from November 1st to February 28th unless prior arrangements are made with the General Manager regarding winter electric usage.

8. Locks are to be supplied by the lessee. A spare key should be made available to the Pro Shop in case of emergency.
9. Gasoline storage cans and electric heaters are prohibited from the sheds.
10. Clare Golf & Country Club will have insurance on the buildings but not on its contents.
11. Golf car user and trail fees are not covered by this policy and are to be paid under a separate cover.
12. In the event of a death of the lessee, the lease will be transferred to the lessee's estate for the remaining length of the contract. Upon termination of the contract, Clare Golf & Country Club reserves the right to either lease the shed to lessee's estate if he/she is a member in good standing at the club or lease the shed to the next person on the waiting list. If the lessee's estate does not want to continue leasing upon the death of the lessee, Clare Golf & Country Club may reimburse the remaining amount on the contract as stated in Item #3.

Roles and Responsibilities

13. The General Manager will be responsible to ensure all lease agreements are signed and understood by the lessee and himself/herself.
14. The General Manager and Pro Shop Staff are to keep a waiting list of members interested in leasing a shed when one or more become available. The sheds will be leased in a first come first serve basis.
15. The lessee is responsible to provide insurance on the contents of the shed if they choose to do so.
16. The lessee is responsible to pay all golf car user and trail fees.
17. The lessee must abide by all rules stated in this policy and any other rules not stated here deemed necessary either by the Board of Directors and/or the General Manager and his staff.

(ATTACHED CONTRACT)

	Out of Town Membership Policy		Date Created: April 18 th , 2016
	Date Approved: May 30 th , 2016		Last Revised: May 15 th , 2016
	Approved by: Board of Directors		Effective Date: June 1, 2016

Purpose

This policy provides the rules and guidelines for the issuance of Out of Town Memberships at Clare Golf & Country Club.

Scope


This policy applies to all Clare Golf & Country Club Members who, for an aggregate of 4 months or more between the months of April and September, reside outside a 100 km radius of Clare Golf & Country Club. These Members will receive a preferred rate on their memberships.

Policy Statement

7. Clare Golf & Country Club recognizes that the sport of golf is a costly one without adding the cost of travel to the mix. Therefore, in recognition that some of our members travel a long distance and would still love to play our course on a regular basis, the course offers a preferred rate to those Members who, for an aggregate of 4 months or more between the months of April and September, reside outside a 100 km radius of Clare Golf & Country Club.
8. There are some cases where extenuating circumstances may arise where an Out of Town Membership would be warranted even though the member resides inside the specified area. These cases will be decided at the discretion of the General Manager.
9. These members will receive a 25% discount on the price of an adult membership.
10. There are no restrictions on the amount of golf that can be played. These members receive all the same playing and pricing privileges as other adult members.

Roles and Responsibilities

11. The General Manager along with the Pro Shop Staff will be responsible for the issuance of Out of Town Memberships. Proof of residency may be required in some cases.

	Kitchen/ Bar Tab Policy		Date Created: April 17 th , 2016
	Date Approved: May 30 th , 2016		Last Revised: May 15 th , 2016
	Approved by: Board of Directors		Effective Date: June 1, 2016

Purpose

This policy provides the rules and guidelines for issuing and payments of tabs for the kitchen/bar at Clare Golf & Country Club.

Scope

This policy applies to all Clare Golf & Country Club Members and Employees. Daily tabs can be issued to guests of the Club; but will need to be paid prior to their departure that day.

Policy Statement


1. To open a bar/kitchen tab, members or employees will need to fill out the form titled "Kitchen/Bar Tab Agreement" (see Page 2). Copies of this form will be available at the Pro Shop and Bar. Juniors wishing to open a kitchen/bar tab will need a parent/guardian fill out and sign the attached form. Members will be given the option of placing a monthly limit on their kitchen/bar tab.
2. Clare Golf & Country Club will allow kitchen/bar tabs for its members and employees to be paid on a monthly basis. At the end of each month (regardless of the date the bar/kitchen tab was opened), any unpaid bar/kitchen tabs will be closed and charged to the supplied credit card.
3. Clare Golf & Country Club will allow kitchen/bar tabs for its guests on a daily basis. In order to open a tab, the guest will need to supply a credit card to be kept at the bar counter as security until payment is made. If payment is not made at the end of the day, the amount owed will be charged to the supplied credit card and the card kept at the bar counter until picked up by the guest.

Roles and Responsibilities

4. The General Manager and/or Kitchen/Bar Manager will be responsible to approve the issuance of the kitchen/bar tabs. Each reserves the right to deny the issuance or suspend any kitchen/bar tab using their discretion. Each also reserves the right to place a monthly limit on any given member or employee kitchen/bar tab using their discretion.
5. Kitchen/Bar Employees have the role to enforce this policy. It is important to note that kitchen/bar tabs are not to be opened prior to the member filling out and signing the

“Kitchen/Bar Tab Agreement” (See Page 2) and approved by the General Manager and/or Kitchen/Bar Manager.

6. Members have the responsibility to pay their kitchen/bar tabs prior to the end of the month.

	Kitchen/ Bar Tab Policy		Date Created: April 17 th , 2016
	Date Approved: May 30 th , 2016		Last Revised: May 15 th , 2016
	Approved by: Board of Directors		Effective Date: June 1 st , 2016

Kitchen/Bar Tab Agreement Form

Name: _____

Parent/Guardian (applicable only to Juniors): _____

Monthly Limit (optional): \$ _____

Credit Card Information

Type of Credit (Please check applicable):

☐ **Master Card**
☐ **VISA**
☐ **Other:** _____

Name on Credit Card: _____

Credit Card Number: _____

Expiry: Month _____; Year _____

CVV: _____

Signature


By signing below, you acknowledge that you've read, understood and accept the Kitchen/Bar Tab Policy provided above in its entirety. It is to be noted that any kitchen/bar tabs that are unpaid at the end of each month will be charged to the credit card provided in this form. The contents of this form is subject to the approval of the General Manager or Kitchen/Bar Manager of Clare Golf & Country Club. He/she also reserves the right to suspend or place a monthly limit on the tab at his/her discretion.

Member (Parent/Guardian)

Date

General Manager (Kitchen/Bar Manager)

Date

	Alcohol Policy		Date Created: Sept. 8, 2016
	Date Approved: September 26, 2016	Last Reviewed:	
	Approved by: Board of Directors	Effective Date:	Sept 26, 2016

Purpose

Clare Golf and Country Club is Licensed to sell Alcohol under the Provincial Liquor License Act. This Policy will provide guidance to Members and Guests the conditions under which alcohol can be possessed and consumed on the Club's premises.

Scope


This policy applies to all members and guest using the facilities of Clare Golf and Country Club.

Policy Statement

All provisions of the Liquor Control Act and the Liquor License Act of Nova Scotia and their regulations must be strictly followed.

Roles and Responsibilities

- 1 No alcohol beverages other than those provided by the Golf Club shall be permitted anywhere on the premises.
- 2 No person shall consume alcohol beverages to the point of impairment or intoxication.
- 3 This Golf Course assumes no liability for any injury, wrongdoing or problem caused by the breach of these rules.
- 4 As a condition of the use of the Golf Club's premises and more particularly, the provision of alcohol beverages by the Golf Club, all persons hereby expressly waive any liability on the part of the Golf Club arising out of the consumption of alcoholic beverages and agree to indemnify and save harmless the Golf Club from any and all claims, damages or law suits referable to the consumption of alcoholic beverages.

	Occupational Health & Safety Policy		Date Created: Aug. 30 th , 2016
	Date Approved: September 26, 2016	Last Reviewed:	
	Approved by: Board of Directors	Effective date:	Sept.26, 2016

Purpose

This policy provides the commitment of the Board to provide a safe workplace for staff and members, and to comply with the Occupational Health Safety Standards of the Province of Nova Scotia.

Scope

This policy applies to Management and Staff, to ensure there is a co-operative environment through which to develop and maintain procedures to ensure occupational health and safety at Clare Golf and Country Club.

Policy Statement

1. Management of The Clare Golf and Country Club is vitally interested in the health and safety of its employees. A major ongoing objective is to protect employees from workplace injury or illness. Clare Golf and Country Club makes every effort to provide a healthy and safe work environment. All supervisors and employees must be dedicated to the objective of reducing the risk of injury and illness.
2. As an employer, Clare Golf and Country Club is ultimately responsible for worker health and safety. The management is committed to taking every reasonable precaution to protect workers from harm. Legislative requirements will serve as minimum acceptable standards for Clare Golf and Country Club.
3. Supervisors are accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that workers follow established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.
4. Every employee, sub-contractor and worker of subcontractor must protect his or her own health and safety by following the law and Clare Golf and Country Club's safe work practices and procedures. All hazards must be immediately reported to a supervisor.
5. All parties are expected to consider health and safety in every activity. Commitment to health and safety must form an essential part of this organization from the president to the employees

	Policy - Operation of Golf Cars		Date Created: 30 January 2017
	Date Approved: May 30, 2023	Last Reviewed:	May 30, 2023
	Approved by: Board of Directors	Effective Date:	May 30, 2023

Purpose

Golf cars are a safe transportation means at golf courses. However, accidents are a common cause of property damage and personal injury at golf courses. Most often accidents occur when the driver is inattentive, stunting or has excessive consumption of alcohol or drugs. This policy provides the rules and guidelines for the operation and use of golf cars on the premises of Clare Golf and Country Club.

Scope

This policy applies to all members and guests using golf cars on the premises of Clare Golf and Country Club. This policy will include both the use of privately owned and rented golf cars.

Policy Statement

Golf Cars are considered motor vehicles. Operation of a golf car is limited to persons 16 years or older. Operators of a golf car assume full responsibility and liability for any damage to property or personal injury, and will **HOLD HARMLESS** the Clare Golf and Country Club of any such incidence occurring while in possession of a personal or rental car.

Roles and Responsibilities

1. The Pro shop staff and management are responsible to enforce the rules of operation of the golf cars.
2. Clare Golf and Country Club will ensure that the Rental Fleet is regularly maintained and meets normal safety standards.
3. The operator (owner or Lessee) of the golf car is responsible for safe operation of the car and **HOLD HARMLESS** Clare Golf & Country Club of any injury or damage.
4. Operators must ensure that toddlers or Young Children are not to be left unattended in a golf car.
5. No alcohol beverages other than those provided by the Golf Club are permitted on the premise of the golf course; and no person shall consume alcohol beverages to the point of impairment or intoxication.
6. On the Fleet rental cars, only two adults or 1 adult and 2 small youth are permitted per car.
7. A sign at tee #1 informs players where cars may be driven on any given day. (car paths only, 90 degree or scatter). Keep this instruction in mind for use of the car on the whole of the course.
8. Do not drive on tees.
9. No cars are to be driven within 30 feet of a green.
10. Observe all signs and avoid soft ground whenever possible.