



Portage la Prairie Golf Club Limited

POLICIES

March 2014
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FOREWORD

This document contains the current policies of the Portage la Prairie Golf Club Limited, hereafter referred to as the "Club". Where known the date the policy was invoked is noted in parenthesis at the end of the policy statement.

The Policies will remain in force until revoked by the Portage Golf Club Executive Board at which time they will be removed from the Policy Book. These policies may only be amended with the concurrence of the Board, and will be reviewed once every 3 years or sooner if revisions are necessary or new policies identified. Suggestions for amendment are to be in a written or typed format and forwarded to the Portage la Prairie Golf Club Limited President. (July 2013)

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POLICY ON MEMBERSHIPS

Membership Payments

Members must pay their annual memberships before they golf unless on the payment plan (excluding Junior Members). All payments must clear on the payment due date or membership privileges will be revoked. (March 2016)

Adult Member

This is a member of the Club who has reached the age of 29 as of the 1st day of January in any membership year. The member is entitled to all privileges of the clubhouse, grounds and golf course. (April 2013)

Adult 25 – 29

This is a member of the Club who has reached the age of 25 as of the 31st day of August and has not yet reached the age of 29 as of the 1st day of January in any membership year. (July 2013)

Intermediate Member

This is a member of the Club who has reached the age of 19 as of the 31st day of August and has not reached the age of 24 as of the 1st day of January in any membership year. The member is entitled to all privileges of the clubhouse, grounds and golf course. (January 19, 2008)

Junior Member

This is a member of the Club who has reached the age of 10 and who is not yet 19 years of age as of the 31st day of August in any membership year. The member is entitled to such privileges of the clubhouse, grounds and golf course as the Board may deem appropriate. (January 19, 2008)

Exceptions of the minimum requirements will be reviewed on an individual basis with the Board and Club professional having final say. (May 15,2001)

First Time Member

This applies only to membership applicants who have not been a member of PGC in the past 5 years. (July 2013)

Life Member

The Portage la Prairie Golf Club Limited recognizes one current Life Member as a result of a non transferable fund-raising prize award. This category shall not normally be employed without the express consent of the Board and such consent shall only be given for a specific and limited purpose. (January 19, 2008)

Honorary Life Member

As a mark of respect and appreciation, the Board may, with the consent of two-thirds of its number, confer

on any person the right and distinction of being an Honorary Life Member. That right may be conferred in recognition of services rendered to the Club, or for such other good reason as the Board may approve. The membership shall be without membership fees, but shall include other service fees, and shall entitle the holder to all privileges of the clubhouse, grounds and golf course. (January 19, 2008)

Criteria for Honorary Life Members

Must be a long term volunteer and not a paid employee (15-20 years minimum).

Must have made a major contribution to the Portage la Prairie Golf Club Limited, not including other organizations.

Service must be of an exceptional nature over a period of time. Honorary life memberships will be the exception and not the rule. The nominee must be truly deserving and not just old, ill, etc.

It is not something the Club will hand out every year. (September 24, 2002)

Annual Shareholders Meeting

The annual meeting of the shareholders shall be held at the clubhouse, or at such other place as the Board may direct, within 105 days from the date of the fiscal year end of the club but shall not be later than April 15th. (February 25, 2003)

Nominating Committee

The nominating committee shall consist of a current Board member, whose term is not expiring, together with two non-board shareholders appointed by the President. (February 25, 2003)

POLICY ON SHARES

Shares Issued

The articles of incorporation have been amended to authorize the Portage la Prairie Golf Club Limited to issue an unlimited number of shares. (January 14,1990)

Share Transfer Fees

Application for any share transfer must be made to the PGC in writing and, upon approval the associated transfer fee must be paid. This application for share transfer and the payment of the required fee shall also apply to the spouses of deceased shareholders desiring to retain the share.(April 7,2008)

Effective April 15, 2015 the transfer fee will increase to \$250.00 and the share price will be \$50.00 for a total of \$300.00. (March 2016)

POLICY ON REIMBURSEMENT OF MEMBERSHIP FEES

For Compassionate or Sickness Reasons

Each application shall be judged on its own merits.

A credit towards purchases at the Club pro shop, green fees, or future membership fees shall be the preferred method of reimbursement if such reimbursement is deemed to be warranted.

The formula shall be based on the number of days (assuming the golf season shall begin on April 15th and end on October 15th) divided by the total number of days until an application for reimbursement has been received by the Club, times the total of the membership and other applicable fees like storage, trail fees, cart storage, etc.

Total fees (inclusive of taxes) / # of days in season x number of days remaining after receipt of refund request = amount of reimbursement (March 2016)

A cash refund shall only be considered when a credit is not applicable for valid reasons of the claimant and accepted by the Board of the Club. Such a cash refund shall be subject to an administrative deduction of 10% of the refund, and any credit or refund will not include food assessment. This policy applies to both Compassionate and Proof of Transfer. (July 2013)

On Proof of Transfer

Each application shall be judged on its own merits and subject to the following conditions:

The amount of any refund shall depend upon the timing of the request in terms of the golf club active year.

The transfer must be to a location at least 100 Km beyond the City of Portage la Prairie which would render a continuing membership at this Club not feasible based on the distance that would need to be traveled.

Upon approval of the application, refunds will be based on the following terms:

Prior to the start of the season – full refund less an administrative charge of 10%.

If before June 15th (one-third of the season) - refund of 50%.

If prior to August 15th - 25% of the fees may be refunded.. (September 29, 2003)

POLICY ON DONATIONS

As a general policy, donations to charitable or other organizations will not be approved. However, the Professional has a discretionary budget that can be used to provide, among other things, prize donations to charitable or other organizations holding tournaments at the Club. As a guideline, donations shall not exceed a maximum value of \$1.00 retail for each player in the tournament to a maximum retail value of \$100.00. (April 13, 2009)

Policy on Donations (Receiving of)

The Portage Golf Club will gratefully accept memorial or other cash donations from club and community members. Such cash donations may go towards the purchase of items from a needs list as established by the Board of Directors. This list will be made up of items that are required for course enhancement or beautification, building renovations, as well as needed equipment. Donors may ask that their donations go towards specific items. The names of donors will be displayed in the clubhouse.

The club will not generally allow the placement of specific memorials such as rocks or memorial tributes on the course.

Process:

Written requests will be forward to the Board of Directors.

The Board will provide potential donors a needs list for their consideration. The list will include such things as:

- Required equipment
- Building renovations
- Course enhancement and/or beautification: e.g.: benches, tree planting.

Donations of more than \$500.00 will be recognized on a plaque on a donor wall located in the clubhouse. The donor may have input into the inscription. The Club will purchase the plaque and have it inscribed using funds from the donation.

In the case of specific articles e.g.: benches, the Club will take responsibility for maintenance of said benches going forward. In this instance donors will be made aware of the potential of bench rotations periodically. June 2014

GOLF COURSE CONDUCT

Dress Code

Proper footwear is a must (no high heeled shoes or boots or bare feet). Clean, untattered, (i.e. hemmed) clothing is acceptable: beachwear, muscle shirts, short-shorts, and gym shorts are not acceptable. Shirts must be worn at all times.

Alcoholic Beverages

Only alcoholic beverages purchased from the Club are permitted on the property. Any alcoholic beverage not purchased from the Club will be confiscated and membership privileges will be suspended. (January 19, 2008)

Soft Spikes

Portage la Prairie Golf Club Limited is a soft spike facility only - no exceptions.

Novice Golfers 9 and Under

Novice golfers 9 and under are allowed on the golf course when accompanied by an adult member of the club (excluding peak times). Peak times are at the discretion of the club professional. Members must seek permission from the pro in advance. (June 19, 1995)

Junior Time Restrictions

In order to encourage junior participation and growth in the game of golf, juniors shall be permitted the full use of the golf course during times it is in operation. As with all golfers, they will be expected to observe the rules and courtesies of the game and course. This policy assumes that conflicts with scheduled events or activities of PGC may require short term modifications of this policy. (January 19, 2008)

Non Golfer on the Golf Course

Non golfers who are not yet 10 as of April 15th in the current year are not entitled to be on the course. (August 2016)

Storing Personal items on the Golf Club Property

Personal items stored on the golf club property are stored at the owner's risk. (June 12, 2001)

Greens Staff Right-of-way

The greens staff has the right of way until 8:00 a.m. (April 12, 2000)

Fivesomes

Groups of 5 are allowed on the course at the discretion of the pro shop. Sixsomes or greater are not allowed. (April 15, 1997)

Closing the Course

The Greens Superintendent and the Club Professional will make the decision in consultation with each other. If they fail to come to an agreement, they are to consult with the Greens Chair or another member of the executive. (June 15, 1998)

Closing the Clubhouse

The Club Professional and the Food and Beverage Service Manager will make the decision to close the clubhouse early on rainy days. (January 19,2008)

Golf Balls in the Ponds and on the Course

The Club has the rights to the golf balls in the ponds and on the course. The balls are to be retrieved at the Club's expense and sold for a reasonable price in the pro shop.(January 19, 2008)

Practicing on the Golf Course

The golf course is not a practice facility. Permission of the golf professional is required to hit extra balls on the course. (January 19, 2008)

Fishing of Golf Balls from On-course Ponds

"Fishing" is defined as attempting to retrieve, in any manner, golf balls from the various ponds and water hazards on the course.

Golfers may attempt to retrieve their own balls in a water hazard provided it can be easily identified and the attempted retrieval does not introduce any foreign substance or disturb the flora or sediment in the hazard.

Golfers SHALL NOT attempt to remove any other ball(s) from the hazard. If and when such other ball(s) are removed from the hazard, they shall become the property of the golf club and may be disposed of in accordance with club directives.

Golfers not compliant with this policy will receive a warning letter for a first offence, a seven day suspension for a second offence, and a period of suspension to be determined by the Board for any third or subsequent offences. (May 20, 2004)

Pilfering from Mayfair Farm Fields

The bylaws of the Golf Club authorize the suspension or expulsion of a member with "cause" and such, in part, is defined as "conduct endangering the good order, well-being or character of the Club". The stealing or pilfering of produce is deemed to fall under this category.

"Stealing" or "pilfering" of produce is defined as being in possession, consuming, or in any manner to be holding produce taken from the adjacent fields without the express permission of the owners of the land. This definition also includes produce that has been left in the field following harvesting unless the owners specifically permit same and inform the Portage la Prairie Golf Club Limited, in writing, of such a decision.

Upon determination of pilfering, The President, for a first offence, shall write a letter of warning to the offender. Upon a subsequent offence, suspension or expulsion for a minimum of seven (7) days shall occur as provided in Article 4 of the Club bylaws. Further offences may result in removal of an membership privileges. (June 23, 2004)

POLICY ON CARTS

Power Cart Use

Persons 16 years of age, or older, with a valid learner's permit, may operate their families privately owned power cart on the golf course. (May 19, 2003)

The Seasonal Cart Lease Agreement:

Terms of Agreement:

The member(s) agree to abide by the By-Laws and Policies of the PGC and waive and indemnify the club from liability for any loss, injury or damage to personal property during the use of the power cart service.

The member(s) agree to pay in advance the non-refundable annual fees set forth by the PGC for power cart rental services.

The power cart service is for use at the PGC only.

The Member(s) agree to be the sole operator of the power cart and to operate the cart in a responsible manner including reporting of any mechanical problems to the pro shop staff.

The Rental agreement includes:

- Advance booking of up to 1 week for cart service (confirmation of booking, advance or otherwise, will be dependent upon availability);
- Unlimited use per day (dependant on availability at time of booking) of a single cart (maximum of 1 cart per individual or couple at any given time);
- Exemption from any storage fees, trail fees, maintenance or fuel cost.

Two co-habitational individuals can rent a single cart. There can be 2 primary drivers, but only one at any given time. There are times that the co-habitants will use the single cart at the same time – that’s why there is a reduction.(March 2016)

ie: husband has cart during six pack in the morning wife is able to use cart for ladies league in the afternoon. Cart is given out to one individual at a time. If co-habitants want to use 2 carts at the same time, they are able to rent a cart each , or rent a cart for 18 holes. (March 2016)

The key to this is that the intent is to replace owning a cart. If a couple owns a cart they do not have access to 2 carts to drive around a foursome. (July 2013)

Name:

Signature:

Power Cart Usage for Staff

Staff under 16 years of age may operate power carts while on the job under the guidance of the Club professional. (July 23, 2002)

Pull Cart Use by Members

Members may use the pull carts with no fee. (April 12, 2006)

Cart Storage

A paid-up adult member of PGC is entitled to rent one power cart storage stall (gas or electric) if storage stalls are available. (January 19,2008)

When a member sells their cart the stall is not included in the sale. The member purchasing the cart will have their name added to the bottom of the cart storage waiting list administered by the pro shop staff and the person at the top of the waiting list shall be offered the now vacant stall. (January 19, 2008)

MISCELLANEOUS POLICIES

8 Round Passes

Passes may be used for 9 or 18 holes of play. All 8 round passes expire one year from the date of purchase. (March 2016)

Holders of 8 round passes are entitled to use as many rounds that are available on the pass on anyone occasion. (January 19,2008)

Passes will be initialed by Pro Shop staff as rounds are played. (January 19, 2008)

Charging Privileges

All adult and intermediate members will be granted a \$300.00 credit limit with payment of their membership. Charging privileges for juniors will only be granted with written permission of a parent or guardian. Additional charging privileges beyond the \$300.00 limit must be applied for at the pro shop and approved by the Treasurer. (July 2013)

The Club will charge 2% per month on accounts 30 days overdue. Persons having an account 60 days overdue will lose charging privileges for the remainder of the current golf season. (March 2016).

Exhibit A enclosed.

Anyone not having their account paid in full by November 16th of the current golf season year will have their charging privileges suspended for the following golf season. If the debt is not satisfied by the start of the next golf season all golfing privileges will be suspended until the debt is paid in full (March 2016)

Charging Privileges for Registered Men's and Ladies' League Players

Upon approval of the Pro, registered Men and Ladies who participate in the Tuesday and Wednesday night leagues may be extended charging privileges to a maximum of \$300.00 provided they have signed the appropriate application/disclosure form and have provided the Club with a major Credit Card number, that may be utilized in the event of non-payment.

The Pro will be responsible for all collection of funds owed by these non-members. (Feb 2017)

Gate Pass Procedure for the Portage Fair

A wrist-band system will be in place during the Portage Fair. Club members may purchase a pass from the pro shop prior to the Fair. The member will show the pass and their Club membership card at the gate and will receive a wrist-band valid for the duration of the Portage Fair provided it is not removed. If it is removed, the member will be required to purchase another wrist-band or pay the daily entry fee. (June 12, 2001) Currently under review March 2016

Board members talking to the Media

All media requests are to be referred to the Club President or the Club Professional. (August 19, 2002)

Fiscal Year End

The fiscal year end is December 31st effective January 1, 2003. (December 16, 2002)

Responsibility for Personal Equipment and Effects

The Portage la Prairie Golf Club Limited shall not be responsible for any damage, loss, or any untoward occasion to any personal equipment, inclusive of carts, stored or left at the course in the lockers, pro shop, or in one of the storage barns leased from the fair board, or anywhere within the confines of the golf club. This waiver of responsibility shall include, but not restricted to, clubs, bags, balls, carts, clothing, shoes, and personal effects.

Where damage or loss is deemed to be as a direct result of negligent actions of an employee, the board will consider its level of responsibility upon receipt of a written request with full details of the occasion. (July 17, 2006)

Employee Code of Conduct

The Portage la Prairie Golf Club Limited recognizes the importance of a professional and competent staff toward the successful operation and growth of the Club.

The Portage la Prairie Golf Club Limited, in turn, has reasonable expectations that the staff will be "good ambassadors" for the Club and, specifically, ensures that all members and guests are treated in a manner consistent with a positive promotion of the operation of the golf course and the furtherance of the goals of the club.

In order to achieve those goals and to provide such an ambassadorial responsibility, the Club expects its personnel to be observant and to provide advice by communicating through their supervisor or to the Board committee chairperson over-seeing the employee's activities.

However, the Club does have strong concerns on negative expressions of opinion by its employees outside of the operation of the Club and within a public forum. Negative discussions do not reflect well on the professionalism and competency expected.

Employees failing in this regard may be subject to an appropriate response including appearance before the Board to explain the reason for their action. (July 17, 2006)

In order to provide a pleasant and identifying image to members and guests of the staff serving the public, PGC will provide up to 2 golf shirts per staff member from a special bulk purchase for this purpose. It is understood that the number of staff persons provided with golf shirts will be at the discretion of the Board. (January 19, 2008)

Gift Certificate Policy

Because of the challenge associated with the administration of gift certificates, especially those of relatively low value, the Portage Golf Club has adopted the following policy to resolve these issues:

Gift certificates:

- shall have a value of not less than \$10.00 (ten dollars)
- shall only be issued from the pro shop

- may only be redeemed for merchandise purchases from the PGC pro shop
- may not be redeemed or applied to membership fees, food assessment fees, canteen purchases, cart rentals, trail fees, or club event fees. (June 16, 2008)

STAFF BENEFITS

Membership

All staff members who work an average minimum of 20 hours per week are eligible for free golf and a 10% discount off on regularly priced merchandise. This can include playing in club member events and representing the club in provincial competitions. If a staff member ceases to be employed by the club, or hours of work no longer meet the requirement, then this privilege is withdrawn and the individual would need to pay green fees or purchase a membership to golf. An exception will be made for staff members who are laid off in the fall or whose hours are reduced in the fall due to lack of work or returning to school. In this circumstance golfing privileges will continue to the end of the season. (Feb 2017)

In addition qualifying staff members, as determined above, may rent power carts at the cost of \$10.00 per round if carts are available. It is expected that if staff are playing together they will ride together in one cart versus each taking a cart and providing rides for others in their foursome. The Pro will be responsible for maintaining a separate line item for tracking this.

All other elected services are to be priced at current posted rates in effect at the time. Eg: Locker, Storage, etc.

Meals

Full time staff members shall be entitled to 25% off on one meal per day shift from the regular menu of the PGC canteen. This discount shall not apply to special meals or high cost items such as steak. (January 19, 2008)

This policy shall not apply to the purchase of alcohol or items known as snacks, i.e., chips, chocolate bars, soda drinks etc. (April 12, 2006)

The cost of such discounts shall be recorded in order to properly allocate costs and revenues of the canteen. (April 12, 2006)

TOURNAMENT POLICIES

Policies

Providing due consideration is given for the requirements of the membership and the activity of the course, the Pro may, in consultation with the Pro Liaison/Tournament Chair, arrange to host tournaments on any day of the week.

There shall be no minimum number of golfers required to occasion a tournament provided the course availability will permit the scheduling of tee times etc. and with the approval of the golf professional

A minimum of 132 and a maximum of 156 golfers shall be required for a shotgun start. Modified "shotgun" starts will be at the discretion of the golf professional.

The onus for individual cart bookings shall rest with the tournament organizers, but never the pro shop. However, upon request and provided there is sufficient time, the pro shop will endeavor to book the required number of carts.

Only alcoholic beverages purchased from the Club are permitted on the property. Any alcoholic beverage not purchased from the Club will be confiscated and offenders will be asked to leave the course. (January 19, 2008)

TEE TIME POLICIES

Booking Policies

Advance group bookings shall be charged full green fees.

Green fees may be booked 7 days in advance.

A credit card number will be required for public green fee bookings with a 24 hour cancellation policy.

9-hole green fee bookings will not be accepted on weekends or holidays prior to 3:00 p.m. (January 19, 2008)

Tee Times

Everyone is to report to the pro shop prior to play. (May 15, 2001)

Block Bookings

Any individual may book up to 4 tee times per call. (March 25, 2003)

CONCESSION STAND AND BEVERAGE CART POLICY

Policies

The concession stand or the cart will operate every day until June 15th from 12:00 p.m. with the exceptions of weekends and holidays when operations will start at 10:00 a.m.

From June 15th until the September long weekend the concession stand or the cart will start at 10:00 a.m.

INFORMATION ONLY

Right to Water

Permission to use water from Crescent Lake was granted by the Department of Water Resources for a period of 20 years. (October 17, 2000)

Road Maintenance

The city council passed a resolution authorizing maintenance of the non-public road into the golf course on a cost recovery basis. (July 6, 1991)

ANNEX A to PORTAGE LA PRAIRIE GOLF CLUB LIMITED (Club)
POLICIES – updated August 2014

Terms of Reference for Board Members

President

Reporting to the Shareholders and the Board of Directors, the President's specific activities include but are not limited to the following:

- Effective and efficient operation of the Portage la Prairie Golf Club Limited through the Board of Directors;
- Bring member concerns to the Board;
- Conduct of Board meetings, the semi-annual members' meeting and the annual shareholders' meeting;
- Signing of all contracts, promissory notes and other like instruments approved by the Board;
- Supervision of the Club Golf Professional/and or Club General Manager;
- In concert with the Vice President: annual written performance review; and negotiation of annual written contract and job description of the Club Golf Professional/and or Club General Manager (subject to Board approval);
- With the approval of the Board, appointment of Committee Chairpersons and Co Chairpersons;
- Board approval of the annual operating budget and five year operating plan;
- In concert with the Treasurer, assume responsibility for ensuring establishment and secure storage of personnel files;
- Ensuring currency of Club By-Laws and Policy Manuals.
- Facility Management – ensures effective documented procedures are in place and delegated to the Pro via his/her contract, for opening and closing duties of the Pro Shop and Clubhouse. Eg: water shutoff, alarms, satellite, etc. (Feb 2017)

Vice-President

Reporting to the Shareholders and the Board of Directors, the Vice President's specific activities include but are not limited to the following:

- Perform the duties of the President in his/her absence;
- Bring member concerns to the Board;
- Assist the President with: annual written performance review; and negotiation of annual written contract and job description of the Club Golf Professional/and or Club General Manager (subject to Board approval);
- Other activities as assigned by the Board from time-to-time (including CO Chairperson

- assignment/responsibilities);
- By October 15th of each year, and in concert with the Treasurer's annual budget preparations (along with Club Managers and applicable Board Chairs), assume responsibility for the review and updating of the Club's Capital Needs/Projects list and make applicable recommendations to the Board.

Treasurer

Reporting to the Shareholders and the Board of Directors, the Treasurer's specific activities include but are not limited to the following:

- Signing authority for disbursements;
- Bring member concerns to the Board;
- Supervision and Board Liaison to the Club's Financial Administrator;
- In concert with the assigned Committee Co Chairperson: annual written performance review; and negotiation of annual written contract and job description of the Club's Financial Administrator (subject to Board approval);
- By October 15th of each year and in concert with Club Managers and applicable Board Chairs, prepare a draft annual operating budget for the following season. Present the recommended budget to the Board no later than last Board meeting of the year;
- Other activities as assigned by the Board from time-to-time (including Co Chairperson assignment/responsibilities).

Secretary

Reporting to the Shareholders and the Board of Directors, the Secretary's specific activities include but are not limited to the following:

- Recording of minutes of meetings of the Board, the semi-annual members' meeting and the annual shareholders' meeting;
- Bring member concerns to the Board;
- Sign approved shares;
- Custodian of the Club's books, documents and papers with the exception of those books, documents and papers under the control of the Financial Administrator;
- Back-up signer for disbursement documents;
- Other activities as assigned: by the Board from time-to-time (including Co Chairperson assignment/responsibilities).

Membership Committee Chair

Reporting to the Board of Directors, the Membership Committee Chair's specific activities include but are not limited to the following:

- Liaison with the Club Golf Professional regarding membership (including advertising, promotion etc.);
- In concert with the Club Golf Professional, ensure annual recruitment of 2 MGA representatives from within the membership (who will attend the MGA Annual Meeting and share/bring pertinent information from the meeting back to the Club Golf Professional for distribution to local

members);

- Bring member concerns to the Board;
- In concert with Club Managers and The Board, assume responsibility for ensuring creation and circulation of a " News Letter" for distribution to membership in May/June and August;
- Other activities as assigned by the Board from time-to-time (including Co Chairperson assignment/responsibilities).

Greens Committee Chair

Reporting to the Board of Directors, the Greens Committee Chair's specific activities include but are not limited to the following:

- Supervision of the Course Superintendent;
- In concert with the Committee Co Chairperson: annual written performance review; and negotiation of annual written contract and job description of the Course Superintendent (subject to Board approval);
- Bring member concerns to the Board;
- Other activities as assigned by the Board from time-to-time (including Co Chairperson assignment/responsibilities).

House Committee Chair

Reporting to the Board of Directors, the House Committee Chair's specific activities include but are not limited to the following:

- Liaison with the Club Golf Professional, the Financial Administrator, and the Food and Beverage Service Manager regarding all course buildings (except Grounds maintenance building/shed) regarding condition and maintenance;
- Bring member concerns to the Board;
- Authorize maintenance and repairs to all course buildings (except Grounds Maintenance building/shed);
- File a report at Board meetings on course building maintenance and repairs;
- Assume responsibility for application of the Club Donation Policy (including maintenance of the Club Donor wall/board);
- Other activities as assigned by the Board from time-to-time (including Co Chairperson assignment/responsibilities).

Food Services Committee Chair

Reporting to the Board of Directors, the Food Services Committee Chair's specific activities include but are not limited to the following:

- Supervision of the Food and Beverage Manager;

- In concert with Committee Co Chairperson: written annual performance review; and annual written contract and job description negotiation of the Food and Beverage Manager (subject to Board approval);
- Bring member concerns to the Board;
- Other activities as assigned by the Board from time-to-time (including Co Chairperson assignment/responsibilities).

Tournament and Handicap Chair

Reporting to the Board of Directors, the Tournament and Handicap Chair's specific activities include but are not limited to the following:

- Liaison with the Club Golf Professional to determine the level of assistance required for the organization and conduct of tournaments;
- Bring member concerns to the Board;
- Encourage members to use the handicap system;
- When offered, arrange for member attendance at the MPGA course on handicaps;
- Other activities as assigned by the Board from time-to-time (including Co Chairperson assignment/responsibilities).

League Liaison Chair

Reporting to the Board of Directors, the League Liaison Chair's specific activities include but are not limited to the following:

- Liaison with the Club Golf Professional to determine the level of assistance required for the organization and conduct of leagues;
- Act as the point of contact and conduit to the Board for the in-house men's, ladies', and sixpack leagues;
- Bring member concerns to the Board;
- Other activities as assigned by the Board from time-to-time (including Co Chairperson assignment/responsibilities).

Ladies Club Liaison Chair

Reporting to the Board of Directors, the Ladies Liaison Chair's specific activities include but are not limited to the following:

- Act as the point of contact and Liaison to the Board for the Portage Ladies Golf Club;
- Bring member concerns to the Board;
- Other activities as assigned by the Board from time-to-time (including Co Chairperson assignment/responsibilities).

Juniors Liaison Chair

Reporting to the Board of Directors, the Juniors Liaison Chair's specific activities include but are not limited to the following:

- Act as the point of contact and Liaison to the Board for the Junior organizers and Program;

- Bring member concerns to the Board;
- Other activities as assigned by the Board from time-to-time (including Co Chairperson assignment/responsibilities).

Exhibit A:

Charging Account Privileges – Portage Golf Club 2017

Member Name: _____

Account Number _____

I understand by signing below that I have read and agree with the rules for maintaining a charge account at the Portage la Prairie Golf Club for the 2017 Golfing season.

1. I am a member in good standing and membership fees are paid in full for current season (unless on approved payment plan).
2. I will receive a \$300 limit on my account in which I can charge purchases made in the Pro Shop and Clubhouse and will not exceed that amount unless previously authorized by the Club Professional.
3. I choose to receive either by mail or email my account statement after each month, but it is my responsibility to check on account balance whether I receive an invoice or not.
4. My account is due at the end of the month and I will pay in full any outstanding amount by the due date.
5. I will be charged a 2% late fee for any overdue balance.
6. Any accounts 60 days overdue will be immediately payable and I will lose any further charging privileges for the remainder of the current golf season.
7. My accounts must be paid in full by Nov 16 2017 or I will lose my charging privileges for the next golf season.
8. I will not be able to apply for membership for the following season if my account is not settled before applying for membership of that year.
9. There will be no charging privileges after Sept 30 of the current season

Member Signature _____ PGC Club Professional _____

Date _____

Date rec'd by Financial Administrator _____ Initialed by FA _____

Junior Charge Accounts

I understand that I am approving a charge account in the amount of \$_____ for the following Junior Member and the above rules apply in the same manner. I take responsibility and ensure that all accounts will be paid in full.

Junior Member _____ PGC Club Professional _____

Parental Co-signer Name _____

Parental Co-signer Signature _____

Date _____

Date rec'd by Financial Administrator _____ Initialed by FA _____

