

SECTION J: ADMINISTRATIVE

POLICY NUMBER: 1

POLICY NAME: Cart Storage and Trackage

APPROVAL DATE:

REVISION DATE:

1. Cart storage and trackage fees are to be paid annually by May 15. The waiver (Private Golf Cart Waiver) must be signed.
2. Non-payment of fees will result in a 1% per month late payment fee.
3. By July 15, if the fee has not been paid, the cart will be removed from the storage shed.

Procedure

1. Any outstanding payments will be invoiced monthly (May 16, June 16, and July 16).
2. Any outstanding payments not received by June 16 will result in a letter to the owner advising removal of the cart from the storage shed on July 16.

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POLICY NUMBER: 2

POLICY NAME: Memorials

APPROVAL DATE:

REVISION DATE:

2.01 Individuals or groups wanting to install memorial benches or have specimen trees planted as memorials must request permission from the Board.

Procedure

Those wishing to place a memorial may do so by requesting and paying for the standardized bench or specimen tree. The location of the bench and/or tree will be subject to the approval of the Board/Grounds Superintendent.

Regarding memorial plantings, the Club is not responsible to replace if the planting is unsuccessful.

All memorial benches will become the property of AGCC and maintained and secured as such.

AGCC reserves the right to move or remove any bench if a vote of the Board determines the necessity of doing so.

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POLICY NUMBER: 3

POLICY NAME: Records Retention

APPROVAL DATE:

REVISION DATE:

3.01 All records (printed and electronic) will be retained for 8 years.

3.02 All official executive documents (agendas, minutes, financial records, etc.) be retained indefinitely.

Procedure

1. All financial files should be backed up weekly during the golf season and monthly during off season.
2. A backup of all files will be stored off-site.
3. Once a year, any records older than 8 years can be destroyed if there is no need to keep them for historical purposes.

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POLICY NUMBER: 4

POLICY NAME: Casino Expenses for Volunteers

APPROVAL DATE:

REVISION DATE:

- 4.01 Volunteers will adhere to the set guidelines for reimbursement of personal expenses where possible.
- 4.02 Volunteer participation is appreciated and very important to ensure success at our casinos. Volunteers are reminded this is a fundraising endeavor for the course and the Executive encourages all volunteers to minimize costs incurred through car-pooling when possible and choosing reasonable meal options.

Guidelines

Accommodations

- AGCC shall arrange and pay for accommodations for all AGCC casino fundraiser volunteers.
- If for any reason a volunteer changes or chooses alternate accommodations, all associated expenses that result will be the responsibility of the volunteer, not AGCC.

Travel Expenses

- Mileage expenses to casino fundraisers will be reimbursed with gas receipt, or at \$0.46 per km. Carpooling is encouraged to minimize costs and promote environmental responsibility.
- Meal expenses will be reimbursed based on the submission of receipts only. Alcohol and gratuities will not be reimbursed. An onsite casino café provides meals for volunteers when on duty. We encourage all volunteers to eat here to minimize expenses.
- No expenses other than the above mentioned will be reimbursed unless otherwise agreed upon by the AGCC Executive Board of Directors.