



Country Meadows Senior Men's Golf Club

“GOLF IS OUR PASSION - GIVING IS OUR MISSION”

POLICY MANUAL

Acknowledgements

Through the administration of Past Captains, Dick Baker, Harold Underdahl, Roy McKelvie, Graham Boyle, Lorne Carney, Roy Lawson, Jim Rollins, Glenn Janse, Bill Sides, Terry Greenslade and currently under the guidance of Captain Chuck Dunn, the Club and its policies have evolved and matured, as reflected in this document

In 2008, then Captain, Roy Lawson recognized that many of the issues brought before his Executive Committee had previously been addressed and resolved by past administrations. In order to avoid duplication of effort and conflicting decisions, a policy review was undertaken by Roy McKelvie, then Chair of the Policy Committee. With help from David Sutherland, at the time Club Secretary, an exhaustive review of the minutes of past Executive meetings was conducted with Past Captains acting in an advisory role to clarify the intent of earlier decisions. Special thanks go to Dave Sutherland for all his efforts in producing these manuals that were first issued in May 2009. The work of the Policy Committee is ongoing to ensure the conduct of the club is in line with the principles and ideals of the founding members and to recommend changes to respond to current conditions.

As a result of these ongoing efforts by the Policy Committee and Executives, revised versions were issued in June 2010, January 2012, April 2014, and finally this current version in February, 2019.

Special thanks go to all members of the Executive and Policy Committees who were instrumental in producing the various versions of this document.

TABLE OF CONTENTS

Acknowledgements

<u>Mission Statement</u>	P.4	<u>By-law Changes</u>	P.13
<u>Founding Principles</u>	P.4	<u>Tee Times</u>	P.12-13
<u>Membership</u>	P.4-6	Cancellation	
Member Privacy		No shows	
New Members		Power Carts	
New Member Orientation			
Active Member		<u>Season, Tournaments</u>	
Associate Member		<u>and Trophies</u>	P.14-16
Honourary Member		Weekly & Tournament Prizes	
Membership Dues		Hole-in-one	
		Closest to the Pin Competition	
<u>Finances</u>	P.6-7	<u>Communication</u>	P. 15
Financial Reports		<u>Club Activities</u>	P. 15-16
Financial Guidelines		Lotteries and Raffles	
Club Reserve Fund		Annual Golf Trip	
<u>Club Governance</u>	P.7-13	Web Presence	
Executive Committee		CMSMGC Old Farts	
Authority		Social Activities	
Liability		Birthday Celebrations	
Terms of Office		Annual Breakfast Christmas Hamper	
Nominating Committee		Memorial Service Attendance	
Committee Appointments		Honouring a Deceased Member	
Management Committee			
Charity Committee		<u>Service Awards</u>	P. 16-17
Financial Review Committee		Special Recognition Award	
Policy Advisory Committee		Outstanding Service Award	
Rules Committee		Procedure	
Disciplinary Committee			
Appeal Committee			
Members Manual Committee			
Complaints and Suggestions			

MISSION STATEMENT

The objective of the Club is to foster participation in Club activities for the well being, benefit, golfing enjoyment and fellowship of all members.

FOUNDING PRINCIPLES

The Country Meadows Senior Men's Golf Club (CMSMGC) was founded on the following principles and practices

- Members are playing the game for enjoyment and for the fellowship of golf.
- All members are treated equally with no exceptions.
- Competition shall be limited as to the type, the number of trophies, and the amount of prize money to ensure the game is fun and enjoyable for all.
- To foster the enjoyment of the game for all, members are expected to follow the rules and to observe proper golf etiquette at all times.
- Club play will be governed by the rules of Golf Canada, and any other rules designated by our club and specific to the play at Country Meadows Golf Club.

MEMBERSHIP (By-law Article 3)

Country Meadows Senior Men's Golf Club is a Club for senior men 55 years of age and older. There will be no more than three classes of membership- Active, Associate, and Honourary.

Member Privacy

The protection of member's personal information is of paramount importance to the Club and is only shared amongst Club Executives and Charity Volunteers on a "need-to-know" basis.

New Members

New members must sign an Application form with personal information including address, phone number, e-mail address, and emergency contact person. By signing this form, the new member agrees to abide by the Club's By-laws and Rules. The Membership Renewal Form need only be submitted if there are changes to the personal information of the renewing member.

New Member Orientation

All new members are to attend an orientation meeting generally held in the month of February each year. The main purpose of the new member's orientation is to ensure each new member is aware of their obligations as members, and how to find important information in their member's manual. The orientation is also an excellent opportunity for new members to meet each other, and a number of Club Executives.

Active Member (By-law Articles 3 and 21)

An Active Member is someone who has paid his dues and plays a minimum of 14 games per season. The 14 game Rule includes any club sanctioned Wednesday event. The Club shall not exceed 170 active members 55 years of age and over.

Any active member who has not fulfilled the requirement of 14 games played per season, for the current year, and cannot in good conscience guarantee to the Executive Committee's satisfaction that he will be available for weekly play during the following season, will have the option of resigning or being placed on the Associate list (if he has been an Active member for at least 3 years).

If there are Extenuating Circumstances, due to health issues or civic duty, and not work related, which caused the failure to comply, an email/letter is to be sent to the Membership chair for review by the Executive Committee, and the failure shall be waived if deemed appropriate by the Committee.

Associate Member (By-law Article 3b)

The member pays Associate dues and is entitled to attend all Club functions, receive a Membership Manual and all other mail, e-mails and handouts. An Associate Member retains his membership number. When ready for Active status again he goes to the top of the Wait List. The Captain may appoint Associates to committees. An Associate member is not required to play 14 games per season, is not eligible for the weekly draw, does not pay into the Toonie pot, and does not receive a handicap. He is not eligible to play in any Club Tournaments with the exception of the Charity Tournament.

Honourary Member (By-law Article 3m and n)

Awarded to a person who has distinguished himself in support of the ideals and goals of the Club. A person may be nominated by a written submission to the Club Secretary by any Active or Associate Club member supported by three (3) other members.

Honourary Member Category

- The appointment shall be for life.
- Honourary Members shall be exempt from paying dues.
- Honourary Members shall have no vote and not be able to hold office.
- Honourary Members would be entitled to attend special Club events upon payment of the appropriate fee.

Criteria for Nomination

- An individual who has made a significant contribution to the Club and/or the Charity Tournament over and above normal.
- An individual who has distinguished himself in support of the ideals and goals of the Club.
- The candidate shall meet all of the above criteria.

Procedure

- Nominations of a member for any year must be submitted to the Club's Secretary by the date of the mid season Low Net Handicap Award Luncheon.
- Nomination forms may be requested from the Club's Secretary at any time. The Secretary of the Club shall present the written nomination to the Executive.
- The Captain shall appoint a committee of three to review the nomination to see if the if the prospect meets all the criteria
- The "Committee" will present their recommendation to the Executive who will vote on the nomination.
If accepted the candidate shall be presented with an appropriate plaque or certificate at a time decided by the Executive.

Membership Dues (By-law Article 4)

Membership dues are as decided by the Executive and are published in the Member's Manual annually, and are due and payable by October 31. Any refund of annual dues is at the discretion of the Executive. New members will be charged an initiation fee. Upon a letter being received, requesting for medical reasons only, a fee refund, the Executive, depending on the circumstances, may reimburse the member in full or in part, providing he has not played a game that season. There will be no refund of annual dues to any member placed on the Associate list during the season.

FINANCES (By-law Article 6)

Financial Reports

The fiscal year end shall be October 31, following which a Financial Report shall be submitted to the Executive and distributed to the general membership on or prior to the opening day of the following season.

Financial Guidelines

- Finances will be recorded according to generally accepted accounting principles.
- An annual budget shall be prepared by the Executive and distributed to the general membership.
- The budget will show a comparison to the past years actual.
- A financial statement will be presented at least quarterly to the Executive showing a comparison between actual and budget for each item. Between quarterly meetings the finance chairman will inform the Executive on the club's current financial position.
- At the end of each financial year, the finances will be reviewed by a committee of two (2) active members from the general membership, appointed by the Executive.
- The Executive must approve all expenditures.

(Continued next page)

- Any single or aggregate expenditure greater than \$2000 not in the approved annual budget must go to the general membership for approval.
- Toonie funds are not to be included in the General Account. They are to be recorded and reported separately.
- There will be three (3) signing officers, Captain, vice-Captain and Treasurer. Each cheque will require two (2) signatures.
- Charity Tournament finances will be maintained separately by the Charity Committee and do not form part of the Club finances. Charity Committee finances are to be reviewed at the end of the financial year by the same committee of two (2) active members of the general membership that are appointed by the Executive to review the Club's finances.
- No Club funds will be used to finance Charity expenses.
- Club funds are for Club operating expenses only.

Club Reserve Fund

The purpose of the "Reserve Fund" shall be for the benefit of the members of the Country Meadows Senior Men's Golf Club.

The Club Reserve was created in February 2017. As the name states, this fund is a financial reserve to support the operation of the Club. This fund is the evolution of the Club Contingency Fund created in 2008. The Club Reserve is to be set up in a separate interest bearing account under the CMSMGC account, and the balance should be disclosed on a separate line item on the financial statement. The fund should have a minimum balance of Ten Thousand dollars (\$10,000.00). At the end of each year, on the approval of the Executive, the treasurer will transfer earned interest back into general revenue, so the following year will start with the agreed minimum balance.

The fund should be used at the discretion of the Executive and usage must follow Club guidelines for expenditures. If funds are used from this account, the treasurer will advise the Executive of the method and timetable for bringing the account back to the agreed minimum level.

The Fund is not to be used for Charity operating expenses.

CLUB GOVERNANCE

Executive Committee (By-law Articles 8 &10)

The Club will be governed by an Executive Committee elected by the membership or appointed by the Captain and will include the following:

Club Captain	Scheduler	Rules and Merchandising Chair
1 st Vice Captain	Starter	
2 nd Vice Captain	Handicapper	<i>Appointed Members:</i>
Secretary	Health and Welfare Chair	Charity Tournament Chair
Treasurer	Social Chair	Immediate Past Captain
Membership Chair	Club Tournament Chair	

The Executive will have full power and authority over the affairs of the Club. The Club Executive will meet monthly except for December on the last Thursday of the month. 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.

Authority (By-law Article 12)

The current edition of Robert's Rules of Order Newly Revised shall govern the Club in all cases to which they are applicable and in which they are not in conflict with these bylaws and any special rules the Club may adopt.

Liability

The CMSMGC shall maintain a Director's Liability Fund of no more than ten thousand dollars to insure against legal actions taken against any and all members of the Executive Committee. This fund shall be financed by a yearly contribution from club revenues of \$2000. until the aforementioned sum of \$10 000. is reached. In all subsequent years only the amount necessary to maintain that limit shall be contributed from club revenues, but never exceeding a contribution of \$2000. per annum.

Terms of Office (By-law Article 9)

Terms of office will be for 2 years except for the Charity Tournament Chairman who shall be appointed annually. Half the Executive positions will be elected each year. In the event an elected officer resigns, the Executive may, by a majority vote, appoint a 'pro tem' replacement for the remainder of the term. In the event the resigning officer is the Captain, the 1st Vice-Captain shall automatically fill the position unless he so declines in which case the Executive may appoint a 'pro tem' replacement for the remainder of the term. The position of Captain is for one two-year term without the possibility of extension. Terms of office will begin on November 1 and terminate on October 31 of the appropriate year.

(Continued next page)

Whenever possible no executive member should serve more than two (2) consecutive terms in the same position. For purposes of continuity the positions of Secretary, Starter and Scheduler are exempt from the two term limit of office. Terms of committee appointments by the Captain or Executive shall be for one year.

If for any reason an officer or committee chairman must be removed from office, Robert's Rules of Order will prevail.

Nominating Committee (Bylaw Article 7)

A committee of four (4) members chaired by the immediate past Captain, shall be appointed by the Executive. The four (4) members shall be the three (3) most recent available past-captains and a member-at-large chosen by the Committee Chairman.
(Continued next page)

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 Committee meeting in August at which time the nominations will be posted. During the Annual General Meeting additional nominations from the floor will be permitted. The nominating committee's report will be posted 2 weeks prior to the AGM.

If there is more than one nominee for a position voting will be by secret ballot.

Committee Appointments (By-law Article 14)

For the purpose of the efficient operation of the club and to encourage more members to become involved in the management of the club, the Captain shall create such committees as he or the Executive deem necessary. The Captain, or in the absence of the Captain, the Chair 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 will be an ex-officio member of all committees except the Nominating Committee. Committee appointments will be for one (1) year. Chairman appointments to committees will not have a vote at Executive meetings nor will they be able to move or second motions. Exception to this rule is the Chairman of the Charity Committee.

Management Committee

A committee made up of the Captain, Vice-Captains, Treasurer and Secretary to act between monthly meetings as necessary. Management decisions and/or recommendations on Club activities, purchases and expenses will be reported to the full Executive at their next monthly meeting

Charity Committee

Comprised of club members who volunteer their time and energy to raise funds to buy equipment for Prostate Cancer research. They organize two events each year, the Charity Golf Tournament, and the June Dinner Dance. The Chair is a member of the Executive Committee to whom he reports.

Financial Review Committee

Shall be comprised of the current Treasurer and one other member of the club with appropriate financial background appointed by the Captain. Its purpose will be to review club financial records to ensure accuracy and accountability.

Policy Advisory Committee

To assure continuity of the management of the Club, a Policy Advisory Committee will be appointed each year. The committee will be the Past-Captains with the longest serving Captain as Chairman. Other members may be invited from time to time as needed to review, discuss and research issues suggested by the Executive and members. Policy reviews shall take place bi-annually following the appointment of a new Captain.

Rules Committee

To deal with applying Golf Canada rules as they apply to the day's play at Country Meadows. The committee is made up of the elected Rules Chair, the Handicapper, the Tournament Chair and one or two members at large.

Disciplinary Committee

The committee shall act upon disciplinary situations regarding Club members. Chaired by the Membership chair, and includes both the 1st and 2nd Vice Captains.

Reporting Complaints:

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

Procedure:

Upon receipt of the complaint the committee shall:

- Interview all parties involved, and any witnesses to the event(s)
- Determine whether there were any infringements of the Club By-laws, or Golf Etiquette as outlined in Member's 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).

Membership Obligations:

Members who fail to contact the Scheduler and/or Starter to cancel their scheduled tee time are considered "No Shows".

Members are required to play 14 games each year on the Club's scheduled Wednesday dates from March to October in order to maintain their Active Membership.

New members are required to assist at the Starter's Desk once during the season.

Members are required to play safely by:

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

Respectful Behaviour:

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

Definitions:

Bullying, or harassment is an unwanted behaviour that is verbally or physically abusive, vexatious or hostile, which creates an intimidating environment for any social activity. Harassment can also be discriminatory in nature. It can be based on someone's race, color age, or religion.

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

Conduct Leading to Discipline:

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

- Bullying and Harassment
- Abusive Language
- Unsafe play
- Members failing to play the required 14 games each year to retain Active Membership
- No Shows
- Other infractions of the By-laws, or Golf Etiquette as described in the Members 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);
- Be directed 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 preserve all complaint files indefinitely. 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. 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 By-law 19.
- Minimum 14 Games Played requirement not attained (By-Law 21).
- 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.

Appeal Committee

Any member who is the subject of a Disciplinary Committee ruling may, by notice in writing to the Club Captain, appeal the decision of the Disciplinary Committee within five (5) days after the decision has been communicated to him. The notice of appeal shall contain a brief statement of the grounds for the appeal. The Club Captain shall appoint an Appeal Committee made up of himself as Chairman, two (2) Executive officers and two (2) members-at-large to deal with the notice of appeal. The Chairman shall not vote unless it is necessary to enable the committee to arrive at a decision.

(Continued next page)

The Club Captain shall determine a date for the Appeal Hearing and give written notice to the Appeal Committee and Appellant at least five (5) days prior to the date fixed. The Appeal Committee, after reviewing the notice of complaint, the notice of appeal and evidence given at the Appeal Hearing may at its discretion:

- Uphold the ruling of the Disciplinary Committee
- Alter the penalty imposed by the Disciplinary Committee, or
- Dismiss the complaint outright

The decision of a majority of the Appeal Committee shall be final, binding and conclusive of all matters dealt with. The decision shall be in writing.

Member's Manual Committee

Its purpose will be to maintain an up-to-date member's manual. This committee will be appointed by the Captain with the concepts of history, clarity and continuity in mind.

Complaints and Suggestions (By-law Article 23)

All suggestions and complaints are to be submitted to the Club Captain in writing or e-mail and addressed to the Club Secretary.

BY-LAW CHANGES (By-law Article 13)

May be amended at any regular Executive meeting by a two-thirds vote of a quorum providing the amendment has been submitted in writing at the previous Executive meeting.

Members Resolutions to request changes to the By-laws must be submitted in writing to the Club Secretary at least four (4) weeks before the Annual General meeting. The proposer and seconder of the resolution must also have three (3) additional signatures from Club members in support of the proposed resolution. The motion must be posted three (3) weeks prior to the meeting. Resolutions may be submitted from the floor at the AGM but may be deferred because of the four (4) week advance requirement until the next AGM or an Extraordinary Meeting of the membership.

TEE TIMES (By-law Article 15)

Country Meadows Golf Club has reserved Wednesday morning for Senior Men's Club play. Members are obligated to honour their assigned tee time unless cancelled according to guidelines. In order to encourage fellowship, tee times will be randomly assigned among all members scheduled to play. Tee time exceptions may be made mainly for medical reasons by written or email application to the Scheduler who, in consultation with the Executive where needed, will make a decision. Members must report to the Starter's Desk 30 minutes before their scheduled tee time.

Cancellation of Tee Times (By-law Article 16)

The member does not have to have a reason for canceling his tee time.

Prior to the day of play, if a member knows he will be unable to honour his Tee time, he must cancel his tee time in accordance with procedures posted on club's website. On the day of play, if a member is unable to play, he must call the Club Starter at 604-376-3686 as early as possible in advance of his Tee time.

No Shows (Bylaw Article 19)

Any scheduled member who does not contact the Starter on the day of play prior to his assigned tee-time will be considered a No Show. No Shows will not be tolerated and penalties will be assessed. Only extenuating circumstances will be considered.

(Continued next Page)

No Shows will be subject to the following penalties:

1st Time - The member's name will be removed from further weekly draws until the member has reported to the Starter as a walk-on on a regular day of play, exclusive of tournaments.

2nd Time - Membership will be suspended for two weeks, the member's name removed from further weekly draws. No further tee times will be assigned and he will not have walk-on privileges until the offending member has confirmed to the Scheduler the date that he will be available for play after which his membership will be reinstated.

3rd Time - Membership will be terminated with no refund of annual dues paid.

It is the responsibility of the Vice-Captains to follow up on all tee time No Shows immediately and report their finding to the Executive.

Power Carts

The Scheduler now looks after the scheduling of carts for members. A member requiring a cart will apply to the Scheduler and upon availability will be assigned one. Preference will be given to those members who need the carts for health reasons. Payment for the cart is the member's responsibility.

SEASON, TOURNAMENTS AND TROPHIES

We are a Club based on fellowship and enjoyment of playing the game of golf. We are not a Club based on the concept of competition. While we do hold some tournaments, they are kept to a minimum and are limited as to the number of Trophies. There will be no additional trophies.

The Club's regular playing season is from the first Wednesday in March to the second Wednesday in October; however, these dates may be altered to suit course conditions and tournament dates. The Club may subsidize any additional amount over the regular green fee for any Shot Gun starts requested by the Club.

The Tournament Chair has the responsibility of the trophies, their engraving, and the give away trophies. Vice-Captains are responsible for keeping the Captain's Gallery pictures, the Captain's history plaque and the Hole-In-One plaque up to date. They decide themselves how these duties are divided.

It is the responsibility of the person who is running the Match Play to take care of this trophy and the keeper trophy.

It is the responsibility of the Charity Chairman for the maintenance of the Lohn Foundation Championship Trophy.

Normally, the Club will hold:

One Season Opening Scramble in March.

One Four Ball Match Play Competition in April.

Four Ball Match Play Trophy. Recipient receives a 10" to 12" Men's Golf Trophy as a keeper and Black Shirts presented at the A.G.M. lunch. Runner-ups receive a 6" trophy. New members must have played sufficient rounds to have a provisional handicap.

One Lawson Match Play Competition June to August.

Lawson Memorial Match Play Trophy. Recipient receives a 10" to 12" Men's Golf Trophy as a keeper and a red golf shirt and presented at the A.G.M. lunch. Runner-up receives a 6" trophy.

One Mid-Season Low Net Tournament in July.

Harry Hogler Mid-Season Low Net Trophy. Held two weeks before and presented at mid-season lunch or at end of season A.G.M. lunch. Recipient receives a 6" Golf Bag Trophy as a keeper and a yellow golf shirt.

One Mid-Season Texas Scramble in July.

Followed by Annual Mid-Season General Meeting and Lunch

One Public Charity Tournament (First Friday in September after Labour Day)

The Lohn Foundation Championship Trophy. Presented to the team that wins the Country Meadows Charity Golf Classic Tournament. It is presented at the Tournament and the engraving is done later. There is no keeper trophy.

One Club Championship in September/October

Captain's Trophy. For season end low gross championship. Held before and presented at the A.G.M. lunch. Recipient receives a 10" to 12" Men's Golf Trophy as a keeper and a blue golf shirt. A player may not win both the year-end low net and low gross.

Club Low Net Trophy. Held before and presented at the A.G.M. lunch. Recipient receives a 6" trophy as a keeper.

One End-of-Season Scramble in October.

Followed by lunch and the Annual General Meeting.

Jack Edwards Award. For the most improved player is awarded at this time.

Dates of tournaments shall be posted on the Club web site. To be eligible for Club tournaments, new members shall play a minimum of six (6) Club games before the Club's mid-season tournament, and twelve (12) games before the Club's end-of-season tournament. All tournament play is optional. Any member wishing to participate in a tournament must have a handicap within our system.

Weekly and Tournament Prizes

To assure the Club maintains its emphasis on good fellowship tournament prizes will be limited to a trophy with a crested shirt and a monetary prize of a maximum of \$10. Weekly prizes are also limited to \$10. 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).

Hole In One (By-law Article 30)

The Club self-insures for a Hole in One. Each member will receive only one food/beverage ticket on the following week of play when a Hole in One is made. Food/beverage tickets are given out for regular weekly games only. A member does not have to play the day that food/beverage tickets are distributed but only has to present himself to the Starters table during its operation. Members recording a Hole in One on the Club day of play or at a Club sanctioned tournament will have their name recorded on the Club Shield. A maximum of a \$10 prize will be awarded for each Hole in One.

Closest to the Pin Competition

There will be a number of 'closest to the pin' holes each Club day. In keeping with our Club principle, "fair to all members", 'closest to the pin' holes should only be placed on holes all members could reasonably be expected to reach. Depending on tee box position and location of flag, Vice-Captains will have sole discretion on what may be used on that Club day. Second shot Chip-ins may be used on all Par 4 holes as well as closest to the line where a rope is placed on the fairway on all Par 4 holes.

COMMUNICATION

The Buddy system was instituted as a tool to communicate with the Membership in emergency or time sensitive information gathering situations and each Executive member with the exception of the Captain is assigned a list of Active members. The Membership Chair shall assign a Buddy for Associate members. It is intended also to give each member a contact person on the Executive to contact for Club information including tee-times if needed. The Executive member may contact the member by e-mail or phone as required to obtain the information requested by the Executive.

CLUB ACTIVITIES

Lotteries & Raffles

The Club may run several Lotteries & Raffles during the year in support of the annual Charity Golf Classic Tournament. Discretion is advised in the number held during the year. (Reference B.C. Government Charity Lottery rules)
In the spirit of Club philosophy there will no member betting on Club Tournament events. The exception is the Lawson Match Play Tournament.

Annual Golf Trip

The club organizes an annual 5 day golf trip that includes members as well as spouses. The Captain shall appoint a chairperson annually for this event.

Web Presence

The Club Webmaster shall be appointed by the Captain and under his direction and with the aid of other club members will manage and keep the Club website up to date.

CMSMGC Old Farts

A group of 32 Club members and alternates run independently from the Club who play other courses on the last Monday of the month from April to September. There is an annual fee for prizes such as low net, low gross and KPs.

Social Activities

The Christmas Dinner Dance held in December and organized by the Social Chair and a Mid-Season Dinner Dance in June organized by the Charity Committee.

Birthday Celebration

A birthday cake celebration will be held for any and all members reaching the age of 90 years.

Annual Breakfast Christmas Hamper Drive

Started as a volunteer project of the Monday golfers by Roger Weseen, it has now become an annual event sanctioned by the Club. The purpose of the breakfast is to collect food and money donations from the Club members in order to provide a Christmas Dinner and Gifts for needy Richmond families that are recommended by the Salvation Army. The member designated to lead and organize this event is required to submit a report to the Executive at its January meeting. The report to include, among other things, the total amount of money and food collected, money disbursed and the number of families served.

Memorial Service Attendance

The Captain or his official delegate may represent and speak on behalf of the Club at the memorial service of a member. In the event of the death of a member, all club members would receive notification by e-mail or phone. In the event of the death of a spouse or close relative, the Executive will be directly informed and a notice posted on the club notice board. Memorial Service events are considered to be instances where members are encouraged to wear Club Blazers or Jackets if members have them.

Honoring a Deceased Member

The Club has placed a Memorial Bench at the 10th Tee to honor all deceased members. There will be no further Memorial Tributes by the Club.

The deceased members' Obituary will be posted on the Club's Passed Member Web Site and the Bulletin Board. In the event of the death of a spouse or close relative only a notice will be posted on the Bulletin Board. All requests by family members for the placement of a memorial plaque, memorial tree, or memorial bench, are to be referred directly to Harry Hogler, the owner of Country Meadows.

SERVICE AWARDS

A member may be nominated for the award by a written nomination to the Secretary of the Club by any member supported by three (3) other members.

Special Recognition Award

- Members who do not completely meet Outstanding Service Award criteria can be presented a Special Recognition Award
- Members must have made a significant contribution to the Club and have been a member for five (5) years.
- The award will be in the form of a parchment with the Club name, logo and seal. A line for his name and a description of the member's accomplishments for the Club will be written in calligraphy. Certificate to be placed in an appropriate high-quality frame.
- The steps for the nomination and approval for a Special Recognition Award will be the same as for those for the Outstanding Service Award.

Outstanding Service Award

- A member who has made an outstanding contribution in several areas of Club and Charity service over and above normal.
- Must have been a member for at least five (5) years.
- An individual who has distinguished himself in support of the ideals of the Club.
- The candidate shall meet all of the above criteria.
- If accepted, the candidate shall be presented with an appropriate Plaque or Certificate and Special member's nametag.
- In the first year of awarding this prestigious award up to 3 awards may be presented. No more than one or two awards may be handed out in any one year after the initial year. An award need not be presented every year.

Procedure

- Nominations of a member for any year must be submitted to the Club's Secretary by the date of the mid season Low Net Handicap Award Luncheon.
- Nomination forms may be requested from the Club Secretary at any time.
- The Secretary of the Club shall present the written nomination to the Executive.
- The Captain shall appoint a Review Committee of three (3) members to review the nomination to evaluate whether the prospect meets all criteria.
- The Review Committee will present its recommendation to the Executive Committee who will vote on the nomination.