



EDMONTON PETROLEUM
GOLF & COUNTRY CLUB

2018 RULES & INFORMATION PACKAGE

SUPERIOR GOLFING JUST
MINUTES FROM THE CITY
COME FIND YOUR ESCAPE

EPGCC.AB.CA



General Information

Mailing Address & Google Maps Address: 51320 Range Road 260, Spruce Grove, AB T7y 1B1
 Website: www.epgcc.ab.ca
 Email Inquiries: epgcc@epgcc.ab.ca

Phone Numbers:

Clubhouse: 780.470.0700
 Golf Shop: 780.470.0700 ext 1,1
 Grounds/Maintenance: 780.470.0306
 Fax: 780.470.3222

2018 Board of Directors

NAME	POSITION	EMAIL
Leon Marciak	President	Leon.marciak@shaw.ca
Doug Fedoruk	Vice President, Director-Membership & Marketing	dougfedoruk@shaw.ca
Thien Bui	Treasurer	Thienbui88@shaw.ca
Wade Zwicker	Secretary, Director-Finance	Wade@cameron-corporation.com
Frank Borsato	Director-Food & Beverage	Fborsato@oipc.ab.ca
Peter Cavanagh	Director	pcavanagh@unitedcommunities.com
Allan McAuley	Director-Greens	Mcauley.archie@shaw.ca
Gord Neis	Director-Long Range Planning	Gord.neis@methodenergy.ca
Nigel Wilding	Director-Golf	nwilding@shaw.ca

ADMINISTRATION 780.470.0700

General Manager	Scott Hippe
Financial Controller	Char Lofstrom
Membership & Marketing Coordinator	Kristen Veer
Head Golf Professional	Kyle Boyd
Associate Golf Professional	Shawn Fagan
Food & Beverage Manager	Glenn Tait
Executive Chef	Sijo Sauru

MAINTENANCE 780.470.0306

Superintendent	Keith Blayney
Assistant Superintendent	Karen Rumhor
Assistant Superintendent	Tyson Archand
Horticulturalist	Julie McKinlay

Membership Information

The Edmonton Petroleum Golf and Country Club golf course was designed by PGA Professional, Mark McCumber and constructed in 1991-92. Each hole has four tee boxes but five tee ratings.

GOLD	392	355	458	566	186	318	465	206	564	3519	451	389	489	131	379	182	485	475	545	3526	1036
BLUE	357	326	425	535	173	285	465	182	564	3313	451	360	485	121	349	153	467	436	545	3371	9954
WHITE	325	296	391	500	154	258	437	154	530	3045	428	302	460	96	319	120	438	402	509	3074	6119
GREEN	325	296	352	464	130	234	406	126	501	2834	388	272	432	81	319	120	412	368	480	2872	5706
HANDICAP	9	13	3	5	17	11	1	15	7		4	8	14	18	12	18	2	6	10		
MEN'S PAR	4	4	4	5	3	4	4	3	5	36	4	4	5	3	4	3	4	4	5	36	72
WOMEN'S PAR	4	4	4	5	3	4	4	3	5	36	4	4	5	3	4	3	4	5	36	37	73
HANDICAP	12	18	8	6	18	2	14	18	4		1	7	13	11	5	15	3	9	17		
WHITE	325	296	391	500	154	258	437	154	530	3045	428	302	460	96	319	120	438	402	509	3074	6119
GREEN	325	296	352	464	130	234	406	126	501	2834	388	272	432	81	319	120	412	368	480	2872	5706
RED	275	265	352	421	109	212	344	94	455	2527	344	239	382	70	271	83	360	325	420	2494	5021

HOLE	1	2	3	4	5	6	7	8	9	OUT	10	11	12	13	14	15	16	17	18	IN	TOT	HCP	NET

WOMEN'S PAR	4	4	4	5	3	4	4	3	5	36	4	4	5	3	4	3	4	5	36	37	73
HANDICAP	12	18	8	6	18	2	14	18	4		1	7	13	11	5	15	3	9	17		

Please replace your divots or fill with sand from bottles. Please rake bunkers diligently & leave rakes outside the trap 2 feet from edge.

Please keep pull carts and power carts on cart paths whenever possible, and 30 feet from greens and tee boxes at all times. Do not take pull carts between green side bunkers and greens.

Please have your cell phone on silent or vibrate while playing. This is in consideration to fellow golfers.

Play "ready golf" when possible for an enjoyable pace at 4 hours or less. Please Repair Your Ball Mark And Any Others You See.

PLAYER: _____ ATTEST: _____ DATE: _____

Membership

There are two classes of Voting Members; Regular Members and Corporate/Executive Members. All Members shall keep their accounts for dues, green fees, personal and all other charges, as determined by the Board of Directors, current.

Regular Members are persons who have paid a membership fee as determined by the Board of Directors. Regular members have one vote at annual meetings or special meetings called by the Board. Regular members may transfer their membership to another individual at any time by notification to the Board of the transaction and payment of a transfer fee of \$3,000.00 plus GST. Members may also have an Associate play on their membership in any year if they are unable to play due to illness or temporary residence sufficiently distant from the Club to make regular play impossible. In this case, a social fee (\$645.00 plus GST) is applied to the Member, rather than the full amount of the annual dues. These members are responsible for annual assessments and capital reserve fee.

Corporate/Executive Members are Corporations who have paid a membership fee, which is greater than the regular membership fee at time of purchase. The Corporation shall designate an individual to be the principal player on the membership. In addition to full playing privileges, the designate, as a representative of the Corporation, has one vote at annual meetings or special meetings called by the Board. The Corporation shall be responsible for the conduct and, ultimately, the solvency of all players playing on the Corporate/Executive membership. A Corporate/Executive member may change its designate by notification of the transfer and paying the applicable transfer fee. A Corporate/Executive member may sell its membership at any time by notification to the Board of the transaction and by payment of a transfer fee of \$3,000.00 plus GST. The Board of Directors has the final approval of the new member or designate. These members are responsible for annual assessments and capital reserve fee.

Membership Information

In addition to the members, others may be granted golf privileges at the discretion of the Board of Directors in one of the following categories:

Associate – An individual may play on a regular members membership in any year if the regular member is unable to play due to illness or temporary residence sufficiently distant from the Club to make regular play impossible. A specific associate may only play for two years as an associate at the Club (with the option of a third year by putting down a deposit towards a share purchase). The associate must be approved by the Board and is responsible for the payment in full of all green fees and dues as determined by the Board. A member who has assigned his privileges to an associate, and has paid the social fee has access to play up to 6 times in a season, after paying the appropriate green fees, as well as access to the Club's food & beverage facilities.

Corporate Associate – Corporate associate positions have been grandfathered and as of 2009 and no new positions may be added. The Corporate member shall be liable for all accounts of the Corporate associate. Corporate associates have full privileges at the golf club but do not have a vote.

Corporate Associate Restricted - These associates are listed under the new corporate memberships. Discounted green fees apply for non prime time play only.

Executive Associate – Executive associate positions may be changed if necessary. The associate must be approved by the Board and is responsible for paying the \$3000.00 plus GST transfer fee. Executive associates have full privileges at the golf club but do not have a vote.

Non-Equity Business Associate - A corporation may purchase a non-equity business associate membership for 1 primary and 2 additional players. This membership is eligible for 3 seasons. Access is restricted to non-prime time for all players. The associates must be approved by the Board of Directors and are responsible for the payment in full of all green fees and dues as determined by the Board. These associates do not have voting privileges.

Spouse/Secondary Player – The Spouse/Secondary player of a regular member, Corporate/Executive designate, Corporate/ Executive associate or associate may gain golfing privileges by paying the current Spousal /Secondary player green fees. These members are responsible for both annual assessments.

Pre-Junior (6-11 Years Old) – Pre-Junior players of 11 years of age and under must be accompanied by an adult at all times while using club facilities. Pre-Juniors aged 10 and under, as approved by the Board, are able to golf for free after 6:00 pm if accompanied by an adult at all times.

Junior 'A' (12-15 Years Old) – A son and/or daughter of a regular member, Corporate/Executive designate, Corporate/Executive associate or associate who does not celebrate their 16th birthday before November 30th of that year, may gain golfing privileges by paying the current Junior green fees. These privileges include playing in any junior club events; however, do not include playing in Men's or Ladies' events. If a junior or sponsored junior are playing with their parent, or with their sponsor, they may play during peak periods, which include weekends and holidays before 2:00 pm and Friday afternoons between 11:00 and 5:00.

Junior 'B' (16-18 Years Old) - A son and/or daughter of a regular member, Corporate/Executive Designate, Corporate/Executive associate or associate who does not celebrate their 19th birthday before November 30th of that year, may gain golfing privileges by paying the current Junior green fees. These privileges include playing in any junior club events; however, privileges do not include playing in Men's or Ladies' Events. If a junior or sponsored junior are playing with their parent, or with their sponsor, they may play during peak periods, which include weekends and holidays before 2:00 pm and Friday afternoons between 11:00am and 5:00pm.

Membership Information

Intermediate A (19-24 Years Old) – Must be a son and/or daughter of a regular member, Corporate/Executive designate, Corporate/Executive associate or associate and a **full time student**. Age as of November 30th of the golfing year applies. *These members are responsible for both annual assessments.*

Intermediate B (19-28 Years Old) - Must be a son and/or daughter of a regular member, Corporate/Executive designate, Corporate/Executive associate or associate. Age as of November 30th of the golfing year applies. Intermediates are responsible for their own food & beverage minimum of \$900.00. *These members are responsible for both annual assessments.*

Sponsored Junior A (12-15 Years Old) – An individual between the age of 12 and 15 as of November 30th may be granted golf privileges by being sponsored by a shareholder, and by paying the current sponsored junior green fees. Each shareholder can sponsor three sponsored junior players each season, and the total number of sponsored juniors may not exceed 20 at any one time.

Sponsored Junior B (16-18 Years Old) - An individual between the age of 16 and 18 as of November 30th may be granted golf privileges by being sponsored by a shareholder, and by paying the current sponsored junior green fees. Each shareholder can sponsor three sponsored junior players each season, and the total number of sponsored juniors may not exceed 20 at any one time.

Sponsored Intermediate C (19-28 Years Old) – An individual between the age of 19 and 28 as of November 30th may be granted golf privileges by being sponsored by a shareholder, and by paying the current sponsored intermediate green fees. Each shareholder can sponsor only one sponsored intermediate player each season, and the total number of sponsored intermediate players may not exceed 20 at any one time.

Honorary Member – From time to time, the Board of Directors may offer an honorary membership for a period of one year to an individual. These individuals may include Presidents of other private clubs with reciprocal rights, senior politicians or others as the Board sees fit. The honorary membership does not extend to the spouse or junior of an honorary member.

Honorary Senior Member – A member who has been a shareholder of the club for at least 10 consecutive years, and is 65 or older may choose to sell their share back to the club for \$1.00 and play at a reduced rate on a restricted membership. These individuals must be Board selected and approved from year to year. The number of honorary senior members will rely on board approval, and the sale of the treasury shares from previous honorary senior members. Spouses may play on the honorary senior membership so long as they meet the age requirement.

Senior Honorary Bridge Program - This is to target those members on the Honorary Life waitlist. The shareholder has the same golfing privileges and the honorary member (non-prime time) and a \$450 F&B minimum. The associate player has unrestricted privileges and \$900 F&B minimum.

Entrance Fee - Board of Directors, as of January 1st 2018 approved a \$5000 entrance fee for all new shareholders joining the Edmonton Petroleum Golf & Country Club.

Green Fees shall be established from time to time by the Board of Directors. Previous members renewing part way through the golf season will have their green fees prorated according to the month in which they join. If a member falls ill prior to the start of a golf season, but after he or she has paid the annual green fees, the green fees paid will be carried to the next season on condition that an associate can be found to play on the member's account for the current year and pays the current year's green fees. Green fees are charged on December 31st, and are due before the end of February, or can be paid on a payment program. Any fees outstanding will be assessed interest at the Club's standard rate. Annual dues can be paid by cheque, visa, mastercard, Amex, debit or online banking. Additionally, a 2% admin fee is charged to pay annual dues by visa or mastercard and 3% for Amex. If green fees are not paid by opening day, playing privileges will be suspended until such time as the fees are paid.

GREEN FEE RATES		
	Prime Time	Non Prime Time
18 holes	\$117.50	\$100.00
9 holes	\$60.00	\$57.50
Monday Special	- - -	\$80.00
Junior 18 holes	\$48	\$37.50
Junior 9 holes	\$37	\$27.50
Prime time is 11am-5pm Fridays and before 2pm Weekends & Holidays		

Course Renovations Repayment Plan

On May 12, 2008, our membership approved the plans for renovations to the golf course as presented by the Long Range Planning Committee and the borrowing requirements to finance the construction. The Club had entered into a financing arrangement of \$1,500,000 (\$700,000 in 2008 and \$800,000 in 2009). These amounts were originally set up on a repayment schedule payable over 15 years to cover the investment. The Board, at its meeting of September 16, 2008 discussed the issue of repayment of this loan with respect to the classes of membership. The Board, through an appropriate motion, decided that since all classes of primary players will benefit equally from the improved playing conditions, all classes shall share equally in the costs of repaying this loan.

The yearly October invoice covers this year's scheduled repayment which is for the capital loan debt repayment fee for the 2008 golf course renovations projects and 2009 golf course renovation projects. The fees to cover the future payment will only increase/decrease in relation to changes in the contacted load interest rate and/or the number of primary players. The decision to make necessary investments to correct original construction and deficiencies, and appropriate improvements has resulted in a much improved golfing experience for all members.

Pond Dredging & Clubhouse Improvements Repayment Plan

On October 4, 2012, our membership approved the plans for renovations to our major ponds to dredge them significantly deeper, to provide healthier water, and more water supply for the golf course. Also approved were interior clubhouse improvements including new carpeting, paint, furniture and a larger patio. The club entered into a financing arrangement to be paid on a schedule over 15 years. The yearly December invoice covers these scheduled repayments which is for the capital loan debt repayment fee.

Primary players that are billed the 2008/2009 renovation assessment and 2012 pond dredging and clubhouse improvements include:

- **All current shareholders (members, corporate/executive members)**
- **Spouses / Secondary Players**
- **Corporate Associates**
- **Intermediate A & B**

Capital Reserve Fund

The 2015 Board of Directors commissioned a reserve study to be completed for our property. Recommendations were made to build a reserve account for necessary future maintenance. As calculated by the reserve study, the Club will require \$463,514 over 25 years to cover the repair and replacement of our property elements. Each shareholder will be billed \$15 per month, ongoing, beginning June 2016.

Rules & Regulations

Cell Phones –The EPGCC and the Board wish to minimize disruption to the Clubhouse patrons and golf players. Please be considerate of the disruption that cell phone usage may cause. If there is a need to use the phone, please put it on vibrate and attempt to remove yourself from dining room, patio and spike lounge, to an area where your conversation will not cause disruption to anyone else.

Dress Code – *EPGCC members are responsible for being familiar with the dress code*, and for ensuring that the guests they introduce to the golf course or clubhouse are appropriately attired. Members are required to introduce their guests to the Golf Shop staff prior to teeing off. Members and their guests are expected to dress tastefully in a manner appropriate to private golf clubs. As dress is a personal matter and as contemporary golfing attire changes from time to time, any questions regarding the acceptability of any particular apparel can be reviewed with the professional staff. Management has the right to request any person to leave the club premises if he or she, in the opinion of the management, is not suitably attired. Fashion, colour and good taste are pre-requisites inherent in any golf club. We at EPGCC endeavor to reflect that in the various settings of the Club.

*****Members are reminded that they are responsible for the attire of their guests*****

Helpful guidelines (If you are not sure, please ask the Golf Shop).

Men's Dress Code - appropriate golf attire; shirts, slacks or tailored shorts, and appropriate footwear are to be worn on the golf course and in the various areas of the clubhouse at all times. Shirts should be with collars and sleeves and should be tucked in at the waist. Shorts are to be tailored dress shorts that are approximately mid-thigh.

Ladies Dress Code - appropriate golf attire; skirts, shirts, blouses, slacks or tailored shorts and appropriate footwear are to be worn on the golf course and in the various areas of the clubhouse at all times. Shirts and blouses should have collars and/or sleeves, and should be tucked in at the waist. Shorts are to be tailored dress shorts that are at least mid-thigh.

Clubhouse Dress Code - appropriate golf attire or proper business attire is acceptable in the clubhouse unless designated otherwise for particular functions. Golf shoes and the wearing of caps, hats, or visors are not permitted in the dining room at any time. Hats are acceptable to wear in the spike bar. Ladies may wear appropriate attire that is without collars and sleeves. Ladies may also wear formal head wear. Attire worn for medical reasons is acceptable.

Private Functions - those booking the banquet facilities are expected to inform their guests that there is a dress code in effect, and of the expectation of compliance. However, for evening functions, the requirement that ladies dresses or gowns have collars or sleeves is waived. Strapless or spaghetti strap top/dresses are acceptable. Also, appropriate head-wear is permitted for women at evening functions. Gentlemen are requested to remove their hats at functions, and appropriate attire is expected.

NOT PERMITTED on the golf course, in the Clubhouse and on the driving range:

Cut offs, athletic shorts, surfer shorts, sweat pants, undershirts, athletic jerseys, team jerseys, or any item of clothing with large cartoon graphics or commercial logos. Denim/blue jeans are now permitted in the spike bar and patio area of the clubhouse only but are not allowed in the dining room, on the driving range or on the course.

**Denim must not be frayed or ripped and EPGCC Management team reserves the right to enforce this policy and refuse service if necessary if the quality of the denim is deemed to be unacceptable **

Rules & Regulations

Rules of the Royal Canadian Golf Association

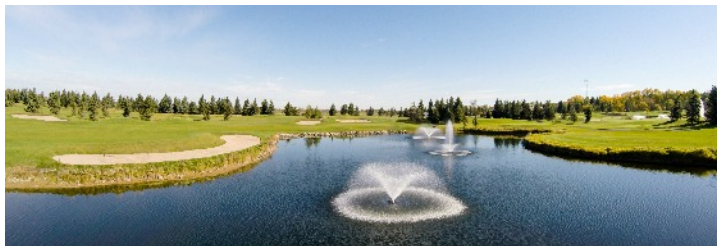
Some local rules include:

- Water Hazards: Yellow stakes Penalty – one stroke.
- Lateral Hazards: Red stakes Penalty – one stroke.
- Out of Bounds: Course boundary – ball hit over the fence is out of bounds. Penalty – stroke and distance – fence is in play. When fence interferes with swing or stance, lift and drop within two club lengths, not nearer the hole. Penalty – one stroke.
- Staked trees and 150 yard bushes: Free lift – two club lengths – not nearer the hole. No penalty.
- Paths, Roadways and Flowerbeds: Closest point of relief – not nearer the hole. No penalty. See scorecard #4.
- Flag colours indicate the approximate position of the hole on the green: Red – front of the green, White – middle of the green and Yellow – back of the green.
- Remember the three R's: Repair ball marks, Rake bunkers, Replace divots.
- Golf Carts: In no case may carts driven off paths be driven nearer than 30 feet to greens and tee boxes.

Slow Play: A round of golf at the Petroleum Club should be completed in four hours or less. Any group falling behind one full hole must wave the following group through. However, as long as there is no gap with the group in front, there is no need to allow a smaller or faster group to play through. Threesomes and Foursomes have equal rights on the golf course, twosomes have no right of way, and singles have no standing.

In order to complete a round in the designated time:

- Play 'ready' golf, the honour system may impede the speed of play.
- Keep up to the group in front of you, be aware of the group in front of and behind you.
- Keep control of your group, assist others in your group to keep a fair pace, including helping to look for lost balls.
- Spend no more than 5 minutes looking for a lost ball, even less if the group in front is moving on, or the group behind is catching up. After you hit your ball, if it is likely that your ball may be lost, hit a provisional ball, which will be in play if you cannot find your first ball.
- If safety requires you to wait for another player, make your club selection while other players are making their shot.
- Mark your score at the next tee box, not on the green.
- Always take two or three clubs with you when leaving your power cart.
- On the putting green:
 - putt when ready
 - have your putt lined up while waiting for others to putt
 - putt out rather than marking your ball
 - after putting out, do not re-putt a missed putt or practice on the green.
- When you are out of play on a particular hole, pick up your ball. i.e. when you have reached your maximum strokes, or double par, pick up your ball and proceed to the next hole.
- Play at all times without un-due delay and allow faster players to pass through.
- Be considerate of fellow golfers.
- Members are responsible for guests. Helping them to determine yardages and spotting their ball will assist in the speed of play



Booking Tee Times

Tee times may be booked by calling or visiting the Golf Shop (**780-470-0700**), as well as online on our members only site. Tee times will be taken in the following order – one off the floor (members present in the golf shop to book a tee time), and then one off the phone and so on. Members are permitted to book one tee time per phone call, and are permitted to book up to one week in advance for weekend or holiday bookings (**this includes Fridays**), and two weeks in advance for weekday bookings. Two tee times every hour (:21 and :47), 7 days per week are set aside for two day advanced bookings. Members may book one tee time on any day during peak periods. During off peak times, a member may book up to three consecutive tee times. During peak times, there must be a member playing in each foursome. Twosomes may book tee times, however, twosomes are not permitted to book a tee time right before or immediately following another twosome. Juniors are not permitted to book tee times during prime times.

Peak Periods – Peak Periods are defined as follows:

Friday Afternoon between 11:00 pm and 5:00 pm

Saturdays, Sundays, and Holidays before 2:00 pm

Missed Tee Times - Any group missing their tee time will forfeit their place, and will have to wait until the next available tee time. It is the member's responsibility to adjust their booking if circumstances change (i.e. if they can't make the time, or if they are changing the number of players in the booking). If a member misses a tee time, or books for a foursome and shows up with two or less players, they will be subject to disciplinary measures that will be determined by the Board from time to time.

Collecting Golf Balls – Collecting golf balls on the golf course is only permitted during the normal course of play.

Starting and Player Assistant:

- All players must register with the Golf Shop prior to teeing off.
- All players are required to cooperate with the starter and the player assistants.
- All play shall start at the first tee, unless the starter grants permission for an alternate start.
- As a rule, fivesomes will not be permitted. However, in non-peak times, this will be up to the discretion of the Golf Shop.
- If a party who has fallen behind has not allowed a faster group to play through, a Player Assistant may request that they allow the group behind to play through. If the Player Assistant has to make a second request in any round of golf, the offending golfers will be reported to the General Manager and disciplinary action may be taken. If a golfer is reported to the General Manager for slow play for a second time in any season, that golfer's playing privileges may be suspended.
- A group stopping for any reason, including lunch, after nine holes, loses its position at the 10th tee.
- The Player Assistant's primary duties are to help our Members and guests enjoy their round of golf. This includes ensuring that the speed of play is maintained and infractions of the rules of golf are reported to the General Manager.

Guests - All guests must be registered at the Golf Shop. The member is responsible for ensuring that the guests are registered and have paid their green fees. Any one guest will have playing privileges for up to 6 rounds of non-prime time golf and 6 rounds of prime time golf in a season at the Edmonton Petroleum Golf & Country Club, as approved by the Board of Directors.

General Information

Power Carts - Carts will be rented to those 18 years of age and older with a valid driver's license. Power carts may be driven anywhere on the course, except within 30 feet of the greens or tee boxes, unless they are on the cart paths, and must not be driven in the fescue areas. The course superintendent may restrict the use of power carts at any time due to conditions of the course. Use of carts shall not, under any circumstances, be construed as giving a player or players any special rights or privileges on the course. Users of carts shall not be entitled to play through other players except under the same conditions as slow play. Members and guests are required to exercise responsible behaviour while driving or riding in carts.

Pull Carts and Golf Bags – Pull carts should not be pulled up to or onto any green or tee box. Golf bags should not be stood or laid down on greens. Pull carts are not permitted to be pulled between greens and green side bunkers.

Right of Way - All players should exercise caution, and be aware of staff performing their duties on the fairways and greens. Call "fore" and wait for the staff to acknowledge and wave you through prior to hitting into an area where a staff member is working.

Season and Operating Hours - The golf season will open and close based upon weather conditions and their effect on the golf course. The closing will generally be the mid month weekend in October to allow the course superintendent to properly protect the course for the winter.

Hours of play will be as follows:

Season Opening to May 31 - Weekdays 8:00 a.m. to dusk, Weekends and holidays 7:00 a.m. to dusk.

June 1 to August 31 – Weekdays 7:00 a.m. to dusk, Weekends and holidays 6:30 a.m. to dusk.

Sept 1 to closing – Weekdays 8:00 a.m. to dusk, Weekends and holidays 7:00 a.m. to dusk depending on frost delay.

Golf Etiquette:

Follow the recommendations to improve speed of play.

- Abide by the players assistant's instructions.
- Follow all directional signs on the golf course.
- Adhere to regulations for carts.
- Place all litter in the proper receptacles provided.
- Replace all divots. Rake all bunkers. Repair ball marks on greens.
- If you or your guests smoke, properly dispose of all smoking materials

The Clubhouse - The clubhouse is for the private use of members and their guests only. The clubhouse is a non-smoking area, including all patio areas. Members are responsible for the conduct of their guests. Members are requested to use their accounts rather than cash, as very little change is available on site. For the convenience of members and guests, the Club also accepts Visa, Amex, MasterCard and Debit Card. Members are encouraged to charge to their account on the food and beverage cart so that the limited amount of change is available for guests.

The dining room and spike bar will be open from the opening of the course until all members and guests have departed but in no case later than midnight except on special occasions. Last food orders in the dining room will be at 9:00 p.m. Liquor service times will conform to the Liquor Control Board Act. *Note: The Alberta Liquor Control Board prohibits the consumption of offsite liquor on the golf course. Members not cancelling at least 48 hours before a special event will be charged 50% of the advertised price of the event as a cancellation fee. All no-shows will be charged 100% of the advertised price.

Family pets are not allowed in the clubhouse or on the course; with the exception of service dogs.

General Information

Practice Range and Green - Rules and regulations at the practice range and green are to be observed by all players. Guests are only allowed to use these facilities immediately prior to playing a round of golf for which a green fee has been paid. Range balls are to be used only on the practice facility. Any player caught using a range ball on the course will be subject to discipline, which could include suspension of privileges.

Driving Range Note: The driving range closes early on Sunday and Wednesday evenings, and opens late on Monday and Thursday mornings for driving range maintenance.

Handicaps – Handicaps are computed under the supervision of the Handicap Committee, in accordance with the current RCGA handicap system. Members shall record scores accurately from all games played during Alberta's active season, and for all games played in vacation areas.

Club Tournaments – A number of Club tournaments will be held throughout the year to stimulate competition, and to help members get to know one another. Some tournaments include: the Opening Tournament, the Mixed Member Guest, the Men's Member Guest, the Ladies' Member Guest and the Club Championship Weekend. You must have an established handicap to be eligible to play. A player found to be in violation of the 'Rules of Golf' during a Club tournament will be restricted from participating in any Club event for at least one year and may be subject to other discipline. It is a player's responsibility to be familiar with the 'Rules of Golf'.

Outside Tournaments – From time to time, as a condition of our membership in national, provincial and local golf associations, the Edmonton Petroleum Golf and Country Club is required to host outside tournaments. Also, your Board schedules other tournaments to augment our cash flow. However, the Board has ruled that no outside tournaments will be allowed on Fridays, Weekends, and Holidays. This includes tournaments arranged by local and provincial golf associations.

Reciprocal Tee Times – Reciprocal Tee times at Edmonton area courses are available only when the EPGCC hosts an official local, provincial or national golf event. These tee times are a privilege, and bookings are usually available only one or two days before the event. They are booked on a first come first served basis. This includes Gorge Vale G&CC and Royal Colwood G&CC in Victoria, and Vernon G&CC, Bear Mountain G&CC and Uplands GCC in B.C, Maui GCC in Hawaii, Pineridge GCC in Winnipeg, Royal Regina GC in Saskatchewan, and the Alberta Clubs include: Bearspaw GCC, Carnmoney GCC, Cottonwood GCC, Red Deer GCC and Grande Prairie GCC are available as reciprocals. The Golf Shop will have information on where and when bookings are available.

Lightning Policy

With the safety of our members and their guests in mind; if at any time there is a possibility of an electrical storm in the area the Golf Shop Staff are to track it using the Environment Canada radar along with the 2 'SkyScan' units. Any person teeing off during this process is to be advised that there is lightning in the area that is being tracked and if the horn goes off they are to proceed to the nearest form of shelter. If at any point there is lightning in the area, the Golf Shop Staff must immediately sound the air horn. One long blast will signify that the golf course is unsafe. All players will be discouraged to tee off and any players on the golf course should proceed to the nearest shelter. Any further play is at the discretion and risk of the Member. Weather warnings should be taken seriously and precautions should be taken (avoid open areas, isolated trees and wire fences, and seek shelter).

The Board of Directors has implemented this policy with the safety of all players in mind and will ask the staff and members alike treat this issue with the utmost priority.

DISCONTINUING PLAY DURING LIGHTNING

The Edmonton Petroleum Golf & C. C will adhere to the following signals in the event of electrical storms:

One prolonged air horn blast: **Discontinue play immediately**

Three intermittent horn blasts: **Resume Play**

Pete Club Pride

Designated Days

Senior Day – Monday's at 9:00 am

Junior Day – Tuesday's 9:00 am-12:00pm

Ladies Day - Tuesdays

- 9:00 am – Morning Ladies
- 3:00 pm – Business Ladies
- 5:00 pm – Business Ladies

Men's Day - Wednesdays 3:30 shotgun

PETE CLUB PRIDE

The Edmonton Petroleum Golf & Country Club is one of the finest Golf Clubs in Alberta. In order to maintain and build our reputation, we ask all of our members to have respect for the golf course and respect for all fellow members. It is in this regard that "Pete Club Pride" has been created. With a commitment from all of our members, the EPGCC will always be a great place to be.

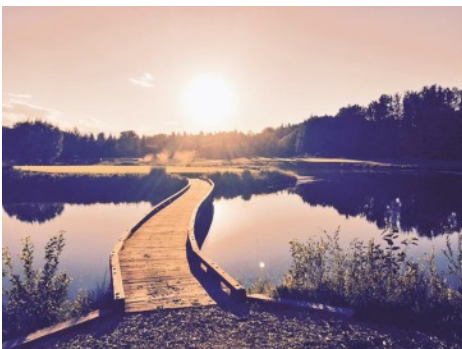
- Please repair your ball mark and any others you see
- Please replace your divots
- Please rake all sand traps diligently
- Please keep all pull carts and power carts on cart paths whenever possible, and 30 feet away from greens and tee boxes at all times
- Please do not litter on the golf course. This includes cigarette and cigar butts, which should be placed in the garbage receptacles provided
- Do not take pull carts between green side bunkers and greens
- Keep pull carts and power carts out of fescue areas (long grass between open holes)
- Wait for golfers ahead of you to be out of range before hitting. If in doubt – wait
- Stay out of roped off areas. Play as ground under repair
- Obey all signs on the golf course

EPGCC Vision

To become recognized as an enviable and desirable private golf and country club, where acquiring a membership is a goal for every golfer in the Edmonton area.

EPGCC Mission

To provide members and guests with a superior golfing and social experience on every occasion through a dedicated commitment to excellence in service, quality of work, professionalism and mutual respect.



Policy Conduct

The Edmonton Petroleum Golf & Country Club enjoys serving the grand tradition of golf and its esteemed members. The EPGCC intends to promote a standard of conduct, etiquette and ethics worthy of the royal and ancient sport. Thus we will endeavour in both word and deed to preserve these standards and maintain the enviable position of the Edmonton Petroleum Golf & Country Club as the finest private golf club in the Edmonton Area.

To implement these standards and thus enhance the experience of all members here at the Edmonton Petroleum Golf & Country Club, the General Manager with support from the Board of Directors has been established to follow up on reported incidents at the club. The following outlines the terms of reference that will guide the General Manager when investigating any incidents.

Infraction	1 st Offence	2 nd Offence	3 rd Offence	Penalty
LEVEL 1 (For any 12 month period) <ul style="list-style-type: none"> Smoking in a restricted area Dress code/cell phone violation Loud or profane language (1) Booking/no show for tee times (2) Golf course etiquette (3) Improper use of pull carts Driving/parking power carts closer than 30 feet from any green or leaving designated cart path's on par 3's 	an incident report will be prepared and submitted to the General Manager for review and the General Manager will be informing the member of the infraction and reminding them of Club policy	a letter will be sent by the General Manager to the member advising that a second offence has been reported and that any further violation(s) will result in a suspension	member will meet with the General Manager to discuss suspension	3 rd offence - One week suspension 4 th offence - Two week suspension 5 th offence - One month suspension 6 th offence - One year suspension
LEVEL 2 (For any 24 month period) <ul style="list-style-type: none"> Power cart infractions (4) Golf course etiquette (3) 	letter will be sent to member by General Manager advising that any further violations will result in suspension			(2 nd offence - one week suspension AND loss of power cart privileges for one week in succession to suspension* 3 rd offence - two week suspension AND loss of power cart privileges for two weeks in succession to suspension* 4 th offence - one month suspension AND loss of power cart privileges for one year* 5 th offence - one year suspension
LEVEL 3 <ul style="list-style-type: none"> destruction of property or theft verbal abuse of staff or a member harassment physical abuse of staff, member or guest 				1 st offence - one month suspension 2 nd offence - two month suspension 3 rd offence - one year suspension NOTE: severe infractions may result in expulsion from the membership

(1) Loud or Profane language shall mean shouting or profane language that disturb or embarrass members or their guests, or interfere with a member's right to the peaceful enjoyment of the facilities.

(2) Booking/No show for tee times: LEVEL 1 shall mean under/overbooking tee times and failure to show up for tee times without giving the golf shop 24 hours notice. i.e. book for four and two show up or the entire group does a no show.

(3) Golf Course Etiquette: LEVEL 1 shall mean failure to maintain speed or pace of play; and **LEVEL 2** shall mean failure to (a) repair ball marks, replace divots or rake sand-traps and (b) improper use of pull carts (taking carts onto tee boxes, between greens or greenside bunkers or in marked areas where pull carts are prohibited) or (c) adhere to other rules of etiquette.

(4) Power Cart Infractions: LEVEL 1 as outlined; and **LEVEL 2** shall mean any careless or dangerous use of power cart

(5) The third offence of any infraction will result in a suspension (eg. Three different **LEVEL 1** infractions)


(6) After consideration of mitigating or aggravating circumstances, the Board of Directors may, in its sole discretion, decrease or increase the recommended penal-ties.

*** for cart infractions only**

Member Conduct shall be dealt with by the General Manager in accordance with the outlined Conduct, however the General Manager will also review any conduct related items that may not be covered in this policy outline

(a) Suspension - means no access to the course, practice area or clubhouse facility and charging privileges are not permitted.

Harassment Policy

	SECTION: Workplace Respect	POLICY NO: 1.00
	SUBJECT: Harassment Prevention Policy	EFFECTIVE DATE: August 23, 2017
		REVISION NO: 1

All Edmonton Petroleum Golf & Country Club (EPGCC) employees, members, contractors and guests are entitled to be treated with dignity and respect, free from harassment based on the protected grounds of Race, Colour, Ancestry, Place of Origin, Religious Beliefs, Gender, Gender Identity, Gender Expression, Age, Physical/Mental Disability, Marital/Family Status, Source of Income, Sexual Orientation, or any other ground protected by the Alberta Human Rights Act ("Protected Grounds").

POLICY

It is the policy of EPGCC to provide a harassment-free environment. Acts of harassment will not be tolerated. In support of this philosophy, a procedure has been developed to provide for the reporting and investigation of incidents.

SCOPE

This policy applies to all persons and activities on EPGCC premises, as well as all organization-sanctioned conferences, training seminars, travel, sales calls and social events.

DEFINITIONS

Harassment is any unwelcome behaviour, conduct or communication directed at an individual that is offensive and is based on any of the Protected Grounds. It may be persistent or sporadic and creates an intimidating, offensive or embarrassing work environment.

Sexual Harassment is a subcategory of harassment and is any offensive sexual comment, gesture, physical contact or request for sexual favours, that is deliberate and unwelcome or, that should be known to be unwelcome, which creates an intimidating, offensive or embarrassing work environment.

Bullying is a subcategory of harassment and is serious or repeated rude, degrading or offensive remarks such as teasing about a person's characteristics or appearance, put-downs or insults.

PROCEDURE

Individuals that believe they are being harassed should take the following steps:

1. Make their objection to the harassment clearly known to the offender and ask them to stop.
2. If the harassment does not stop after step 1, prepare and maintain a written record of dates, times, the nature of the behaviour and any witnesses to it and written harassment complaint with Human Resources.


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Harassment Policy Cont'd

Where a written harassment complaint is filed with Human Resources, it will be sent to the Discipline Committee immediately for review and all information will be held in strict confidence by Human Resources and the Discipline Committee. Upon review the Discipline Committee will apply the following procedure:

1. If it is obvious that the harassment complaint is without merit it may be rejected by the Discipline Committee with a written explanation provided to the person filing the harassment complaint;
2. If it appears that the harassment complaint has merit, the Discipline Committee shall investigate the incident either directly or through a third party investigator. Best efforts shall be used to conclude the investigation within 30 days of the filing of the harassment complaint. If the harassment complaint is against a member, that member may be temporarily suspended during the investigation in accordance with the EPGCC by-laws. If the harassment complaint is against an employee or contractor of EPGCC they may be suspended with, or without, pay during the investigation. The employee will be responsible for all costs associated with managing and investigating a complaint.
3. If the harassment complaint is against a member and, after the investigation is conducted, the harassment complaint is found to have merit, the member shall be dealt with in accordance with the EPGCC Code of Conduct and by-laws, as amended from time to time. The member will not be entitled to a full, or partial, refund of membership dues and will be responsible for all costs associated with managing and investigating a complaint. If the harassment complaint is against an employee or contractor of EPGCC and, after the investigation is conducted, the harassment complaint is found to have merit, the employee or contractor will be subject to discipline up to and including termination of employment or contract with cause. The employee or contractor will be responsible for all costs associated with managing and investigating a complaint.
4. No person shall be disciplined or penalized for filing a harassment complaint or participating in the investigation of one in good faith.

Violence Policy

	SECTION: Workplace Respect	POLICY NO: 1.01
	SUBJECT: Violence Prevention Policy	EFFECTIVE DATE: January 23, 2018
	REVISION NO: 1	

The Edmonton Petroleum Golf & Country Club is committed to maintaining an environment that is free from violence or threats of violence. There will be zero tolerance of acts or threats of violence in our facility.

Policy

All of the employees, members, guests, and contractors of The Edmonton Petroleum Golf and Country Club (the "Club") have the right to expect an environment that is free from behaviour that can be considered harassing, abusive, threatening, disorderly, or disruptive. Any violent behaviour that creates a climate of violence, hostility, or intimidation will not be tolerated, regardless of origin. Proactive measures will be taken to minimize the potential for violent acts. Each and every act or threat of violence will result in immediate and firm response that could, depending on the severity of the incident, include termination of employment, contract, or membership.

Definition

Employees, members, guests, and contractors of the Club are expected to treat each other with respect and courtesy at all times. They are prohibited from engaging in behaviour that might be dangerous to others. They are prohibited from using or bringing fire arms, weapons, and dangerous devices or substances to the Club.

The policy includes, but is not limited to, the following behaviours and situations:

- Violent or threatening physical contact (including fights, pushing, and physical intimidation) or other aggressive behaviour
- Direct or indirect threats or intimidation
- Threatening, abusive or harassing phone calls
- Possession of a weapon on company property
- Destructive or sabotaging actions against company property or employees', contractors' or members' personal property
- Stalking
- Violation of a restraining order
- Threatening acts or abusive language that leads to tension within the Club

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Violence Policy Cont'd

Prevention

Any person who makes threats, exhibits threatening behaviour or engages in violent acts on Club property shall be removed from the premises as quickly as safety permits, and shall remain off Club premises pending the outcome of an investigation. No existing Club policy, practice or procedure shall be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing.

Any Employee who is exposed to workplace violence may consult a health professional of the employee's choice for treatment.

All employees, contractors or members who obtain a protective restraining order which lists the Edmonton Petroleum Golf & Country Club Premises as a protective area, must provide to their immediate supervisor a copy of any temporary or permanent protective or restraining order.

Procedure

Any incident or concern regarding this policy should be reported immediately by an employee, member or contractor to his or her immediate supervisor, Human Resources or any member of management. We encourage early reporting, support, and stress reduction for employees as well as the prevention of violence. Employees should notify their supervisors of any dispute they have with other employees before the situation worsens into violence. In the event of a violence incident a written report is to be filed with Human Resources. The incident report will be sent to the Discipline Committee for review. Upon review the Discipline Committee will investigate and apply the following procedure:

1. If it is determined that the reported violence is without merit it may be rejected by the Discipline Committee with a written explanation provided to the person filing the report.
2. If it appears that the reported violence has merit then the Discipline Committee shall investigate further either directly or by using a third party investigator. Best efforts shall be used to conclude the investigation within 30 days of the report being filed. If the report is against a member that member may be suspended during investigation in accordance with the Club by-laws. If report is against an employee or contractor they may be suspended with or without pay during the investigation.
3. If the violence is confirmed against a member then the member shall be dealt with in accordance with the Club Code of Conduct and by-laws. The member will not be entitled to a full or partial refund of membership dues and will be responsible for all costs associated with managing and investigating the incident. If the violence is confirmed against an employee or contractor, they will be subject to discipline up to and including termination of employment or contract with cause and will be responsible for all costs associated with managing and investigating the incident.
4. No person shall be disciplined or penalized for filing a violence incident report in good faith or participating in the investigation of one.
5. The Club understands the sensitivity of the information requested and will keep the information confidential to protect the privacy of the employee(s), contractor(s), or member(s).