



**200 GOLFWOOD DRIVE
AMHERSTBURG, ONTARIO N9V 3T4
www.pointewestgolf.com**

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Administration Fax	519-736-8625
Golf Shop	519-736-8601
Dining Room & Catering	519-736-2838
Golf Course Superintendent	519-736-5050

MANAGEMENT TEAM

	Ext:	E-mail
COURSE SUPERINTENDENT Matt Erickson		matt@pointewestgolf.com
DIRECTOR OF GOLF Rick Schmidtgall	18	rick@pointewestgolf.com
ACCOUNTING AND ADMINISTRATION MANAGER Sherry Mailloux	12	sherry@pointewestgolf.com
CLUBHOUSE MANAGER Iolando Antogiovanni	15	iolando@pointewestgolf.com
EXECUTIVE CHEF Vanessa Parent	17	chef@pointewestgolf.com

ADMINISTRATION

	Ext:	E-mail
ACCOUNTING ASSISTANT Beth Mailloux	11	accounts@pointewestgolf.com
MEMBERSHIP SALES/SERVICE Loriann Vrabel	14	admin@pointewestgolf.com

POINTE WEST GOLF CLUB WEBSITE

www.pointewestgolf.com

The primary objective of our Website is to offer our Membership and visitors to the site, up to date information on the Clubs' products, programs, services, and events in an interactive environment, which is accessible and easy to navigate and understand.

Membership usage is a key objective; we appreciate your constructive comments and suggestions regarding any aspect of the site.

The Website is a continual work in progress, which changes on a regular basis. Some features presently available on the Website include:

Latest news from the Club – Includes the most recent “CourseLine”, our Calendar of Events, Food and Beverage Specials, Upcoming Events, and news from our Standing Committees and Board of Directors.

Golf Course – Includes information on the Design and History of the Golf Course, Guest Play, our Pointe West Tournament Program, Course Layout, Scorecard and Golf Course Rating.

Golf Shop – Includes information on Guest Fees and Cart Rentals, recent Tournament Results, Golf Course Dress Code, a Shopping Gallery outlining Golf Shop Specials and a link to the Golf Association of Ontario web site, which allows our Membership the opportunity to check Member Handicap Indexes.

Clubhouse and Food & Beverage – Includes information on the Club's Facilities and Upcoming Events, Dining Room Menus for both Lunch and Dinner and Member Catering Menus. This section also assists non-members with enquiries regarding special events such as weddings.

Membership – Includes information on the pertinent points of the Equity Structure at Pointe West, as well as Membership Applications for both Equity and Non Equity Membership, and information on Membership Dues and Fees.

Contact Us – The Website can also be used to contact our Management and Staff.

Log in – A Member can log into the Website, by using their full name as their Username, typed in lower case and without any spaces: e.g. *johnsmith*, and their account number as their Password: e.g. *S99*. If any Member has any difficulties logging into the Website, or any questions navigating the Website, please contact the Administration Office for assistance.

MISSION STATEMENT

Pointe West Golf Club is dedicated to being the premier
Private Equity Golf Club in Southwest Ontario.

Pointe West is committed to providing a first class golfing facility,
at a well maintained and operated Club, while offering Members and their guests
the highest standard of hospitality and service.

A MESSAGE FROM THE PRESIDENT

Dear Members:

On behalf of the Board of Directors, I would like to thank those of you who continually donate your time and knowledge to Pointe West by serving on our various Committees. The decision making process at our Club is only as good as the discussions and decisions that take place at the Committee level.

*I hope that all Members and Guests take full advantage of all of the attractive features of our Club, including a tremendous golf course, great food and socializing with your fellow Members, either before or after a round, on our spectacular patio.
I sincerely hope you enjoy your Pointe West experience.*

**Warm regards,
Ed Predki**

GOLFING RULES & REGULATIONS

Golf Shop Staff

Director of Golf: Rick Schmidtgall
Associate Professional: Kevin Cote

Contact Details

Golf Shop Telephone 519-736-8601
Rick Schmidtgall Ext: 18 or rick@pointewestgolf.com

Golf Shop Hours of Operation

The Golf Shop will open one half hour prior to the first tee-time. The Golf Shop closing time will be determined by the level of play, and Members are asked to call the Golf Shop for daily closing times.

Golf Course Opening Hours

The Golf Course season opening and closing dates are determined solely by the Golf Course Superintendent, in consultation with the Golf Course Committee.

The Golf Course Superintendent, or his designate, is solely responsible for the decision on a daily basis, of determining whether it is necessary to close, or delay the opening of the Golf Course, due to inclement weather, or any other condition which might affect play.

The following details the general schedule of Course Opening Hours. Members are reminded that general hours of play may be affected by the scheduling of certain events and the weather. Members are advised to refer to the fixture lists or notices posted at the Golf Shop and on the Club's Website, or contact the Golf Shop by telephone.

Mondays Tee-times from 12:00 p.m.
(Except for October (open for Thanksgiving Monday) and November, when the Course is closed, and on Holiday Mondays (see below) when the Course is open)

Tuesdays – Fridays

April	Tee-times from 8:00 a.m.
May – August	Tee-times from 7:30 a.m.
September	Tee-times from 8:00 a.m.
October	Tee-times from 8:30 a.m.
November	Tee-times from 9:00 a.m.

Saturdays, Sundays & Holiday Mondays

April	Tee-times from 7:30 a.m.
May	Tee-times from 7:00 a.m.
June, July, August	Tee-times from 6:30 a.m.
September	Tee-times from 7:30 a.m.
October	Tee-times from 8:00 a.m.
November	Tee-times from 8:30 a.m.

Reserving Tee-Times

Members may make a tee-time reservation with the Golf Shop in person, by telephone, or by using the Tee-on Reservation System, seven (7) days in advance.

Members are asked to assist in the availability of tee-times, by only booking tee-times for fellow Members and their guests who have specifically committed their availability to the reserved time.

Members are allowed to book as a single golfer in any open tee time. However, the Golf Shop Staff have discretion in not allowing that single golfer to tee off if the Golf Course is busy.

Tee-Time Cancellation Policy

The Club has established a tee-time cancellation policy for those individuals who make tee-times, but fail to make the reserved time, or cancel their time with the Golf Shop.

Member with Guests: The Member, responsible for booking the tee-time, will be charged \$25 for each golfer in their group, who does not show up for the scheduled tee-time or does not cancel their tee-time at least six (6) hours before the scheduled tee-time.

Members: Any Member, who does not show up for the scheduled tee-time, or does not cancel their scheduled tee-time at least six (6) hours before the scheduled tee-time, will be charged \$25.

It is the sole responsibility of the Golf Shop Staff, to record the cancellation infractions, and post the necessary cancellation fees, which will be administered on the day of the infraction. Members will be allowed a maximum of three infractions, with a fine being implemented on the occurrence of a fourth infraction. Any subsequent enquiry, or request for refund, should be made in writing to the Golf Program Committee.

Pace of Play

Players failing to maintain their place due to slow play, shall lose their position and must give way to players following behind.

Players are encouraged to use the Club's facilities after nine holes of play, including the Terrace on the Turn, but are expected to use the telephone at the 9th tee to pre-order their food requirements. Players are not allowed to stop for lunch under any circumstances, and are expected to maintain their pace of play and course position at all times.

Pointe West has adopted a preferred "Pace of Play" for a round of golf, as four (4) hours and fifteen (15) minutes. Players are expected to embrace "ready golf" and move briskly on the Course.

Players unable, or unwilling to abide by this rule, may be asked to allow other groups through, or miss holes to restore their correct position.

Members responsible for slow play, in excess of four (4) hours and thirty (30) minutes, will be issued a "slow play" violation letter, by the Golf Program Committee, and may be subject to further disciplinary measures should additional infractions occur.

On occasions when a group is significantly holding up another group, to the extent that a full hole is available, the quicker group should be allowed to play through, irrespective of the number of players in the group. Once the signal to play through has been given, players should stand aside and allow the following group to play through until out of range. A single player has no standing on the course.

Course Etiquette

The rules and etiquette of golf to be employed at Pointe West are those approved by Golf Canada, except where modified by local rules.

The Course Superintendent requests that divots be replaced during periods of cool weather and when sufficient moisture is retained in the soil to allow a good chance for re-growth. During dry and hot periods, when little or no moisture is retained in the soil, sand mixture should be firmly

packed in the spot in lieu of replacing the divot. Players are also asked to review the immediate area and fill in spots wherever possible.

It is also the duty of every golfer, to repair pitch marks in the green, and rake all footprints in bunkers. Players should leave a green or bunker how they would like to find it.

Registration & Member Play

All Members must register at the Golf Shop prior to play. When hosting guests, all guests must register with the Golf Shop and supply a Guest Fee Certificate or pay the applicable Guest Fee prior to play.

Play will commence from the 1st tee only, unless instructed otherwise by the Golf Shop Staff.

Players must not cut in at any time, unless there is a clear hole, and then only at the permission of the Golf Shop Staff.

Property Damage

Should window breakage or other damage, or suspected damage occur to private property adjacent to the golf course, including but not limited to that caused by the golf ball of a Member or guest, the individual Member or guest causing the damage is liable for reparation.

The Member or guest should provide the owner of the property with their name and phone number, either in person, or by leaving a note in the mailbox of the home.

The Golf Shop should be notified of any damage or potential damage, as soon as possible after completion of the round.

It is recommended that Members ensure their insurance is adequate to cover such incidents.

Cell Phones, Pagers, BlackBerry, Smartphones and Similar Electronic Devices

Pointe West recognizes the common use of cell phones, pagers, BlackBerry, Smartphones and similar electronic devices in today's society and appreciates the value of them in emergency situations. In order however to maintain the family character and atmosphere of the Club, and as a courtesy to others, Members are asked to use cell phones, pagers, BlackBerry, Smartphones and similar electronic devices at a minimum and to ensure their use does not spoil the enjoyment of the Club's facilities for other members and their guests.

Members and their guests are accordingly asked to ensure their cell phones, pagers, BlackBerry, Smartphones and similar electronic devices are turned off or have their ringers deactivated at all times, while on the Golf Course. Should it be necessary to make a call while on the Golf Course, Members and their guests are asked to keep the length of the call to a minimum, and furthermore, to use the courtesy phones located within the Clubhouse whenever possible, especially should they be required to make a call of any significant length.

Guest Play

A Member may **only introduce three guests a day, and must play with these guests**. If a Member wishes to entertain a number of additional guests, they may request an outing by submitting a request to the Golf Program Committee, care of the Director of Golf. The outing should be for a maximum of 60 players, with the start time approved by, and at, the discretion of the Director of Golf.

Guests will be permitted to play at any time, except between 8:00 a.m. and 10:30 a.m. on Saturdays, Sundays and Holidays, and during periods scheduled for the Fairway and Fescue Leagues.

Guest play during the restricted time period of 8:00 a.m. to 10:30 a.m. on Saturdays, Sundays and Holidays is permitted, pending tee time availability within a 48 hour time period. Junior guests are not permitted to play during this period.

A Member may introduce the same guest no more than twice in a calendar month. A guest that has enjoyed golfing privileges twice within a calendar month, cannot be introduced as a guest of another Member in the same calendar month.

Members are reminded that Junior guests are only permitted to play at times allocated for Junior Members.

Members are reminded that they are liable for any debt incurred by their guests, and will assume full and complete responsibility for the conduct of their guests while on the Golf Course and within the Clubhouse.

Members are permitted to play golf with Staff of the Club, however, this can only occur on the designated days that Staff are allowed access to the Golf Course. The Golf Shop Staff have authority to not allow Staff to play with Members on non-designated days.

Member Morning Shotgun Weekends & Holidays

On the occasion when the Club conducts a morning Member Shotgun on a weekend or holiday the following regulations are to be observed.

Members, except for the following exceptions detailed below, may make a reservation with the Golf Shop in person, by telephone, or by using the TEE-ON Reservation System, seven (7) days in advance.

Guest play is permitted, pending availability within a four (4) day time period.

Senior Members are permitted to play on a stand by basis, pending last minute availability.

Junior Members, aged thirteen to eighteen, are permitted to play on a stand by basis, pending last minute availability, at no cost. Junior Members aged seven to nine are not permitted to play. Junior Guests are not permitted to play.

League Play

The Course is reserved for League play during the following times. Members and guests who are not signed up for the respective Leagues are prohibited from access to the starting tee during these times.

Tuesdays	2:04 p.m. to 4:04 p.m.	Ladies Fairway League
Wednesdays	2:04 p.m. to 5:04 p.m.	Men's Fescue League

Reciprocal Clubs

Pointe West has formalised reciprocal arrangements with certain local private clubs in Windsor and the Essex-Kent region. Members wishing to play golf at other local private clubs should contact the Director of Golf, who can make the necessary arrangements. Members are asked not to contact these Clubs directly.

Golf Tournaments & Outings

Pointe West hosts a number of outside Golf Tournaments each year. A Member or Non-Member, may apply in writing to the Club to host a tournament, care of the Director of Golf.

Furthermore, any Member may request an outing at Pointe West, by submitting a request to the Golf Program Committee, care of the Director of Golf. The outing should be for a maximum of 60 players, with the start time approved by, and at, the discretion of the Director of Golf.

Club Sanctioned Events

The Golf Program Committee, on occasion, may waive the charging of green fees for club sanctioned events. Club sanctioned events are those that are recognized and approved by the Golf Program Committee and are available to the general membership at large, subject to category restrictions.

Storm Warning

Pointe West has installed for the safety and protection of Members and Guests, the Thor Guard Lightning Prediction System and Voice of Thor Guard Horn Warning System. This sophisticated lightning prediction system detects the presence of lightning and severe inclement weather within a pre-set radius around Pointe West.

Members and their guests, upon hearing a ten second blast, must immediately discontinue play and seek shelter, by returning to the Clubhouse or using a dedicated Storm Shelter located on the Course.

Once severe and dangerous weather has passed, and the Thor Guard Lightning Prediction System has issued an all clear, play may be commenced after the sound of three short blasts.

Disciplinary action may be taken against any Member who does not strictly abide by the instructions of the Golf Shop, in matters of inclement and severe weather.

Mandatory Spikeless Shoe Policy

Pointe West does not permit steel or ceramic spikes at any time on the Practice Facilities, Golf Course or within the Clubhouse. Only soft spikes or spikeless shoes are permitted. Members should ensure that their guests are reminded of this policy prior to playing at Pointe West.

In circumstances where a guest does not have soft spikes, we request the arrival thirty (30) minutes prior to tee-time, to allow a Locker Room Attendant the opportunity of replacing the aforementioned spikes with soft spikes. A small charge for the cost of the spikes will be made in these circumstances.

Distance Measuring Devices

Pointe West allows the use of devices that measure "distance only", in all club events that are sanctioned by the Golf Program Committee. The use of devices that gauge or measure other conditions that might affect play, (e.g. wind or gradient) are not permitted.

Course Dress Code

All Members and their guests are required to conform to the Dress Code as outlined below. Members are reminded that they are responsible for the attire of their guests and should advise them of the Dress Code prior to their visit.

As directed by the Board of Directors, other attire may be deemed inappropriate at the discretion of the Golf Shop Staff.

Ladies

- Golf Style Shirts can be either collar or collarless, with or without sleeves
- Mock "T" Necks with long or short sleeves are acceptable attire
- Tank Tops, Tube Tops and Halter Tops are not acceptable
- Tailored Slacks, Shorts, Skorts, Skirts and Dresses are acceptable attire, with or without patch pockets
- Cargo Slacks, Shorts, Skorts and Skirts are not acceptable attire
- Tailored Shorts, Skorts, Skirts and Dresses must be no shorter than mid-thigh in length

- Jackets, Shirts, Slacks, Shorts, Skorts, Skirts and Dresses, or any other wear, or denim or jean wear of any colour, are not acceptable attire
- Nylon Walking Suits are acceptable attire
- Drawstring Pants or Shorts, Sweat Type Pants, Stirrup Pants, Yoga Pants and Tights are not acceptable attire
- Shoes on the Golf Course must be recognized as proper golf footwear

Gentlemen

- Shirts must have a collar and sleeves and be tucked in, except where the style of Shirt is designed to be worn un-tucked
- Mock “T” Necks with long or short sleeves are acceptable attire
- T -Shirts are not acceptable attire
- Tailored Shorts must be no shorter than mid-thigh in length
- Tailored Slacks and Shorts are acceptable attire, with or without patch pockets
- Nylon Walking Suits are acceptable attire
- Cargo Slacks and Shorts are not acceptable attire
- Drawstring Pants or Shorts or Sweat Type Pants are not acceptable attire
- Jackets, Shirts, or Slacks, or any other wear, of denim or jean wear of any colour are not acceptable attire
- Shoes on the Golf Course must be recognized as proper golf footwear

These regulations have been instituted to maintain the standards desired by the Club’s membership.

The Dress Code applies to all individuals who access the Golf Course, including; players, caddies, spectators, tournament workers and volunteers.

Club Management has been granted authority by the Board of Directors, to refuse golfing or clubhouse privileges to those not in compliance with the Club’s Dress Code. Appropriate action will be taken for failure to comply with the Club’s policy or requests made by Club Management regarding its compliance.

Golf Course Rangers

During busy periods, Course Rangers will be engaged in monitoring the “Pace of Play”, to ensure it conforms with the policy currently in effect. Rangers will also help groups in location of balls, and aid groups or individuals who may need some form of assistance.

In situations where a group is failing to maintain the “Pace of Play”, Rangers have been instructed by the Golf Program Committee to ask individuals to speed up play, to ensure they return to their proper position on the Golf Course.

If a group remains out of position, they can be asked to immediately suspend play and move forward until they are no longer out of position. Failure to comply with the request of the Ranger, will be dealt with by the Golf Program Committee in conjunction with the Conduct Committee, and could result in suspension of playing privileges, or other such action as deemed appropriate by the Committee.

Golf Carts

Pointe West owns and operates a fleet of electric golf carts for the convenience of Members. Due to the weight of the electric golf cart, they can create a problem to the maintenance of the Golf Course.

Carts which are improperly used can be dangerous to the occupants and cause extensive damage to the course, as well as the vehicle itself. The Golf Course Superintendent, or his designated Assistant, will have sole responsibility for determining when power golf carts may be used.

All Members and their guests must comply with the following rules, which will be strictly enforced.

- Drive golf carts on cart paths and in the rough as much as possible. Golf carts must remain on cart paths throughout all Par 3's
- Drivers must be a minimum of sixteen (16) years of age and hold a valid Driver's Licence. **(Beginner Licence not acceptable)**
- Drivers should exercise extreme care around the Golf Shop and parking lot areas. When approaching or crossing bridges, speed should be reduced and additional caution observed
- Drivers should avoid fast starts, which tends to tear turf. If any damage is caused to the Golf Course or damage or malfunction of the golf cart is apparent, these matters should be referred to the Golf Shop on completion of the round
- Only two carts allowed per group, other than during certain tournament play and then only at the discretion of the Golf Shop Staff

Do not drive Golf Carts:

- Within thirty (30) feet of the greens except on cart paths
- On mounds
- In the fescue
- Onto tees or side slopes of tees
- Soft spots or seeded areas

The Golf Carts are the property of Pointe West and fees charged are self-sustaining, based on upkeep and maintenance. It would be unfair to other Members, if the general membership paid repair costs for damage caused by users of the carts, therefore, the cost of repairing damage caused by a member or their guests will be charged to the member's account.

Medical Golf Cart Policy

Members and guests who have difficulty walking the course due to some physical disability or impairment, may apply to the Club for a minor dispensation to the existing Golf Cart Rules.

Members and guests wishing to avail themselves of the Policy should complete an Application Form, available from the Club Office, and supply a letter from a treating Physician, recognized by the Committee, which specifically states that they are physically unable to walk reasonable distances, including the period of time for which their disability will prevail.

Should the application be approved by the Golf Course Committee and Board of Directors, the applicant will be issued with a green flag which is attached to the cart, indicating the additional dispensation offered to them under the Policy.

Pull Carts

Pointe West offers complimentary pull carts to its Members and their guests. While a pull cart is not overly heavy, the continued tracking of carts close to greens and across tees, can cause compaction and damage to the turf over-time. As such, Members and their guests are asked to show common sense and courtesy when using a pull cart, and to strictly avoid pulling carts across green aprons or tee boxes.

Practice Facilities

Players are prohibited without exception from practicing on the Golf Course proper.

The Practice Range will be available from Mid-April to Mid-October, weather permitting. Members are prohibited from the Practice Facilities, which includes the Putting and Chipping Greens, prior to the formal season opening.

The Practice Range hours will coincide with the Back Shop, opening one half hour before the first tee-time and closing at dusk or 8 p.m. whichever is later, unless otherwise posted.

The Putting Green is for putting only. Chipping, pitching and sand shots should only be played on and around the Chipping Green.

Due to concerns over the continued availability of the Practice Range, because of the level of errant balls being hit over the practice range net, the Board of Directors approved the following recommendations from the Golf Course Committee, which Members and their Guests are asked to strictly adhere to.

- Players must hit balls from the designated hitting area or practice range mats when directed
- Players must abide by any posted signs or the specific instructions of the Golf Course Committee or Golf Shop Staff
- Players should aim their shots down the middle of the Practice Range away from the practice range net and Fairway #1

In circumstances where a player is witnessed hitting an errant ball over the practice range net, a warning will be issued by the Golf Shop Staff.

In circumstances where a player is witnessed hitting a second errant ball over the practice range net, the Golf Shop Staff will issue a second and final warning, instructing the player to immediately cease any actions which may result in additional errant balls being hit over the net. In the case of a member's guest, they will be asked to immediately leave the Practice Range.

Should the player hit additional errant balls over the net; a formal notification will be issued to the player from the Conduct Committee, suspending their Practice Range privileges for a period to be determined by the Committee and approved by the Board of Directors. Further infractions will result in additional suspensions being levied by the Board.

East End Range – A hybrid flighted range ball is available which allows the use of all golf clubs, including; drivers, fairway woods, hybrid clubs. The use of a regular range ball with irons only is acceptable.

West End Range – A regular flighted range ball is available which allows the use of IRONS ONLY. A bag of regular range balls is available for collection by Members from the Golf Shop.

The use of these regular range balls are the responsibility of the member to which they have been issued. Members should return any unused regular range balls and the range ball bag, back to the Back Shop after practice. Regular range balls which have not been hit, should not be left on the hitting deck under any circumstances.

Members are further advised that the Conduct Committee and Board of Directors, supported a recommendation from the Golf Course Committee, that the penalty for hitting any Club other than an iron with a regular range ball from any part of the range, unless approved otherwise by Club Management, will be a one month suspension from both the Practice Range and Golf Course proper.

Complaints

Members are requested not to reprimand employees or discuss Club matters with them.

All complaints concerning the standard of service should be directed immediately to the Supervisor or Manager on Duty, or the Club Manager in their absence, or in writing to the Board of Directors.

Any criticisms, comments or other communications regarding the Golf Course, and its condition and maintenance, should be directed to the Board of Directors, care of the Administration Office or Golf Course Committee.

Members are reminded that Club Management, including the Director of Golf and Golf Course Superintendent, do not set policy or make rules, and accordingly should not be criticized if they, in everyone's best interest, find it necessary to inform a Member of a rule infraction.

Rules for Qualifying in and Playing in Club Matches

The Golf Program Committee, in conjunction with specific Tournament Committees, shall determine who may participate in Club Tournaments and Matches. Specific player eligibility is available upon request.

Participants in Pointe West Golf Club Matches must be golfing members throughout the duration of the matches.

Golf Canada rules will apply in all events except as amended by local rules on the scorecard.

Players must have established a certified Club Handicap to qualify for any of the Match Play Handicap Events.

Any Club Match Play Event that is sanctioned by the Golf Program Committee has precedence over any tee time restriction that may arise, due to the category of membership and the tee time restrictions they impose, except for the tee time periods which have been established for the Fairway and Fescue League.

It is the duty of each golfer to contact their opponent and arrange a date to play their match.

No matches will be extended past the date and time set by the appropriate Match Committee.

Any dispute which may arise over the scheduling or non-playing of matches will be determined solely by the appropriate Match Committee.

Qualifiers must notify the Golf Shop, signing any required qualifying sheet before teeing off, and must post their first 18 Hole score of the day.

Golf Carts may be used in any Club Match or Tournament.

On Championship Weekend, the Golf Shop will schedule all tee-times, following policies established by the Tournament Committee and Golf Program Committee.

Cancellation Policy

Should a Member who has signed up for an event or tournament subsequently be unable to play in the event, **notice of cancellation should be supplied to Golf Shop Management at least 72 hours prior to the event.** Any cancellation after this specified time may be subject to payment of some or all of the entry fee/price.

The Board of Directors, from time to time, may develop additional Cancellation Policies for certain events, and Members should seek clarification on these policies from Golf Shop Management.

Medical Leave of Absence Policy

The Club has established a Medical Leave of Absence Policy for those members who are unable to enjoy their membership privileges due to illness or disability.

All requests for a Medical Leave of Absence must be made in writing and forwarded to the Membership Committee for their consideration, with supporting written documentation from the Member's treating physician, indicating the period of time for which the illness or disability will prevent the aforementioned Member from enjoying membership privileges at the Club.

A Medical Leave of Absence will be granted in the circumstance that the medical leave fits the present criteria set out by the Membership Committee, and is for at least a minimum of sixty days. If the Membership Committee believes that the medical leave of absence fits their criteria, they will provide the member a medical leave for the period of medical incapacity. During the approved period of medical leave, Membership Dues and Fees will not be due and payable.

Access to the Golf Course is restricted during the Medical Leave of Absence, with the exception of Club Championship, when other "non-members" are spectating and walking the Golf Course. Access to the Clubhouse and Dining Room is welcomed and encouraged.

Should the Member wish to evaluate their recovery and determine their level of progress towards the end of their Medical Leave of Absence, a written request to utilize the Practice Facilities must be received by the Membership Committee for consideration and approval. If approved, the Member will be granted limited access to the Practice Facilities for a brief (15 minute) session during the week prior to their anticipated return date.

MEMBERSHIP RULES & REGULATIONS

Membership Application

Membership Applications and all supporting correspondence can be obtained from the Club Office, Monday to Friday from 9 a.m. to 5 p.m.

Applicants must complete the Membership Application in full, and submit it with the required reference letters to the Club Office.

All applications for Membership will be posted on the Club's Notice Board for a minimum period of thirty (30) days.

The Membership Committee will evaluate all membership applications and will forward all applications, which meet the present membership criteria to the Board of Directors for their review and approval.

The Board of Directors on approval will determine the level of Membership Dues and Fees, due and payable at that time.

The Board of Directors decision in evaluating the merits of a membership application is final.

Upon acceptance, the Member agrees to be bound by all By-laws, Policies, Rules and Regulations of the Club. Applicants are advised that the purchase of a share in Pointe West Golf Club Corp. does not guarantee Membership in Pointe West Golf Club.

Memberships are neither transferable nor refundable on the resignation of a Member.

Membership Classifications and Playing Restrictions

The following details general playing restrictions applicable to certain membership categories. Tournament eligibility should be reviewed in the Golfing Rules and Regulations.

Age Restricted Membership Categories

With regards to Membership Categories affected by age eligibility, a person may apply for an age restricted category provided they meet the age requirement, as of April 1st. In the case of the Senior Couple category, it is sufficient that one of the players meets the age requirement, or will do so, during the calendar year in which they are applying.

GOLFING MEMBERSHIPS

GOLFING MEMBER

This is a full unlimited seven days a week play with no restrictions. Members are permitted to entertain guests under the Club's usual guest play privileges applicable to the Club's other membership categories. This full golfing membership also includes complementary Bag Storage, unlimited use of the Club's Practice Facilities including Driving Range and Putting Green, and full access to the Club's Dining Room. Cost of this Membership is \$3,000 plus HST

SENIOR GOLFING MEMBER-(75 years and older)

This is a full unlimited seven days a week play with no restrictions. Members who are 75 years or older, are permitted to entertain guests under the Club's usual guest play privileges applicable to the Club's other membership categories. This full golfing membership also includes complementary Bag Storage, unlimited use of the Club's Practice Facilities including Driving Range and Putting Green, and full access to the Club's Dining Room. Cost of this Membership is \$2,700 plus HST

FAMILY MEMBERSHIP

Membership includes couples, married or legally recognized as a common-law couple and **who reside at the same physical address**, and their children who have attained the age of seven (7) years, but not yet nineteen (19) years. **Couples are required to provide proof of residency by submitting an identification document such as a valid Driver's Licence at the time of application. The Board of Directors reserves the right to review each application and to waive the previous requirement in unique circumstances.** This is a full unlimited seven days a week membership with no playing restrictions for parents. This membership also includes complementary Bag Storage, unlimited use of the Club's Practice Facilities including Driving Range and Putting Green, and full access to the Club's Dining Room. Cost of this Membership is \$6,624 plus HST.

Members in the Family Category are permitted to entertain guests under the Club's usual guest play privileges applicable to the Club's other membership categories. **Playing access for the children is consistent with Junior Membership Descriptions.**

SOCIAL GOLF

Membership includes **twenty (20) 9 Hole Golf Certificates and full access to the Dining Room facilities.** These certificates **can be used at any time during the season** and can be grouped together when playing an 18 Hole Round of Golf. Social Golf Certificates cannot be transferred to other Members, Non-Member Shareholders or Guests. Social Golf Certificates, if unused, do not extend past the end of the season. **This membership provides unlimited play during weekdays, but is restricted to play after 12 Noon on weekends and holidays. The use of the Club's Practice Facilities is limited to prior to the Social Golfer's scheduled tee time.** Cost of this Membership is \$1,000 plus HST

Additional play in excess of the twenty (20) Golf Certificates is not permitted. Social Golf Members can play in In-House Club Tournaments, except all Match Play Events and the Club Championship, on payment of the applicable entry fee. Play in an In-House Tournament which

requires the payment of a tournament entry fee for all members, is not considered as a golfing visit to the Club.

Social Golf Members are permitted to entertain guests under the Club's usual guest play privileges applicable to the Club's other membership categories. The cost of a Social Golf Membership does not include Bag Storage, however Bag Storage is available on payment of the optional Fee of \$100 plus H.S.T.

PRE-JUNIORS AND JUNIORS

Pre-Juniors, aged five (5) to six (6), are allowed on the Practice Range and Golf Course under a Golfing Member's supervision after 6 p.m. with the permission of the Golf Shop Staff. Children under five (5) are not allowed on the Golf Course or Practice Range. There are no Membership Dues or Fees charged to Pre-Juniors.

Juniors (7-12) who have attained the age of seven (7) years, but not yet thirteen (13), are restricted on weekdays to playing between 8 a.m. and 1:30 p.m., after 4 p.m., and **from 1:30 p.m. on weekends and holidays**. Juniors must play with one of their parents or grandparents, who must also be an active golfing member of the Club. The cost of this Membership is \$294 plus HST

Juniors (13-18) who have attained the age of thirteen (13) years, but not yet nineteen (19) have **no playing restrictions on weekdays**. However, **on weekends and holidays playing privileges are restricted to play from 1:30 p.m.** The cost of this Membership is \$624 plus HST

INTERMEDIATE (19-29)

Intermediate Members must have attained the age of nineteen (19) years, but not yet thirty (30). Intermediates enjoy full unlimited seven days a week play with no restrictions, unlimited use of the Club's Practice Facilities including Driving Range and Putting Green and full access to the Dining Room facilities. Membership Dues are staggered each year, increasing from 19 through 29 years of age. The cost of Intermediate Memberships vary by each year of age, ranging from 19 years-\$823 to 29 years-\$2,879 plus HST

Intermediate Members are permitted to entertain guests under the Club's usual guest play privileges applicable to the Club's other membership categories. Bag Storage is complementary to Intermediates aged 23 years and older. Intermediates aged 19-22 years of age are welcome to utilize Bag Storage at a cost of \$100 plus HST per season.

CORPORATE GOLFING MEMBERSHIPS:

The Corporation granted membership privileges may change the designated player once each year, at no cost. The designated player must be a Director, Officer or Employee of the Corporation, and confirmation of this status must be satisfactorily determined by the Membership Committee prior to approval. All Corporate golfing memberships are equivalent to the previous listed personal memberships with respect to category privileges and any playing restrictions.

CORPORATE TRIAL MEMBERSHIP – FOUR PLAYER

This is a full unlimited seven days a week play with no restrictions, complementary Bag Storage unlimited use of the Club's Practice Facilities including Driving Range and Putting Green, and access to the Club's Dining Room, for four designated players. Corporate Members are permitted to entertain guests under the Club's usual guest play privileges applicable to the Club's other membership categories. The cost of this Membership is \$10,000 plus HST

SOCIAL DINING MEMBERSHIPS:

Social Dining Members have a member account and full access to the Club's Dining Room for regular and special event business. Members in this category, may play golf at the Club, as a guest of the Club in accordance with the Club's Guest Policy. **Social Dining Members do not have access to book their own tee times.**

SINGLE

The Single Social Dining membership provides Clubhouse access for one person. Their spouse or guests are welcome to enjoy the food and beverage services of the Club, but only in the presence of the Social Dining Member. The cost of this Membership is \$175 plus HST

COUPLE

The Couple Social Dining membership provides Clubhouse access for a couple, together or on their own. **This category is restricted to couples, married or legally recognized as a common-law couple, and who reside at the same physical address. Couples are required to provide proof of residency by submitting an identification document such as a valid Driver's Licence at the time of application. The Board of Directors reserves the right to review each application and to waive the previous requirement in unique circumstances.** Their guests are welcome to enjoy the food and beverage services of the Club, however only one of the Social Dining Members are required to be present. The cost of this Membership is \$250 plus HST

NON-MEMBER SHAREHOLDERS:

Non-Member Shareholders do not maintain a membership account number and have no membership access or privileges to either the Golf Course or Clubhouse. They may play golf at the Club, up to a maximum of two visits per month at the applicable guest fee, as per the Club's guest rules. They may only utilize the facilities of the Clubhouse as a guest of an active Member.

Membership Fees & Dues

Annual Membership Dues for all Membership Categories and the fees for all services shall be set by the Board of Directors on an annual basis. **Membership runs from January 1st, to December 31st.**

Members have the option of paying their Membership Dues in a **one lump sum payment, 4 monthly payments, January through April or as a monthly charge over 12 months, November through October.** The 4 monthly payment schedule carries a 2.0% interest charge, while the 12 monthly payment schedule carries a 6.0% interest charge.

Members choosing the lump sum payment method are responsible for full payment by the last day of February. If payment is not made by that date, Members are not eligible for the discounted prepaid rate.

All Membership Dues are stated on an annual basis. A Member who chooses the monthly payment option acknowledges responsibility for payment of Membership Dues for the entire year. Should a Member resign, the remaining payments for the year become due and payable prior to acceptance of the Member's resignation. No membership downgrades will be accepted by the Membership Committee after March 31st.

Association Dues – The Association Dues are billed at cost, based on the rates set by the Association. Pointe West Golf Club belongs to the Golf Association of Ontario (GAO) and Golf Canada.

Locker Rental – Lockers, which are optional for Members are issued, when available, on a first come, first served basis. Members are advised to contact the Administration Office should they require a Locker.

“Hole-in-One” Insurance – The Hole-in-One Fee is placed into a fund to be used for complimentary beverages when a Member makes a Hole-in-One at Pointe West and to cover the costs of the complimentary snacks provided throughout the Food and Beverage Department.

The charge will be applied additionally during the year depending on the number of Holes-in-One made throughout the season. Complimentary beverages are not supplied if a Hole-in-One is made by a Non-Member or by a Member in a fund exempt category.

Members in the Junior and Social Dining Categories are exempt from this fee.

Monthly Dues and Fees Schedule

The following chart details the Membership Dues, Fees and Other Charges that are levied during the year and the month in which they are applied.

Billing Schedule	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Annual Pre-Paid Membership Dues	√											
4 x Monthly Dues (Runs Jan-April)	√	√	√	√								
12 x Monthly Dues (Runs Nov-Oct)	√	√	√	√	√	√	√	√	√	√	√	√
Association Fee				√								
Locker Rental Fee			√									
Cart Lease Program - Annual				√								
Cart Lease Program - Monthly				√	√	√	√	√	√	√	√	
Private Carts Trail Fee				√								
Golf Bag Storage - Optional					√							
Fairway League Fees					√							
Fescue League Fees					√	√	√					
Staff Holiday Gift Fund											√	

Transfer Fees

Share Transfer Fee – A share transfer of \$250 plus HST will be levied to cover the legal fees involved.

In circumstances where a Financial Institution requires a legal valuation of a Pointe West Golf Club. Corp Share, a further fee of \$450 plus HST will be levied for the additional legal fees involved in the valuation.

Payment of Member Accounts

Day to day purchases by Members or guests of Members for goods and services at Pointe West Golf Club may be made by charging to the Member’s House Account, Visa, MasterCard, Bank Debit Card or Cash. Automatic credit card payment of House Accounts is available. **However, payment of a House Account or Special Catering Event using a credit card will be subject to an Administration Fee of 3.00%.**

In addition to cash, debit card and cheque, the payment of House Accounts may be made using telephone, or on-line banking, with the following institutions: TD Canada Trust, Bank of Montreal, RBC Royal Bank, CIBC, HSBC, Windsor Family Credit Union, Woodslee Credit Union, Motor City Credit Union, ING Direct Canada and Telpay. Interact E-Transfer is also available at participating financial institutions.

Member's Monthly Statements are available for viewing online through the Club's website, found at www.pointwestgolf.com. Should a Member choose to receive a paper copy of their Monthly Statement, a paper copy will be mailed to their address on file for a \$2.00 monthly mailing fee.

Members who no longer require a paper copy of their Monthly Statement, are asked to contact the Administration Office for personalized instructions for accessing their Monthly Statement online.

Delinquent Accounts Procedure

The amount of the Member's indebtedness shown on their monthly statement is due and payable, on or before the last day of the month in which the statement was prepared.

An account becomes delinquent when it is thirty (30) days past due. A late payment charge, calculated at 2.50% per month, shall be charged to the Member for amounts billed on the monthly statement, which remain unpaid at the end of the month in which the monthly statement was prepared. For example: Charges on a statement dated June 30th would accrue a penalty on July 31st if unpaid by that date.

An Administration Letter Fee of \$25 will be levied in the situation that three or more letters are issued to any member within a calendar year, for nonpayment of their account. This Administration Letter Fee will be levied on the third issued letter and for all subsequent letters, issued within the same calendar year.

Should any amount remain unpaid at the end of the following month, the Delinquent Member may be posted within the Clubhouse and "Courseline". The Delinquent Member's privileges will be suspended at this time, until indebtedness is paid in full, including all further indebtedness incurred but not billed in the monthly statement.

If the indebtedness is not paid in full within thirty (30) days of the posting, such Member may be subject to final expulsion from the membership.

Letter Procedures

- 30 days past due - Letter 1 issued advising of account delinquency
- 60 days past due - Letter 2 issued advising of account delinquency – Advises the delinquent member that on 90 days delinquency, account will be suspended immediately with no charging privileges. Advises delinquent member that Audit Committee will approve posting and suspension on specified date, which will be their next meeting. Request to clear outstanding balance or request for repayment program, to be made by the date of the next Audit Meeting or in two weeks of date of letter if no meeting scheduled. If credit card on file, request will be made to clear account in full on card.
- 90 days past due - Letter 3 issued on advising of account delinquency – Advises delinquent member that their account has been suspended with no charging privileges. Advises delinquent member that Audit Committee have/will approve posting and suspension on specified date, which will be their next meeting. Request to clear outstanding balance or request for repayment program, to be made by the date of the next Audit Meeting or in two weeks of date of letter if no meeting scheduled. If credit card on file, request will be made to clear account in full on card.
- 120 days past due – Letter 4 issued advising of account delinquency and that a recommendation will be made by the Audit Committee to the Board of Directors at their next meeting to expel the Member from the Club. Request to clear outstanding balance or request for repayment program, to be made by the date of the Board Meeting Failure to do so will result in the Audit Committee recommending that the Board expel aforementioned member.
- 150 days past due - Letter 5 issued following the Board Meeting notifying Member that they are expelled and that legal proceedings will commence.

These procedures are also in effect for designated players of Corporate Members. In those instances both the designated player and Shareholder if different, will be subject to posting procedures.

A Member resigning from the membership is still liable in full for all Membership Dues & Fees and any other Club indebtedness, which has been incurred, or is due by the date of receipt of the Member's resignation.

Should a Member move to a 90 day delinquency position more than once in the same calendar year, the 30 – 60 day procedures will be ignored for the subsequent action and will move immediately to the 90 day procedure.

Members cannot transition to a Non-Member Shareholder status until all outstanding obligations to the Club are fully paid.

Membership Privileges for an upcoming season will not be offered to any Member whose account is more than 60 days in arrears, prior to commencement of the golfing season.

Once expelled the Club will proceed with legal action against the Member for unpaid Membership Dues, Fees and other charged indebtedness.

CLUBHOUSE RULES & REGULATIONS

The following rules and regulations are enacted to ensure as far as possible, that all Members enjoy the facilities offered at Pointe West Golf Club.

HOURS OF OPERATION

Clubhouse Hours

Please refer to the Club's Calendar of Event for hours of operation throughout the season.

Office Hours

The Club Administration Office is open Monday to Friday from 9:00 a.m. to 5:00 p.m. The Office will be closed on Holiday Mondays and for Christmas.

An automated answering service (voice mail) will answer calls when the Office Staff are off-duty. Members can access specific mailboxes or leave a message in the General Mailbox. Messages will be returned as promptly as possible.

Your call is important. Please let the Office know if you encounter any problems with the automated system or have suggestions on improving the service.

Policy for Serving Alcoholic Beverages

Alcoholic beverage service at Pointe West Golf Club is a privilege granted under license from the Alcohol and Gaming Commission of Ontario (A.G.C.O.). Members and their guests are encouraged to enjoy the Club's facilities, provided they strictly abide by the rules and regulations of the A.G.C.O.

Bar Service is only available from 11:00 a.m. to 1:00 a.m. unless extended by Senior Club Management on special occasions until 2:00 a.m.

All alcoholic beverages sold upon the Club's licensed premises must be consumed on those premises, except in the case of wine, under the approved A.G.C.O. program "Bring your own wine", when a Corkage Fee will apply.

Members are allowed alcoholic beverages on the golf course **but they must be purchased from the Club.**

Persons under the age of 19 years will not be served alcoholic beverages. When in doubt, the individual involved will be required to submit proof of age, on request by the server. The Club, in case of doubt, reserves the right to refuse service, to those individuals close to the age of majority.

Persons, who in the opinion of the Clubhouse Manager or Supervisors, are drinking too much, will be tactfully reminded to exercise moderation in their drinking and asked to assign a safe, designated, non-drinking driver to take them home.

Persons, who in the opinion of the Clubhouse Manager or Supervisors, are visibly intoxicated, will be refused service and will be asked to surrender their car keys. The Clubhouse Manager or Supervisor will arrange a taxicab or other means of transport.

Persons who attempt to purchase alcoholic beverages for individuals who have already been refused service, may also be subject to the refusal of alcoholic beverage service and may be asked to leave the premises.

The Club will hold any person who violates these rules liable and will claim indemnity against them, as a result of any fine imposed upon the Club under the law.

The Management and Staff of Pointe West Golf Club are required by the Board of Directors to strictly adhere to and enforce these policies.

Smoking Policy

As of January 1, 2015, the province of Ontario passed a new law prohibiting smoking on all restaurant patios, whether covered or not. By law, you cannot smoke or hold lighted tobacco in any enclosed workplace, any enclosed public places and specifically designated outdoor places in Ontario. If a Member or guest smokes or holds lighted tobacco in a place where it has been prohibited, you can be ticketed and charged a fine.

Pointe West, as an employer, owner and operator of such facility must:

- *post "No Smoking" signs at all entrances, exits, washrooms and anywhere signs can be easily placed or seen make sure that no one smokes or holds lighted tobacco in an enclosed workplace, public place, or area where smoking is banned*
- *make sure that a person who does not comply leaves the premises*
- *remove ashtrays (or any object that serves as one)*

An individual who violates the prohibition on smoking inside a restaurant or bar, or on a restaurant and bar patio may be charged with an offence, and on conviction could be subject to a maximum fine of \$1,000 (for a first offence) or \$5,000 (for any subsequent offence).

An employer or proprietor of a restaurant or bar that fails to comply with their obligations under the Smoke Free Ontario Act may be charged with an offence, and on conviction could be subject to the following maximum fines:

- *For individuals: \$1,000 (for a first offence) or \$5,000 (for any subsequent offence),*
- *For corporations: \$100,000 (for a first offence) or \$300,000 (for any subsequent offence).*

Local public health units will be carrying out random inspections and respond to complaints to enforce the act.

Reciprocal Clubs

Pointe West has formalised reciprocal arrangements with certain local private clubs of Windsor and the Essex-Kent region. Members wishing to avail themselves of the clubhouse services of

other local private clubs must contact the Clubhouse Manager, who can make the necessary arrangements on Member's behalf. Members are asked not to contact these Clubs directly.

Special Event Bookings

Pointe West has a reputation locally for delivering top quality food and service to the special event sector. The Club can cater for groups up to 200 and would be pleased to develop personalized menus to suit any individual taste and budget. Further information regarding the Club's Catering Services can be obtained from the Clubhouse Manager.

Clubhouse Dress Code

All Members and their guests are required to conform to the Clubhouse Dress Code as outlined below. Members are reminded that the Dress Code shall be required on Club premises at all times, including Locker Rooms and the Patio. Members are responsible for the attire of their guests. In order to avoid embarrassment, guests should be advised of the Dress Code prior to their visit.

Club Management has been granted authority by the Board of Directors, to refuse golfing or clubhouse privileges to those, not in compliance with the Club's Dress Code. Appropriate action will be taken for failure to comply with the Club's policy or requests made by Club Management regarding its compliance.

Ladies

- Shirts and Blouses need not have a collar
- Mock "T" Necks with long or short sleeves are acceptable attire
- All Sweaters including Turtleneck Sweaters are acceptable attire
- Tailored Slacks and Shorts are acceptable attire
- Nylon Walking Suits are acceptable attire
- Casual T-Shirts are not acceptable attire, unless worn with a Dress Jacket, which must remain on at all times
- Dress T-Shirts are acceptable attire, without the wearing of a Jacket, at the discretion of the Clubhouse Staff
- Drawstring Pants or Shorts or Sweat Type Pants are not acceptable attire
- Shirts, Jackets or Pants of denim is allowed in the Clubhouse except for certain special events which will be advertised accordingly
- No Caps or Visors are allowed in the Dining Room. Dress Hats are acceptable attire

Gentlemen

- Dress Shirts need not have a collar
- Mock "T" Necks with long or short sleeves are acceptable attire
- All Sweaters including Turtleneck Sweaters with sleeves are acceptable attire
- Tailored Slacks and Shorts are acceptable attire
- Nylon Walking Suits are acceptable attire
- Casual T-Shirts are not acceptable attire, unless worn with a Dress Jacket, which must remain on at all times
- Dress T-Shirts are acceptable attire, without the wearing of a Jacket, at the discretion of the Clubhouse Staff
- Drawstring Pants or Shorts or Sweat Type Pants are not acceptable attire
- Shirts, Jackets or Pants of denim is allowed in the Clubhouse except for certain special events which will be advertised accordingly
- No Caps or Visors are allowed in the Dining Room

As directed, by the Board of Directors, other attire may be deemed inappropriate at the discretion of the Clubhouse Management.

These regulations have been instituted to maintain the standards desired by the Club's Membership.

The Dress Code applies to all individuals 12 years and older. Children aged 11 and under, should wear neat, clean clothes.

Members who fail to abide by the regulations may be subject to appropriate action from the Club's relevant Standing Committee.

Junior Members Clubhouse Access

Children under the age of thirteen (13) **are not permitted in the Clubhouse, unless accompanied by an Adult.**

Children under the age of nineteen (19) are not permitted in the Anderson Room at any time.

Children under the age of nineteen (19) are permitted in the upstairs Lounge only when accompanied by an adult.

Junior Members and their guests are permitted to use the Junior Lounge, Dining Room and Patio without adult accompaniment.

Cell Phones, Smart Phones, BlackBerry, Smartphones and Similar Electronic Devices

Pointe West recognizes the common use of cell phones, pagers, BlackBerry, Smartphones and similar electronic devices in today's society and appreciates the value of them in emergency situations. In order however to maintain the family character and atmosphere of the Club, and as a courtesy to others, Members are asked to use cell phones, BlackBerry, Smartphones and similar electronic devices at a minimum and to ensure their use does not spoil the enjoyment of the Club's facilities for other members and their guests.

Members and their guests are accordingly asked to ensure their cell phones, BlackBerry, Smartphones and similar electronic devices are on vibrate, and to use the courtesy phones located within the Clubhouse whenever possible and especially should they be required to make a call of any significant length.

Complaints

Members are requested not to reprimand employees or discuss club matters with them.

All complaints, concerning the standards or condition of facilities, programs or services, should be directed immediately to the Supervisor or Manager on Duty, or the Club Manager in their absence, or in writing to the Board of Directors.

Dogs

The exercise of dogs is not permitted on Pointe West Golf Club property.

Loss or Damage

The Club will take reasonable precautions to avoid loss or damage to Members or their guests' property. The Club however, will not be responsible for any loss sustained by Members or their guests, including loss for golf clubs, equipment or personal effects, left in or on Club premises.

Members are urged to lock their cars and lockers at all times. Liability for any accidental or willful acts of Members or their guests on Club premises is the responsibility of the individual Member.

Cancellation Policy

Should a Member who has signed up for an event, party or function, subsequently be unable to attend the event, **notice of cancellation must be supplied to Clubhouse Management at least 48 hours prior to the event.** (i.e. Notify Management on Wednesday for a Saturday

reservation). **Any cancellation after this specified time will be subject to payment of some, or all, of the event price.**

The Board of Directors, from time to time, may develop additional Cancellation Policies for certain events, and Members should seek clarification on these policies from Management.

Guests

Members introducing a guest to the Club, shall be liable for any debt incurred by such guest, and will assume full and complete responsibility for the conduct of their guest.

Members must remain on Club premises, in close proximity to their guest and ensure the appropriate conduct of their guest.

Members are requested not to introduce as a guest, any person who has been suspended, or expelled from the Club.

In the event a Member's guest is found to have committed an infraction of any club rule or regulation, the Member will be subject to disciplinary action, as deemed appropriate by the Conduct Committee.

Conduct Committee

This Committee has been established to receive, assess, and investigate complaints concerning the conduct and behaviour of Members, or guests of Members of Pointe West.

Any incidents of undesirable conduct, or violations of Club Rules, Regulations or By-laws, should be reported in writing to the Board of Directors.