



# Governance and Operating Manual

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## PREFACE

The Savage Creek Senior Men’s Golf Club is a golf club playing at the Savage Creek Golf Course in Richmond, British Columbia. The club is also known as **SCSMGC**. As an unincorporated, not-for-profit organization, the Club is led by the Executive Committee of elected directors. Robert’s Rules of Order will be followed. The mission of the Club is to foster participation in golfing and social activities for the wellbeing, benefit, golfing enjoyment, and fellowship of its members.

**This Governance Policies and Procedure Manual** is divided into two sections. The first section is the **By-Laws** which deal with the general rules and composition of the Club. The second section is **Policies and Procedures**, which deals more directly with the golfing activities of the Club. If there is a conflict between the sections, the By-Laws take precedence.

## **Bylaws**

### **1 AGE RESTRICTION AND MEMBERSHIP CLASSES**

Savage Creek Senior Men's Golf Club is restricted to men 55 years of age and older. There will be two classes of membership- Active and Associate- further described below. The club shall not exceed the allotted number of members decided by the executive council.

### **2 PRIVACY**

The protection of the privacy of members' personal information is of paramount importance to the Club and is only available to the Club's executives or volunteers on a need-to-know basis. No member shall use the Club for personal gain.

### **3 NEW MEMBERS**

New Members must complete and sign an Application Form which requires the member's mailing and email addresses, phone numbers, former Occupation, Employment, and emergency contact information. By signing this form, the members agree to abide by the Club's By-laws and Rules. When the applicant accepted as an Active Member, he must make a payment of the required fees and dues within 7 days of notification of his acceptance..

### **4 NEW MEMBER ORIENTATION**

All new members are to attend an orientation meeting which is generally held in the month of February. The purpose of the meeting is to encourage new members to volunteer when called upon as Club members and also to make them aware of the club's Governance Manual. The meeting also provides an opportunity for new members to meet other members and Club executives in attendance.

### **5 ACTIVE MEMBER**

An Active Member is a person 55 years of age or older who has been accepted for membership in the Club and who plays regularly in Club events. The Club shall not exceed 150 Active Members, or other number as established by the Executive Committee. Every Member is encouraged to volunteer for any position they are interested in. An Active Member who has not been able to play a regular Monday game in the current year and cannot in good conscience guarantee to the Executive Committee that they will be available for weekly play in the next season will have the option of resigning their membership or of being placed on the Associate Member List. The latter option is only available to Active Members who have been a member for at least 3 years.

## 6 ASSOCIATE MEMBER

An Associate member is one who, for either medical or other sufficient reason, cannot guarantee he will be available for scheduled weekly play in the next season. To request Associate Member status a member must meet the following requirements:

- Must have been a member for at least 3 years.
- Has made a request in writing to the Membership Chair for Associate Members status explaining the reasons for seeking such status.

An Associate Member may be returned to the Active Member list on approval by the Executive Committee. If necessary, the member will be placed at the top of the Club's Wait List. Associate Members are eligible to play 5 games per year and to attend social functions. They are not eligible to play in Club Tournaments. They are eligible to participate in the weekly Toonie Pot activities for their eligible 5 games.

## 7 MEMBERSHIP WAITING LIST

After the membership allotted quota of members has been filled, applicants for membership shall be placed on a wait list in the order of the date the application was received, excepting of course, that Associate Members seeking to resume Active Membership shall have priority. Applicants on the Wait List will be added to the Active Members List on March 1<sup>st</sup> of each year, if there is space.

## 8 CLUB DUES

Annual full and Associate membership dues for the next season shall be established by the Executive Committee by July 31 of the current season and are due along with the submission of an approved membership application or renewal form. Dues are payable by October 31 of the current year for the next season. New members are required to pay an initiation fee in addition to their membership dues. Any refund of membership fees shall be decided at the discretion of the Executive Committee upon a request from a member.

## 9 CLUB MEETINGS

The Annual General Meeting of the Club shall be held in October unless otherwise ordered by the Executive Committee. Special General Meetings may be called by the Club Captain, by a vote of the Executive Committee or by a written request by 10 Club Members.

For the conduct of business at any Club meeting a quorum of 30% of the committee or the general membership is required. The Club Executive shall meet on the second Tuesday of each month (except for December) and the meeting can be held via zoom or any other internet means. Only an anticipated lack of quorum would require a date change. Special meetings of the executive Committee may be called by the Club Captain or upon a written request of three Executive members.

### **10 FINANCIAL REPORTS**

The fiscal and membership year of the Club shall begin on November 1 of each year and shall end October 31 of the. Next year. A budget that has been reviewed by one active member, appointed by the Executive, shall be presented at the AGM for approval from the members prior to the start of the next season.

### **11 FINANCIAL GUIDELINES**

- Financials shall be maintained in accordance with accepted accounting principles.
- An annual budget shall be prepared by the Club Treasurer, presented to and approved by the Club Executive and be available to the Club membership.
- At the end of each financial year (which is November 1 to October 31) the finances will be reviewed by a committee of two (2) active members from the general membership, appointed by the Executive and mailed to the members in November.
- A financial report, including expenditures compared to budget items, shall be submitted to the Executive Committee monthly.
- The Executive Committee must approve any not budgeted expenditures. Further, any expenditure exceeding \$2500 not included in the approved budget must be submitted to the general membership for approval.
- Toonie Funds shall be recorded and reported separately from the General Account.
- There are 3 signing officers of the Club, Club Captain, 1<sup>st</sup> Vice-Captain, and Club Treasurer. All approved payments require the signatures of two signing officers.

### **12 NOMINATIONS**

On or before the Executive meeting in July, a Nominating Committee of four members comprised of the two Vice-Captains, Membership Chair, plus a "Member At Large" shall be appointed by the Executive. It shall be the duty of this committee to nominate one (1) candidate for each of the offices to be filled at the Annual General Meeting in October. The Nominating Committee shall report on or before the Executive meeting in August at which time the nominations will be posted. During the Annual General Meeting additional nominations from the floor shall be permitted.

### 13 OFFICERS

The Officers of the Club shall be:

- Captain,
- 1<sup>st</sup> Vice-Captain,
- 2<sup>nd</sup> Vice Captain
- Secretary,
- Treasurer
- Membership,
- Scheduler
- Starter
- Handicap
- Merchandise
- Webmaster
- Social,
- Tournaments,
- Rules & Regulations,
- Health & Wellness

The officers of the Club shall constitute the Executive.

### 14 TERMS OF OFFICE

The terms of office shall be for two years or until their successors are elected. No member shall be eligible to serve more than two consecutive terms in the same office except for positions determined by the Executive.

In the event an elected officer resigns, or for any reason is removed from office by the Executive for cause, the Executive may, by a majority vote, appoint a *pro tem* replacement for the remainder of the term.

## **15 EXECUTIVE**

The Executive shall have full power and authority over the affairs of the Club except for the election of officers which shall be reserved for the assembly of the membership at the Annual General Meeting.

Executive members should have an up-to-date list of their duties and are expected to have an Alternate if the Executive member is absent. Each member of the Executive has one vote. An Alternate can vote in place of the executive member for whom he is the designated alternate.

## **16 VOTING**

All Club members in good standing have the right to vote on any matter brought forward at an Annual or Special General meeting of the Club. A motion to amend or rescind a previously adopted motion at a General Meeting requires proper notice and may be adopted according to the Rules governing the affairs of the Assembly.

## **17 ELECTIONS**

In the event there is more than one candidate for any office, the officers shall be elected by ballot to serve for the period specified or until their successors are elected. When only one candidate exists, the Captain shall declare the nominee is elected by acclamation. Their term of office shall begin at the close of the Annual General Meeting at which they are elected.

## **18 AUTHORITY**

The Club Bylaws and Policies and any special rules the Club may adopt, shall govern the operations and meetings of the Club in all cases to which they are applicable.

## **19 COMMITTEES**

The Captain shall appoint such Standing (permanent) and Special (temporary) committees as the Club or the Executive deem necessary to carry out the work or mission of the Club. The Captain shall be ex officio a member of all committees except the Nominating Committee.

Final reports of a Standing or Special Committee shall be submitted to the authoritative body to which it is responsible.



## **20 WEBSITE**

A Club Webmaster shall be elected and be a member of the Club's Executive Committee. The Webmaster shall be responsible for managing the Club's website.

## **21 AMENDMENTS**

The By-Laws of the Club can only be amended by a written submission to the Executive Committee followed by a motion and a vote at the AGM or Special General Meeting.

## **22 POLICIES & PROCEDURES**

The Club shall establish Policies and Procedures related to the operation of the Club and its golfing and social activities. These policies and Procedures must be approved by the Club Executive and presented to the members at an Annual Meeting or Special General Meeting. These policies and procedures follow.

## Policies and Procedures

### 1 RULES OF GOLF

The rules of golf as approved by the RCGA, local Course rules and rules established by the Savage Creek Senior Men's Golf Club as posted on the local rules board and on the scorecards shall apply to all members.

### 2 FOURSOMES

The foursomes will be established by the Club Scheduler by random draw, except in the case of Tournaments when an alternate process may be followed. Schedules will be established using software approved by the executive Committee.

### 3 TEE TIMES

SCSMGC has reserved Monday mornings for Senior Men's play. The starting time will be established by the Executive Committee in conjunction with the Golf Course management. Members are obligated to honour their assigned tee time unless cancelled per section 4

### 4 CANCELLATION OF TEE TIMES

To cancel a scheduled tee time:

- If a member knows he will be unable to honour his tee time prior to the day of golf, he must cancel his tee time in accordance with procedures posted on the Club website.
- On the day of play if a member is unavailable to play, for acceptable reasons, he must contact the Club Starter as early as possible in advance of his Tee Time, In accordance with the Club procedures.
- **NO SHOWS** are unacceptable, and penalties will be assessed as outlined in section 7.

### 5 UNAVAILABLE TO PLAY

If a member plans to be away and be unavailable to play, for any reason, he must contact the Club Scheduler prior to leaving, and upon his return contact the scheduler for his next assigned tee time.

## 6 CHECK-IN

Members are required to check-in with the Club Starter 30 minutes prior to the member's scheduled tee time at the Starter's Table, where the member will also pay \$2 into the Toonie Pot. The **Starter**, at his discretion, will reschedule 'late comers' to the next available Tee time. The member must also check-in at the Course Hut to pay his green fee.

## 7 NO-SHOWS

No Shows, in the absence of extenuating circumstances (the sufficiency of which shall be determined by the Scheduler in his sole discretion,, will be subject to the following procedure:

- **1<sup>st</sup> Time** A warning from the Scheduler
- **2<sup>nd</sup> Time** The member is removed from further weekly draws until the member has reported to the Starter as a walk on a regular scheduled day of play, exclusive of tournaments.
- **3<sup>rd</sup> Time** Membership is suspended; the member's name is removed from further weekly draws. No further tee times will be offered and the member will not have walk-on privileges until the member has satisfied the Scheduler that he will be present to play on a scheduled date. Only after that will playing privileges be re-instated.
- **4<sup>TH</sup> Time** Membership in the Club will be terminated with no refund of annual dues

## 8 SEASON

The **Club's** regular playing season is from March to October. However, these dates may be altered to suit course conditions and tournament dates.

## 9 MINIMUM NUMBER OF GAMES PER SEASON

Members are encouraged to play a minimum of ten Monday Club games per season.

To be eligible for the 6 **Club** tournaments, a club handicap is required. In order to obtain an appropriate club handicap new members need to play a minimum of three **Club** games before the **Club's** first tournament. Three Games played will give a new member an initial handicap.

## 10 SUGGESTIONS AND GRIEVANCES

All suggestions and grievances shall be submitted to the **Club Captain** in writing.

## 11 CARD CAPTAINS

The Card Captain is the member whose name is first on the Score Card or as otherwise determined by the other members in the foursome. He is responsible for ensuring all players of the foursome are in place for their scheduled tee time. The Card Captain is also responsible for accurately recording, checking and posting the foursome's scores into the handicap system. The last scheduled foursome is responsible for bringing back the KP cards and depositing them in the box near the cash register at the front of the clubhouse. In the case of our 6 tournaments, the Card Captain must ensure the score card is properly completed, signed, attested, and dated and must deposit it in the box near the cash register at the front of the clubhouse. Make a copy for posting the scores.

## 12 RECORDING SCORES

It is the responsibility of the Club Handicap Chair to ensure that all scores from scheduled Club play are entered in the Club's Handicap system to establish **Handicap Factors, Club handicaps and Attendance Records**. An official Golf Canada course slope and rating has been obtained for Savage Creek Golf Course and confirms that our system is accurate.

## 13 COURSE REPAIRS

Card Captains shall ensure all team members replace divots and repair ball marks on green.

## 14 SHOTGUN START

Currently, Shotgun Starts are not available at Savage Creek for Club events. If they do become available in the future it is the responsibility of the Card Captain to ensure his foursome is at the assigned tee at the designated time.

## 15 PUTTS

All putts must be *'holed out'*. No *'Gimmie's'* in Men's Club stroke play. However, a **stroke**, a hole or a match may be conceded in **match** play events.

## 16 HOLES IN ONE

**Holes-in-One** will be duly celebrated at the Clubhouse the following Monday. The **Club 'Hole-in-One'** trophy will be presented at a later date.

### 17 RULES COMMITTEE

The Rules Committee will apply Golf Canada and local rules as they apply to the day's play at Savage Creek. The committee is made up of the Rules Chair, the Handicap Chair, the Tournament Chair and one or two members at large as determined by the Rules Chair.

### 18 DISCIPLINARY COMMITTEE

The committee shall act upon disciplinary situations regarding Club members. The committee will be Chaired by the 1<sup>st</sup> Vice Captain, and will include both the Membership chair and 2nd Vice Captain.

#### Reporting Complaints:

Any member having a complaint against any other member that exhibits conduct that is contrary to the By-Laws, Governance Manual or Golf Etiquette may make a complaint in the form of a letter to the Club Captain and, if deemed necessary by the Club Captain, for furtherance to the Disciplinary Committee for review and recommendations

#### Procedure:

Upon receipt of the complaint the committee shall:

- Interview all parties involved, along with any witnesses to the event(s)
- Determine whether there were any infringements of the Club By-laws, or Golf Etiquette as outlined in the Governance Manual
- Consult with the Captain on the most appropriate course of action
- Write to the parties involved advising them of the Committee's findings and any disciplinary actions resulting from the event(s).

#### Member Obligations:

##### Members are required to play safely by:

- Waiting for members ahead to advance beyond reach before hitting
- Calling fore whenever their ball strays towards other players

#### Respectful Behaviour:

Savage Creek Senior Men's Golf Club is a respectful environment where senior men may exercise; enjoy challenges, and camaraderie while playing golf. Bullying or harassment, as defined below, are not acceptable and will not be tolerated by the Club.

### Definitions:

Bullying or harassment is unwanted behaviour that is verbally or physically abusive, vexatious or hostile, and which creates an intimidating environment for any social activity.

Harassment can also be discriminatory in nature and can be based on someone's race, colour age, or religion.

Bullying and Harassment is measured not by the intent of a person, or persons making the comments about another person, or actions they may have made towards another person. The Bullying and Harassment is determined rather on how those comments or actions would be received by a reasonable person to whom those comments or actions were directed.

### Conduct Leading to Discipline:

The following conflicts, actions, or inactions of members may lead to disciplinary action:

- Bullying and Harassment
- Abusive Language
- Unsafe play
- No Shows
- Other infractions of the By-laws, or Golf Etiquette as described in the Governance Manual

### Actions on a Complaint:

Any member who is the subject of a complaint shall:

- Be given a copy of the complaint;
- Be informed of the name(s) of the complainant(s);
- To deliver to the Club Captain within five (5) days, a reply in writing setting out a concise statement of the member's reply to the complaint; and
- Have the right to a hearing with the Disciplinary Committee.

The Membership Chair shall file all complaint files. Such files or records shall be regarded as confidential, open only to the Club Captain, Disciplinary Committee and the Appeal Committee.

### Decisions:

All decisions of the Disciplinary Committee are to be promptly reported to the Club Captain in writing who shall communicate the decision to the Executive Committee. Subject to the outcome an Appeal, if applicable, all decisions of the Disciplinary Committee shall normally be deemed to take effect immediately and any member affected thereby shall comply forthwith.

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The actual timing of the disciplinary measure will be determined by the Discipline/Appeal Committee but must be during the March to October golf season.

### Enforcement of Disciplinary Decisions:

The disciplinary decisions reached by the Disciplinary Committee shall be enforced as follows:

#### Discrimination/Harassment/Bullying

- 1st Offence – Letter of Warning and a 4 week suspension.
- 2nd Offence – Formal Letter cancelling membership.

Disrespect and/or abusive language to a fellow member.

- 1st Offence – Letter of Warning and a 2 week suspension.
- 2nd Offence – Letter of Warning and a 4 week suspension.
- 3rd Offence – Formal Letter cancelling membership.

#### Unsafe Practice Swings and Unsafe Play – Infractions

- 1st Offence – Letter of Warning.
- 2nd Offence – Letter of Warning and a 3 week suspension.
- 3rd Offence – Formal letter cancelling membership.

No-Shows – As set forth in Policy 7.

Failure to comply with a Disciplinary Committee and/or Appeal Committee Ruling –

- Cancellation of membership.

Other – Infractions of the By-Laws and/or Golf Etiquette provisions of the Members Manual not mentioned above.

- 1st Offence – Letter of Warning.
- 2nd Offence – Letter of Warning with 1-week suspension.
- 3rd Offence – Appear Before Disciplinary Committee and the possible cancellation of membership.

The Disciplinary Committee shall consist of the 1<sup>st</sup> Captain, Membership Chair, Club Starter and Scheduler Chaired by the 1<sup>st</sup> Vice-Captain and is responsible for adjudicating complaints against members. All complaints by a Member of another Member who has exhibited conduct contrary to the Club's By-Laws, Rules of Golf Etiquette must make the complaint by letter to the Club Captain and forwarded to the Chair of the Disciplinary Committee for review and consideration.

Upon receipt of the complaint the Committee shall review the complaint to determine its validity and if so determined, shall interview all parties involved and any witnesses to said event. If the complaint is substantiated the Committee shall inform the Executive Committee of the Committee's decision regarding the complaint.

All parties to the complaint will be informed of the Committees decision and any proposed disciplinary actions.

The Member who is subject of the complaint and of the proposed disciplinary action has the right to appeal, in writing within 7 days, to the Club Captain who shall constitute an Appeal Committee comprised of himself as Chair and 3 General Members of the Club who are not members of any Club Committees.

The Club Captain shall set a date for the Appeal Hearing providing the Appellant and the Committee members 7 days' notice of the Hearing date. The Appeal Committee may decide the following courses of action:

- Uphold the ruling of Disciplinary Committee
- Alter the penalty imposed by the Disciplinary Committee Dismiss the complaint.

The decision of the Appeal committee shall be in writing and will be distributed to all involved parties and is final.

### DISCIPLINARY PENALTIES

#### Discrimination/Harassment / Bullying / Abusive Language

- 1<sup>st</sup> Offence- 3-week suspension of Club playing privileges.
- 2<sup>nd</sup> Offence- Cancellation of Club Membership

#### Unsafe Golf Play

- 1<sup>st</sup> Offence- Letter of warning
- 2<sup>nd</sup> Offence- 3-week suspension of Club playing privileges.
- 3<sup>rd</sup> Offence- Cancellation of Club membership

#### **No Shows**

As specified in section 7



## **19 TOURNAMENTS**

We are a Club based on fellowship, friendly competition, and the enjoyment of playing the game of golf. While we are not a Club based solely on competition, we do hold some tournaments and weekly competitions. The

Tournament Chair has the responsibility of managing the tournaments, identifying winners and associated prizes, usually \$10 per player.

## **20 WEEKLY GAMES**

Weekly prizes are \$10 per winner. Members may win only one prize each week. Funding for weekly prizes and hole-in-one celebrations is generated from members' contributions to the Toonie Pot (\$2 per golfer collected weekly from members playing that week).

## **21 KP – CLOSEST TO THE PIN COMPETITION**

We have three categories of KP Holes and one for Chip-In's. (a chip-in is not a KP). A stake on the tee box will describe the type of KP.

- 1) KP Hole: Is played on a par 3 hole. First shot is from the tee box and landing on the green. If your ball is the closest to the pin take the identifying stake and place it by your ball. Print your name and member # on the card.
- 2) KP Hole Second Shot: First shot from tee lands on the fairway and your second shot lands on the green closest to the pin. Place stake at your ball. Print your name and member # on the card.
- 3) KP Hole: Any shot off the green. You can hit the ball any number of times until the ball lands on the green. If your ball is closest to the hole place the stake at your ball. Print your name and member # on the card.
- 4) CHIP-IN: This is not a KP. However, it is played with the KP holes. DO NOT MOVE THE STAKE. Print your name and member # on the card, and print "Chip-in" beside your name. Chip-in follows the same rule as KPs. 1st shot off the Tee, no chip-in is possible (but you would get a hole in one!). 2<sup>nd</sup> Shot: Chip-in must be your 2<sup>nd</sup> shot to the green. Any shot-in can be any shot to the green.

Note: KP and Chip-In: Both pay the same amount of prize money. You can only win one prize per game. If you have any questions check with your team members or ask an executive member.