



# ELBOW SPRINGS GOLF CLUB

## MEMBERSHIP HANDBOOK

Updated April 2026

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## 1. Welcome to the Elbow Springs Golf Club (the “Club”)

Welcome to the Elbow Springs Golf Club—a community where the love of golf unites us all. As a valued member, you are at the heart of our Club life, and we are delighted to guide you through the many benefits and opportunities that your membership brings.

This handbook contains important information about your membership, including its benefits, your obligations, payment of fees and due dates, and how the Club operates within its semi-private structure.

Our Members’ Portal provides access to the key documents that govern the Club’s operations, structure, and member responsibilities. As part of the membership process, all members are provided with electronic access to these documents and are required to review and agree to be bound by them.

These documents include:

- The Co-Ownership Agreement, together with any amending agreements between the Club and Elbow Springs Golf Club Limited Partnership (the “Partnership”)
- The Club’s By-Laws, as amended from time to time
- The Club’s Policies, including the Code of Conduct and other governance-related policies

These documents have been updated and refined over time to reflect the evolving needs of the Club and its members. Members are encouraged to review these documents periodically, as they form the foundation of the Club’s governance and member expectations. All current documents are available through the Members’ Portal on the Club’s website.

We invite you to explore the details of our co-ownership structure (as outlined on the next page). Should you require any assistance accessing materials or have questions, our Board members are available at [boardofdirectors@elbowsprings.com](mailto:boardofdirectors@elbowsprings.com), or you may contact the General Manager.

Your engagement is what shapes our Club, and we look forward to your participation in the continued success of Elbow Springs Golf Club.

Warm regards,

The Board of Directors  
Elbow Springs Golf Club

## 2. Elbow Springs Golf Course – Ownership Structure

Elbow Springs Golf Course opened with 18 holes in 1990 and expanded to 27 holes in 1996–97. The golf course lands and facilities are co-owned by two entities:

- Elbow Springs Golf Club (the “Club”) – a non-profit organization incorporated under the Societies Act of Alberta, which owns a 75% interest
- Elbow Springs Golf Club Limited Partnership (the “Partnership”) – which owns a 25% interest and includes 18 Limited Partners and a General Partner Allred’s Golf Courses Ltd. represented by Scott Allred and Ron Ehlert.

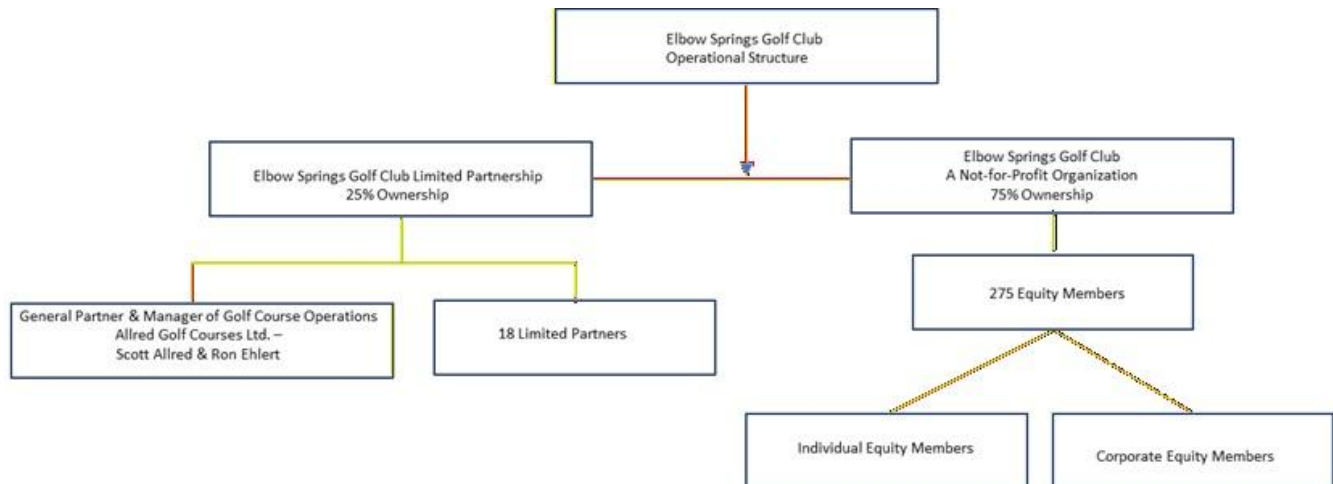
While ownership is shared, the Partnership is responsible for the full management and operation of the golf course and facilities. This includes responsibility for:

- Day-to-day operations
- Maintenance of the course
- Staffing and service delivery
- Future capital improvements

Under the governing agreements between the Club and the Partnership, the Partnership is responsible for all operating and capital costs. As a result, the Club is not required to fund extraordinary costs or capital expenditures related to the golf course or facilities.

This structure allows members to retain a meaningful ownership interest in the Club while ensuring the golf course is professionally managed and operated.

The ownership structure is illustrated below.



### 3. Board of Directors

Elbow Springs Golf Club is governed by a Board of Directors consisting of three to seven members elected at the Annual General Meeting (AGM), held each Spring. Members elect Directors, and following the AGM, the Board assigns officer roles and responsibilities among its members.

The AGM provides an opportunity for members to review the Club's activities, financial position, programs, tournaments, course updates, and any proposed changes to fees or policies. The Board is responsible for the overall governance of the Club, including:

- Oversight of Club finances and administration
- Establishing and updating Club policies
- Supporting member programs and events
- Representing the interests of the membership

Club revenues are derived primarily from annual membership dues and other Club fees. These funds are used to support Club programs, tournaments, and general operating requirements.

While many men's and women's programs are organized by member groups, the Board supports these activities and works in coordination with Management to organize Club events, including tournaments and the Club Championship.

Members are encouraged to participate in Club activities and to consider volunteering in support of the Club's ongoing success.

### 4. Membership Equity Benefits and Playing Privileges

#### Membership Equity Benefits

We take pride in offering our members an array of exclusive privileges that enhance their Club experience. Principal Members are afforded the opportunity to extend their membership benefits to family members by sponsoring them as Associate Members.

Unlike some clubs, a spouse of a Principal Member, when playing as an Associate Member, is granted equal booking privileges. This inclusive approach ensures that Associate Members enjoy a comparable level of access and participation in Club activities.

The value of our equity memberships is deeply rooted in the Club's history—our members not only contributed to the construction of the golf course but also collectively hold a 75% ownership interest in the golf course lands and facilities. This arrangement distinguishes Elbow Springs from many other semi-private golf courses. This co-ownership structure enhances the membership experience and fosters a strong sense of belonging and long-term investment in the Club's future.

#### Membership Playing Privileges

Your membership provides access to a wide range of benefits designed to enhance your golfing experience. The annual payment of your Club Membership Dues and Annual Use Fee includes:

- **Unlimited Golf** – The course is available for unlimited play
- **Priority Bookings** – A 10-day advance booking window, compared to 7 days for public access
- **Driving Range Access** – Unlimited use of the driving range

- **Practice Facilities** – Access to putting greens, short game areas, and practice facilities
- **Personal Locker** – Available for adult members through the Pro Shop
- **Club Storage & Care** – Includes storage and cleaning of clubs (lockers and clubs must be cleared in October each year)
- **Family Inclusion** – Ability to sponsor eligible family members as Associate Members
- **Community and Competition** – Participation in Club programs, tournaments, and leagues
- **Pro Shop Benefits** – 10% discount on apparel and 5% on equipment
- **Member Portal Access** – Stay informed on Club activities, leagues, tournaments, policies, and procedures
- **Charge Account Privileges** – Convenient billing across Club facilities
- **Dining Benefits** – 10% member discount upon presentation of your Member Card
- **Complimentary Pull Carts** – Available for member use
- **Power Cart Savings** – Bulk discount tickets available through the Pro Shop or online store
- **Guest Benefits** – Reduced guest rates
- **Loyalty Rewards Program** – Earn points for guest rounds and dining, redeemable for golf or restaurant rewards (points expire after two years or upon termination of membership)
- **Handicap Tracking and Fair Play**
  - Members are encouraged to maintain a Golf Canada handicap to support equitable play among golfers of varying abilities.
  - The Club supports an honour-based system and expects all members to record scores accurately in accordance with the [Golf Canada Rules of Golf](#). It is the responsibility of each member to post their scores through [Golf Canada](#) to ensure fair and consistent competition.

### Tee Time Booking Courtesy

To support fair access for all members:

- Members are encouraged to cancel tee times within the early portion of the 10-day advance booking window when plans change. This helps ensure that tee times remain available to fellow members before being released to the public on day 7.

### Membership Recognition and Access

Your personalized photo ID Member Card provides access to Club facilities and services, including:

- Pro Shop purchases and discounts
- Dining and food & beverage services
- Driving range access
- Tee time check-in at the starter area
- Members should present their card to receive applicable benefits and are encouraged to retain it for ongoing use each season.

### Transparent Account Management

- Members receive monthly statements outlining charge account activity and accumulated Loyalty Points.
- Accounts can be accessed online through Tee-On, where members can review balances and make payments. For added convenience, members may enroll in automatic payment options through the Members' Portal.

## 5. Dress Code

Elbow Springs Golf Club requires all golfers to adhere to appropriate golf course attire while on Club property, including the course, practice facilities, and clubhouse.

### On-Course and Practice Facilities Attire

- Denim jeans, overly casual clothing, and clothing with excessive writing or large insignias are not permitted.
- Proper attire for men includes slacks or tailored shorts (minimum 5-inch inseam) and shirts with sleeves and collars.
- Proper attire for women includes slacks, capris, shorts (minimum 5-inch inseam), skirts, skorts, culottes, or dresses.
- Collarless shirts must have sleeves.
- Sleeveless shirts must have a collar.
- Metal spikes are not permitted; golf shoes must have soft spikes or alternative soles.

### Clubhouse Attire

- The clubhouse dress code is business casual.

## 6. Booking Tee Times

### General Booking Guidelines

- Members may reserve tee times up to ten (10) days in advance, either online or by contacting the Pro Shop (e.g., Thursday bookings for the following Sunday).
- Members may book one tee time per day in advance. If a member wishes to play more than once in a day, they may do so on a walk-on basis or by contacting the Pro Shop for assistance with additional availability.
- Public tee times are available for booking seven (7) days in advance.
- Members bringing guests should be aware that 9-hole play is restricted to certain times, typically early morning or twilight/evening.
- All other play is generally limited to 18 holes.
- Junior and Juvenile members may not reserve tee times before 2:00 p.m. on weekends and holidays but may play earlier if accompanying a member with a reserved time.
- A limited number of tee times are reserved daily for public play.
- Members may not book public tee times in advance.
- Members may access these times on a same-day basis, subject to availability.
- If playing within a pre-booked public time, members will be required to pay the posted rate or redeem loyalty points.

## Foursomes and Check-In

- Players are expected to play in foursomes whenever possible.
- The member making the booking is responsible for all players included in the reservation.
- All players must check in at the Pro Shop or self-check-in kiosk at least 10 minutes prior to tee time.
- If fewer than four players are booked, the Pro Shop may combine groups to form foursomes.

## Cancellations and No-Show Policy

- Tee time cancellations must be made with a minimum of 24 hours' notice.
- Failure to cancel will result in a \$40 no-show fee per player, charged to the booking member's account.
- This applies to both full groups and individual players within a group.
- Repeated no-shows (two or more occurrences) may result in:
  - Suspension of booking privileges for up to two weeks
  - Applicable no-show fees

## Frost Delays and Course Conditions

- During early spring and late fall, frost delays may occur. The Pro Shop will make reasonable efforts to accommodate all players. In some cases, groups may be repositioned on the course to maintain flow and minimize delays.

## Booking Assistance

- To contact the Pro Shop for bookings or assistance, please call (403) 246-2800, or book online through the Elbow Springs [website](#).

## 7. Golf Carts and Pull Carts

- Pull carts are available to members at no charge through the Pro Shop. Guests and green fee players may rent pull carts for a fee.
- Power carts are available to licensed drivers and are subject to availability on a first-come, first-served basis. A maximum of two riders is permitted per cart.
- The operator and passenger are responsible for any damage to the cart or to Club property during use.
- Members requiring a power cart for medical reasons may be eligible for a discounted rate through the Pro Shop with appropriate medical documentation.
- Discounted bulk cart packages are available for purchase through the Pro Shop.

## 8. Facilities

### Pro Shop

- Our Pro Shop staff are available to assist members in maximizing their Club experience and benefits.
- The Pro Shop offers a wide selection of apparel, equipment, and accessories at competitive prices.
- Club fitting days are hosted periodically with our CPGA Professionals and supplier partners (by appointment).
- Demo and rental clubs are available; special orders may be arranged upon request.
- Equipment services such as grip replacement and soft spike replacement are also available.

### Lessons

- Our CPGA Golf Professionals offer a variety of lesson formats and packages tailored to all skill levels.
- Members are encouraged to contact the Pro Shop to discuss lesson options and determine the best fit.

### Restaurant

- The SpringsGrill restaurant and patio serve members and the public, offering breakfast, lunch, dinner, takeout, and curbside pickup.
- Banquet facilities are available for tournaments, meetings, weddings, and special events, accommodating up to 225 guests.
- The catering and events team is available to assist with planning and hosting events of all sizes.

### On-Course Food & Beverage Service

- Food and beverage service is available from:
  - Two kiosks (driving range and clubhouse area between Mountain 9 and Elbow 9).

### On-course beverage carts

- The Range Kiosk operates from dawn to dusk.
- The Clubhouse Kiosk and beverage carts generally operate from 10:00 a.m. to 7:00 p.m., subject to weather and seasonal conditions.
- Outside alcohol is not permitted anywhere on Club property.

### Indoor Golf

- During the off-season, the Pro Shop offers an indoor golf experience using GCHawk simulators from Foresight Sports.
- With over 50 courses available, the simulators provide a high-resolution, realistic golf experience.
- Options include individual play, group bookings, lessons, practice sessions, and leagues.
- Hourly fees apply; please contact the Pro Shop for details.

## 9. Practice Facilities

- Elbow Springs Golf Club offers a driving range, two putting greens, and a short game practice area located behind the clubhouse.
- These facilities are available for use by members, guests, and public players. The Club's dress code applies at all practice facilities.

## Practice Greens

- Two practice greens are available:
  - One located near Springs #1
  - One located near Elbow #1
  - Chipping is not permitted on or around the putting greens

## Short Game Practice Area

- Members must obtain a basket of balls from the range ball dispenser before using the short game area.
- Balls must be returned to the driving range after use.

## Driving Range

- The driving range is open from 30 minutes prior to the first tee time until dusk.
- Hours may vary based on season, weather, and course conditions.
- The range is closed for maintenance:
  - Sundays at 6:00 p.m.
  - Holiday Mondays and Tuesdays until 7:30 a.m.

## Ball Dispenser

- Members must use their Member Card to access range balls.
- A complimentary basket of balls is provided to guests and public players with a paid green fee (upon presentation of a Pro Shop receipt).

## 10. Member Charge Accounts

Members may access charge account privileges for purchases made through the Pro Shop, restaurant, and on-course services (including carts and kiosks) by presenting their Member Card.

Member events and tournaments are typically charged directly to member accounts.

### Account Setup and Responsibility

- Annual, Annual LP, Intermediate, and Junior Members are required to submit a credit card authorization form prior to the golf season to activate account and booking privileges.
- Members are responsible for all charges made to their account by themselves, their dependents, and their guests.
- Members are required to review and sign for all charges where applicable.

### Billing and Payment

- Account statements are issued monthly and include all charge activity and Loyalty Points balances.
- Accounts may be accessed online through the Member Login (Tee-On).
- Payment may be made:
  - Online by credit card
  - In person by cash, debit, or credit card
  - By cheque

## Payment Terms and Penalties

- Account balances are due by the end of the month following the statement date.
- Accounts not paid within this timeframe will be subject to interest charges of 2% per month (24% per annum).
- Members who do not sign food and beverage receipts will be subject to an automatic 18% gratuity.

## Account Standing

- Accounts in arrears (unpaid after 30 days from the statement date) will result in the suspension of Club privileges, including booking and playing privileges, until the account is brought current.

## 11. Club Programs

Elbow Springs Golf Club offers a wide range of programs and leagues designed to support participation, competition, and community engagement for members of all skill levels.

Details on all programs, leagues, and activities are available through the Members' Portal.

### Program Overview

- The Men's Section includes leagues such as:
  - Wednesday Night Men's Play
  - Men's Match Play
  - Saturday Morning Men's Snips
  - Calgary & District Senior Men's Interclub
  - Monday Night Men's Beer League
- The Ladies Section includes:
  - Tuesday and Thursday Day Leagues
  - Thursday Evening 9 & Dine
  - Saturday Morning Business Ladies
  - Calgary Hospitality and Match Play Interclub
  - Day Ladies Interclub
- Full details and registration information for all leagues are available on the Members' Portal.

### Tournaments and Championships

- The Club organizes several member events throughout the season, including:
  - A spring tournament
  - A Stampede tournament
  - A fall wind-up event
  - In addition, the Club hosts an annual Championship event which is played over two or three days and includes various men's and women's flights based on age and skill level, with awards for both low gross and low net scores. Detailed guidelines and registration information are available on the Members' Portal.

## Program Administration and Communication

- Many programs and leagues are organized by member groups, with support from the Pro Shop and Club.
- Program details for each season are updated in early spring.
- Information is shared through:
  - The Members' Portal
  - The Annual General Meeting (AGM)
  - Monthly Elbow Newsletter
  - Bulletin boards located outside the member locker rooms
- Please note: Club programs generally are run with the assistance of the Pro Shop.

## 12. Member Hole-In-One Award

A hole-in-one is one of golf's most memorable achievements and is recognized by the Club.

Upon completion of the round, a member who records a hole-in-one will receive a \$100 restaurant certificate to celebrate with their playing partners (and others in the restaurant, if desired).

### Validation and Recognition

- To validate the achievement:
  - A playing partner must attest to (sign) the scorecard
  - The scorecard must be presented to the Pro Shop
- The Pro Shop will record the member's name, date, hole number, and course played. This information will be:
  - Published in the local newspaper
  - Engraved on the Club's Hole-In-One plaque located in the clubhouse

### Restaurant Certificate Details

- The certificate is valid at the Springs Grill for \$100, inclusive of GST.
- The Club will also cover an 18% gratuity calculated on the certificate amount.
- The Club's total contribution is capped at \$118.
- Any charges above this amount are the responsibility of the member.
- The certificate must be used on the same day and is valid until 8:00 p.m., or later if the hole-in-one occurs in the evening.
- The certificate must be presented to the server prior to ordering.

### Additional Recognition

- The Pro Shop provides a commemorative token gift, which may vary from year to year (e.g., display items or memorabilia).
- Members who record a hole-in-one during the season will also have their meal covered at the Club's fall wind-up event.

## 13. Loss or Damage & Insurance

Elbow Springs Golf Club is not responsible for the loss, theft, or damage of golf clubs, equipment, personal property, or vehicles while on Club property, including items stored in lockers or other Club facilities.

Members are encouraged to ensure that their personal belongings are adequately covered under their own insurance policies.

## 14. Members' Code of Conduct

Elbow Springs Golf Club is committed to providing a safe, respectful, and enjoyable environment for all members, guests, staff, and visitors, as well as fair and equitable access to Club facilities, including tee times.

This Code of Conduct establishes the standards of behaviour expected of all members and governs the proper use of the tee time booking system. It applies to all members, their guests, and any individual acting on behalf of a member, and applies to all Club property and systems.

### General Standards of Conduct

All members and players are expected to:

- Conduct themselves in a respectful, courteous, and sportsmanlike manner at all times
- Treat fellow members, guests, staff, and management with respect
- Refrain from harassment, bullying, threats, or physical or verbal abuse
- Avoid inappropriate, foul, or abusive language
- Check in with the Pro Shop or Starter prior to play
- Follow all posted signage, Club rules, and staff direction
- Maintain an appropriate pace of play
- Not hit into the group ahead
- Not damage the golf course, facilities, or equipment
- Comply with all Club policies, including those relating to alcohol and facility use

### Tee Time Booking Integrity and Fair Access

Elbow Springs Golf Club is committed to ensuring fair and equitable access to tee times for all members.

#### Member Responsibilities

- Members must:
  - Personally book, modify, and cancel tee times using the Club's authorized booking system, except as permitted under Corporate Membership provisions
  - Ensure that bookings are made in good faith with accurate and intended participants (including guests)
  - Update bookings promptly when plans change
  - Use the booking system in a manner that reflects fairness and respect for other members
- Members may adjust player names after booking where necessary; however, changes must not be used to hold or speculate on tee times for unknown or potential players.

#### Prohibited Booking Practices

- The following activities are prohibited:

- Use of placeholder, fictitious, or inaccurate player names
- Booking multiple tee times with the intent of cancelling unwanted times after securing a preferred slot
- Use of automated tools, bots, scripts, artificial intelligence, or third-party services to interact with the booking system
- Sharing, lending, or providing booking system login credentials to another individual (except as permitted under Corporate Membership provisions)
- Any attempt to manipulate, overload, or gain an unfair advantage within the booking system
- The Club maintains booking records and audit trails and reserves the right to review booking activity and patterns to ensure compliance.

### Corporate Membership Booking

- Recognizing the structure of Corporate Memberships:
  - Corporate memberships may designate an internal administrator or authorized representative(s) to manage tee time bookings on behalf of the corporation
  - Sharing of booking credentials within the corporate membership is permitted solely for this purpose
- However:
  - All bookings must reflect the actual intended players (including guests) at the time of booking
  - Corporate members remain responsible for all bookings made under their account
  - The same standards of booking integrity apply to all corporate memberships
- The following remain prohibited:
  - Use of placeholder, fictitious, or inaccurate names
  - Holding or blocking tee times without confirmed players
  - Use of automation tools, bots, or third-party booking services

### Member-to-Member Conduct

Members may courteously remind others of Club rules where appropriate. However:

- Members must not confront, discipline, or attempt to enforce penalties on other members or guests
- Concerns or suspected violations should be reported to the Pro Shop, General Manager, or Board of Directors

### Complaint and Review Process

- Concerns or complaints may be reported by members or their guests
- Reports should be submitted to:
  - The Pro Shop or General Manager (preferably in writing); or
  - The Board of Directors
- Complaints will be reviewed and investigated by Management and a representative of the Board
- More serious or repeat matters may be referred to a Conduct Committee

## Discipline and Enforcement

Violations of this Code of Conduct will be addressed in accordance with the Club's By-Laws and disciplinary framework.

- Disciplinary measures may include:
  - Verbal or written warnings
  - Suspension of tee time booking privileges
  - Suspension of playing privileges
  - Suspension for the remainder of the season
  - Cancellation of annual playing privileges
  - Termination of membership in serious cases
- Violations may be assessed and addressed based on severity, including escalating levels of offences as outlined in the full Code of Conduct Policy
- A clean-slate period may apply following a defined period without further infractions, as determined by the Board
- The General Manager administers this Policy under the direction of the Board, which retains final authority for interpretation and enforcement

Guests may have their playing privileges revoked and may be restricted from future play.

## Appeals

- Members may appeal certain disciplinary decisions in accordance with timelines and procedures established by the Board, as outlined in the full Code of Conduct Policy.

## Further Information

This section provides an overview of the Club's Member Code of Conduct.

Members are encouraged to review the full Member Code of Conduct Policy & Procedures, available on the Members' Portal, for complete details regarding:

- Standards of conduct
- Tee time booking rules
- Complaint and investigation procedures
- Discipline and appeal processes

## 15. Alcohol, Tobacco and Cannabis Policy

- Members and their guests are required to comply with all applicable provincial regulations governing alcohol consumption on Club property.
- Alcohol consumed at Elbow Springs Golf Club must be purchased through the Club. The possession or consumption of outside alcohol on Club property is strictly prohibited and is in violation of applicable Alberta liquor regulations. Non-compliance may jeopardize the Club's liquor licence.
- Cannabis use is not permitted anywhere on Club property.
- Smoking is permitted only in designated outdoor areas. Members are expected to dispose of cigarette butts appropriately.
- Failure to comply with this policy may result in disciplinary action by the Board.

## 16. Agreements Governing the Club

Elbow Springs Golf Club operates under a co-ownership structure that defines how the Club and the golf course are governed and managed.

### Ownership and Operations

- The golf course lands and facilities are co-owned:
  - 75% by Elbow Springs Golf Club (the “Club”), a non-profit organization
  - 25% by Elbow Springs Golf Club Limited Partnership (the “Partnership”)
- The Partnership is responsible for all management and operations of the golf course and facilities, including:
  - Day-to-day operations
  - Maintenance
  - Staffing
  - All operating and future capital costs
- The Club represents the interests of its members within this structure and is not responsible for funding operating deficits or capital expenditures.

### How the Structure Works in Practice

- The Club maintains a target of approximately 275 Principal Members, consisting of:
  - Approximately 235 individual memberships
  - Approximately 40 corporate memberships
- During peak playing hours (generally 6:30 a.m. to 5:30 p.m.), the course accommodates approximately 128 total 18-hole tee times per day, allocated as follows:
  - Approximately 92 tee times reserved for members
  - Approximately 36 tee times allocated to public play
  - *These tee time allocations are approximate and may vary based on seasonal conditions, daylight hours, maintenance requirements, and overall course operations.*
- This structure is designed to balance:
  - Member access to tee times
  - Public play and overall course utilization
- If the number of active playing members falls below the target level:
  - The Club, together with Management, may offer Annual Player opportunities to utilize unused playing rights.
  - Where applicable, the Partnership may introduce additional public tee times based on a formula outlined in the governing agreements to support membership levels.

### Governing Documents

- The Club operates under a series of key agreements and documents that define its structure and governance. These include:
  - The Co-Ownership Agreement, together with any amending agreements between the Club and the Partnership.

- The Club's By-Laws, which govern the administration of the Club and the authority of the Board of Directors.
- The Club's Policies, which establish rules, standards of conduct, and operational procedures.
- These documents collectively define:
  - The roles and responsibilities of the Club and the Partnership
  - Member rights and obligations
  - The structure of fees and playing privileges
- Members are encouraged to review these documents, which are available through the Members' Portal.

## 17. Membership Types

The members' roster is available to all members through Tee-On. Members may sign into their account and view the roster under "My Account / Member Roster." Due to privacy requirements, certain information may be restricted; however, members may contact one another by email.

### Principal Member

- The Principal Member is the individual named on the Membership Certificate.
- Principal Members:
  - have full playing privileges and access to member benefits;
  - have the right to vote on Club matters; and
  - are eligible to serve as a Director or officer of the Club.

### Corporate Membership

- A Corporate Membership permits a corporation to participate in the Club through a designated individual and through one or more corporate membership options.
- The Corporate Designee is the individual designated by the corporation to represent the membership. The Corporate Designee has the same voting rights as a Principal Member and is eligible to serve as a Director or Officer of the Club.
- Corporate memberships offer three options, which may be used individually or in combination:
  - Option 1 – Principal Playing Member
    - The corporation may designate one principal playing member who receives full playing privileges. If desired, eligible family members may also participate through spousal, intermediate, junior, or juvenile membership categories, in accordance with Club rules.
  - Option 2 – Passes
    - The corporation may elect to receive 50 transferable 18-hole golf passes. Tee times must be booked under the corporation's name, and additional passes may be purchased. The corporation is also extended a charge account for employee or guest use.
  - Option 3 – Designate Members
    - This option must be used in conjunction with Option 1 or Option 2. The corporation may designate up to 5 employees with Option 1, or up to 4 employees with Option 2. Designate Members are entitled to unlimited use of practice facilities, member activities, optional handicap tracking, locker, club storage and cleaning, a personal charge account,

and the ability to book tee times under their own name. Designate Members must use a pass or pay a green fee to play.

### Associate Member

Associate Members may be sponsored by a Principal Member and include the following categories:

- Family Associate Members - Limited to immediate family members:
  - spouse;
  - children in the following categories:
    - Juvenile (ages 8–11)
    - Junior (ages 12–17)
    - Intermediate (ages 18–25)
  - Family Associate Members have full playing privileges, subject to applicable guidelines, but do not have voting rights or eligibility to hold office. Junior members are subject to booking restrictions.

### Extended Associate Member

- An Extended Associate Member may be sponsored by a Principal Member and is limited to one individual who is not required to be a family member.
- Extended Associate Members have full playing privileges, subject to Board guidelines, but do not have voting rights or eligibility to hold office.
- **Note: The Board is currently not approving Extended Associate Memberships.**

### Sponsored Intermediate and Junior Members

- On a limited basis, sponsored Intermediate and Junior memberships are available annually to individuals who are not family members of existing members.
- A total of 36 Junior memberships and 12 Intermediate memberships are available each year
- These memberships are offered for sale in the fall of each year
- Age restrictions apply
- Junior members are subject to booking restrictions

### Annual Player

- When a Principal Member is unable to play for a season, their playing rights may be assigned to a non-member, referred to as an Annual Player.
- Annual Players:
  - pay a Non-Equity Player Fee in addition to the Annual Use Fee (see Section 21);
  - assume the member's playing privileges for the season;
  - may participate in Club programs and events; and
  - may sponsor eligible Associate Members.
  - do not have voting rights and are not eligible to hold office, but are welcome to attend Club meetings.

## 18. Club Annual Membership Dues and Club Fees

Each year, members are required to pay Club Annual Membership Dues and, if playing, an Annual Use Fee.

### Club Annual Membership Dues

- The Club Annual Membership Dues (often referred to as the “social fee”) are set by the Board of Directors.
- These dues support Club operations, including:
  - Member programs
  - Tournaments and events
  - General Club administration
- The Club Annual Membership Dues is currently \$30 per member and have remained unchanged since 2008.

### Annual Use Fee and Payment Process

- The Annual Use Fee is charged by Elbow Springs Golf Club Limited Partnership (“Management”) and provides members with playing privileges for the season.
- For active playing members, a combined invoice is issued by Management in January, which includes:
  - The Annual Use Fee
  - The Club Annual Membership Dues
- Members make a single payment to Management, which then remits the Club’s portion (the \$30 dues) to the Club.

### Members Not Playing

- Members who are not playing for the season (and therefore not paying the Annual Use Fee) are still required to pay the Club Annual Membership Dues.
- In these cases:
  - The Club will invoice the member directly in January
  - Payment is made directly to the Club

### Additional Club Fees

- The Club may also charge additional fees, including:
  - Associate Member fees (spouses and/or children)
  - Annual Player-related fees
  - Non-playing or administrative fees - [Principal Members Not Playing for the Season](#).
- Details regarding these fees are outlined in Section 21 – Summary of Member Fees and Due Dates.

## 19. Management's Annual Use Fee

The Annual Use Fee is charged by Elbow Springs Golf Club Limited Partnership ("Management") and provides members with access to golf and related facilities for the season.

### What the Annual Use Fee Includes

- The Annual Use Fee includes:
  - Green fees and playing privileges
  - Use of practice facilities
  - Access to Club amenities (e.g., lockers, club storage)
  - Golf Canada membership fee
  - The Club's Annual Membership Dues

### Annual Process and Timing

- In late November or early December, Management provides Principal Members with:
  - A registration form for the upcoming season
  - Details of the Annual Use Fee and related charges
  - A year-end invoice is then issued, with payment due by January 31

### Payment Options

- Management offers several payment options, including:
  - Cheque or cash equivalent
  - Credit card
  - Monthly payment plans (subject to applicable interest charges)
- Members who pay by cheque or cash equivalent may receive 1,000 Loyalty Points, which can be used toward:
  - Guest green fees
  - Food and beverage purchases

### Late Payments

- Payments not received by January 31 may be subject to late fees or surcharges, as determined by Management.

## 20. Principal Members Not Playing for the Season

The Board, together with Management, makes reasonable efforts to assist members who are unable to play in a given season in finding an Annual Player to utilize their membership.

### Member Status Categories:

#### Inactive Playing Status

- Members who are unable to play due to medical conditions, work transfers, or other circumstances beyond their control.

#### Non-Playing Status

- Members who elect not to play for a season but do not qualify for Inactive Playing Status.

## Options Available to Members

Members not playing for the season may:

- Identify a prospective Annual Player on their own; or
- Request assistance from the Board and Management in finding an Annual Player

## Important – No Guarantee

- There is no guarantee that the Board or Management will be able to secure an Annual Player.
- If an Annual Player is not secured, the Principal Member remains responsible for the Annual Use Fee, in accordance with the Club's governing agreements.
- Members may also identify a suitable Annual Player on their own, subject to Board approval.

## Inactive Playing Status – Waiver Consideration

Members applying for Inactive Playing Status may request a waiver of the Annual Player Application Fee.

## Waiver Guidelines

- Waivers are intended for temporary situations beyond the member's control.
- A completed application is required each year.
- Members requesting a waiver of the Annual Player Application Fee must provide supporting documentation, which may include:
  - A medical certificate from a qualified healthcare provider confirming inability to play for the season; or
  - A letter from an employer confirming a temporary work relocation or work-related circumstances preventing play
- Supporting documentation will be reviewed for eligibility purposes and treated confidentially.
- Approval of a waiver in one year does not imply or guarantee approval in future years.
- All waiver requests are subject to review and approval by the Board.

## Club Policy for Members Not Playing for the Season

- Members who sell and assign their playing rights for a season:
  - Relinquish all playing privileges for that season
  - Retain the right to attend meetings and serve on the Board

## Annual Player Application Process

- All members wishing to sell and assign their playing rights must complete an application form each year.
- Application forms are distributed annually in the Fall.
- Applications must be submitted by the published deadline (generally December 15).
- Late or incomplete applications may result in reduced or no availability of Annual Players.

## Application Fees

- The Annual Player Application Fee is:
  - \$250; or
  - \$125 if the member provides a pre-approved Annual Player
- Members granted a waiver:
  - Pay only the Club Annual Membership Dues; and
  - Remain subject to availability of an Annual Player

## Application Priority

- Applications are processed in the following order:
  - Applications with an acceptable proposed Annual Player
  - Applications with approved waivers
  - All other applications in order of submission

## Additional Requirements and Limitations

- Corporate memberships are generally not eligible for Annual Player arrangements, as corporations have the ability to designate alternate individuals under their membership structure.
- However, in limited circumstances where a corporate membership is structured with a single designated user and no alternate designees, the corporation may request consideration for an Annual Player arrangement.

## Invoicing and Payment

- In January, the Club issues invoices for:
  - Annual Player Application Fees
  - Club Annual Membership Dues
- Payment is due upon receipt or within 30 days.
- Payments may be made by:
  - Cheque
  - eTransfer (clubtreasurer@elbowsprings.com)

## Failure to Secure an Annual Player

- Members without an Annual Player and who have not paid the Annual Use Fee by February 1 will be designated Non-Playing Status and subject to the Non-Playing Fee in accordance with the Club's governing agreements.
- If an Annual Player is assigned after January 31, any refund of Annual Use Fees will be adjusted based on the timing within the season.
- Failure to pay Club fees may result in consequences under the By-Laws, including potential termination of membership.

# 21. Summary of Member Fees and Due Dates

## Annual Use Fee

- Includes all costs and fees associated with green fees; facility usage (short game, driving range, club storage, lockers etc.); Golf Canada Fee and the Club's Annual Membership Dues (social fee) plus applicable GST.
- Published annually by ESGC Limited Partnership in the Fall of each year.
- Equity members are notified via email of the upcoming golf season's Annual Use Fees (late November to early December).
- Fees are collected annually by ESGC Limited Partnership and are due January 31.
- Club's Annual Membership Dues, for active members, are remitted by ESGC Limited Partnership to the ES Golf Club in the Spring of each year.

## Club's Annual Membership Dues

- Dues for active members are collected annually on behalf of the Club by ESGC Limited Partnership along with the payment of the Annual Use Fees.
- Club Membership Dues for Inactive Playing Status and Non-Playing Status Members are invoiced separately by the Club in January of each year. These payments are made directly to the Club and are due upon receipt of the invoice or within 30 days at the latest.
- Dues are managed by the ES Golf Club (Board) and paid by each member as follows (2024):
  - Equity Member: \$30.00
  - Corporate Members: \$30.00
  - Sponsored Intermediate Fee: \$30.00
  - Sponsored Juniors Fees: \$0.00
- Lack of payment of Annual Memberships Dues can lead to the termination of a membership, as per By-Law 3.01, (amended May 2023): *"If any Member should in any year fail to pay the Annual Membership Dues in relation to a membership as required by Section 2.14 above, then if such Annual Membership Dues have not been paid by 12:00 o'clock at the end of the day on March 31st of that year, the membership in question shall be terminated and at an end, such that the Member shall thereafter have no rights thereunder. The Club shall have no obligation whatever to notify a Member prior to any such termination of a membership for failure to pay Annual Membership Dues."*

## Associate Membership Fee

- When a Principal member elects to have their spouse and/or children play on
- their membership, the following fees are collected along the Annual Use Fee and remitted to the Club:
  - Associate Membership Fee (spousal): \$30.00.
  - Intermediate Membership Fee: \$00.00.
  - Junior Members Fee: \$00.00.

## Application to Request an Annual Player

- Published annually in the Fall by the Club and forwarded to the membership via email. When available, application forms are updated annually on the Members' Portal.
- All applications are due December 15, or sooner, if possible.
- Late applications may result in no available Annual Players by January 31.
- There is NO GUARANTEE that the Club or Management will be able to secure a prospective Annual Player for every member applying for these options. Should an Annual Player not be found, the Principal Member will be required to find a player on their own or pay the Annual Use Fee for the golf season.

## Annual Player Application Fees

- The Annual Player Application Fee is \$250, reduced to \$125 if a member designates a prospective Annual Player who has been approved by the Club.
- Inactive Status Members with a waiver only pay the Annual Memberships Dues, subject to an annual player being available to play on the membership.
- The Club invoices the Annual Player Application Fees and the Annual Membership Dues in January with payment due upon receipt or by January 31 at the latest.
- These fees are paid by the equity member.

- Fees may be remitted by cheque or eTransfer payable to Elbow Springs Golf Club ([clubtreasurer@elbowsprings.com](mailto:clubtreasurer@elbowsprings.com)).

#### Non-Playing Fee – Members Without an Annual Player

- Any non-playing member who has not arranged with the Club for an Annual Player to use their playing rights for the upcoming season, will be assessed a Non-Playing Fee equal to the Annual Use Fee charged by ESGC Limited Partnership.
- The fee is assessed on February 1st.
- Mid-February (effective February 15) the ES Golf Club invoices members with payment due in 30 days.

#### Annual Player Non-Equity Fee

- In addition to the Annual Use Fee, Annual Players are charged a Non-Equity Fee of \$500.00.
- Should they elect to have their spouse and/or children play on their membership, the following fees will also be collected along the Annual Use Fee:
  - Annual Player Spousal Fee: \$30.00.
  - Intermediate Membership Fee: \$00.00.
  - Junior Members Fee: \$00.00.

#### Redemption Fee – Applicable When Selling Your Equity Membership

- For processing the sale of an equity membership.
- The Redemption Fee is \$1,000 for individual equity memberships and \$1,500 for corporate memberships, payable to ESGC Limited Partnership.
- NOTE: Selling member may make the Redemption Fee part of the financial arrangement negotiated with the buyer, i.e. either paid by the seller, paid by the buyer, or shared. The selling equity member is fully responsible for remitting the payment prior to the transfer of ownership, regardless of the source of the funds.

## 22. Selling Your Equity Membership

Elbow Springs Golf Club supports a member-driven resale process for equity memberships, while providing guidance, resources, and administrative support to facilitate a smooth and efficient transfer.

Equity memberships are sold privately between members and prospective purchasers. Members are responsible for identifying a buyer, negotiating terms, and agreeing on a sale price. The Club does not set pricing or participate in negotiations.

To support this process, the Club provides a centralized **Membership Sales Centre** on the Members' Portal, which includes step-by-step guidance, templates, forms, and other resources to assist both sellers and prospective buyers.

All membership transfers are subject to Board approval. The Board will not approve sponsorships involving Elbow Management, its staff, or the Elbow Springs Golf Club Limited Partnership (the "Partnership").

#### Transfer Process

Once a seller and purchaser have reached an agreement, the following steps are required:

- The selling member completes and signs a Redemption of Membership form
- The purchaser completes an Application to Purchase Membership
- The seller provides sponsorship of the purchaser in accordance with Club requirements

- The parties arrange a meeting with the Club to finalize the transfer
- Documentation may be submitted in advance for review and preparation

The transaction is completed through the Club office. Upon completion, a new Membership Certificate is issued.

### Redemption Fee

A Redemption Fee applies to all membership transfers:

- \$1,000 for individual equity memberships
- \$1,500 for corporate memberships

The selling member and purchaser may agree on how the fee is allocated; however, the selling member remains responsible for ensuring the fee is paid prior to completion of the transfer.

The Redemption Fee is payable to Elbow Springs Golf Club Limited Partnership, which administers the transaction process on behalf of the Club.

### Role of the Club

The Club's role in membership sales is administrative and governance-focused. The Club facilitates the transfer process once a sale has been agreed and ensures that all documentation and requirements are satisfied.

While the Club does not formally list or broker memberships, it may from time to time provide guidance, respond to inquiries, and direct prospective purchasers to available resources on the Members' Portal.

### Additional Resources

Members are encouraged to visit the Membership Sales Centre on the Members' Portal, which includes:

- Step-by-step guidance
- Required forms and templates
- Sample communications
- A checklist to support a smooth transaction

## 23. Elbow Springs Golf Club Limited Partnership Staff

Elbow Springs Golf Club Limited Partnership employs a team of dedicated and talented staff. Our leadership team:

Scott Allred | Executive Professional

Colin Presley | General Manager

Tessa Sakamoto | Manager, Accounts & Administration, Events  
Manager

Ryan Herbach | Head Professional

Liz Cook | Food and Beverage Manager