

**Athabasca Golf & Country Club  
(AGCC)**

**Policies and Procedures Manual**

## **INTRODUCTION**

The purpose of this Golf Course Policy and Procedures Manual is to establish expectations, uniform rules, procedures and operating policies for the **Athabasca Golf & Country Club**, hereinafter referred to as **AGCC**.

The policies outlined, herein, are those that are in effect as of the date approved by the Board. Said policies are subject to be reviewed and modified as necessary.

## **Sections**

### **A. Governance Structure**

1. Purpose of Policy Manual
2. Organizational Chart
3. Mandate and Authority of Board
4. Board Members' Code of Conduct
5. Role of the President
6. Committees
7. Board Committee Principles

### **B. Board and General Manager (GM) Relationship**

1. General Manager (GM) Role
2. GM Job Performance
3. GM Compensation and Benefits

### **C. GM Scope and Limitations**

1. General Manager Limitations
2. Budgeting/Forecasting
3. Financial Condition
4. Compensation and Benefits

### **D. Personnel**

1. Hiring
2. New Hires
3. Employment Agreements
4. Employment Rules and Regulations
5. Management Staff Interaction
6. Job Evaluations for Employees
7. Pay Grids
8. Overtime
9. Dress Code
10. Alcohol Awareness Training
11. Staff Discipline
12. Terminating an Employee
13. Grievance Policy
14. Harassment

## **E. Risk Management**

1. Financial Limitations for Capital Expenditures
2. Contracts/Services
3. Asset Protection
4. Cost Control
5. Competitive Bid/Tendering Process
6. Projects, Capital & Non-Capital
7. Fraud
8. Security
9. Property Inventory (Annual Check)

## **F. Accounting Operations**

1. Daily/Weekly/Monthly Accounting
2. Payroll and Time Keeping

## **G. Course Rules and Local Play (includes Tournaments)**

1. Checking into the Pro Shop
2. Booking Tee Times
3. Pace of Play
4. Starting on the 10th Tee
5. Foursomes
6. Junior Player Under Age 12
7. Issuing and Tracking of Passes
8. Rental of AGCC Carts
9. Cart Staff Require Learner's Permit
10. Greens Staff, Right of Way
11. Inclement Weather/Rain checks
12. Course Closures Due to Unsafe and/or Unplayable Conditions
13. Mobility Challenges/Medical Flags
14. Conduct Policy for Golfers
15. Golf Course Etiquette
16. Food and Beverage Being Sponsored by Outside Agencies During Tournament
17. Outside Alcohol
18. Use of Marijuana

## **H. Health and Safety**

1. Inclement Weather (minimizing time for hourly employees)
2. Equipment Safety Health & Safety Procedures
3. Accident/Incident Reports
4. Smoking
5. Use of Marijuana (Employee)

**I. Memberships and Free Passes**

1. Golfing Benefits (Employee)
2. Course Marshal Compensation
3. Seasonal Punch Cards

**J. Administrative**

1. Cart Storage and Trackage
2. Memorials
3. Records Retention
4. Casino Expenses for Volunteers