



SANDY BEACH
GOLF CLUB | DRYDEN

OPERATIONS MANUAL



CITY OF DRYDEN

Sandy Beach Golf Club

Operations Manual

Purpose:

The purpose of this Operations Manual is to establish expectations, uniform rules, procedures and operating policies for the City's municipal golf course operations.

It is the intent and goal of the City of Dryden that the municipal golf course be operated in a professional, efficient and productive manner that shall strive to provide the highest level of golf operations, achieve the desired results of an effective maintenance program and achieve the budgeted results of Council.

The manual provides direction and pertinent information for the golf course and clubhouse operations and maintenance. It is the Council's expectation that the golf course provides a valuable community service that enhances the quality of life to participants of all ages.

All matters pertaining to the operations of the golf course shall be directed through the Department of Community Services and its Director. Approval for any policy changes shall be the responsibility of the Director of Community Services, CAO and Council.



Golf Course Operations

Operating Goal:

Deliver exceptional service across all activities at Sandy Beach Golf Club to enhance the experience and enjoyment of all users and residents.

Hours of Operation:

Hours of operation, including opening and closing day of the season, shall be approved and set by the Director.

Generally, the Course will open ½ hour prior to daylight and close ½ hour after sunset.

a. Approximately 5:30 a.m. – 9:00 p.m. (Summer-Spring)

b. Approximately 6:00 a.m. – 6:00 p.m. (Winter-Fall)

c. Driving range hours shall be at least the same hours of the Golf Course, but may be open longer hours, as business dictates.

Closing Course:

1. The Superintendent is responsible for decisions concerning temporary or all day closing of the Course. In making such decisions, due consideration will be given to the welfare of the general public and potential damage to the golf course.
2. All Course closures must be immediately reported to the Director or designate.

Management Responsibilities:

1. Responsibilities of the Superintendent
 1. Supervise all golf course and food/beverage administrative, operational, procedural, and maintenance activities, and the personnel assigned to those activities.
 2. Provide general maintenance, grooming and beautification of the Course, Clubhouse, and facility correcting any deficiencies upon notice within allotted time frame.
 3. Communicate course conditions and activities to Pro Shop Staff.
 4. Recommend public safety measures and maintain a continuous safety program in compliance with the Occupational Health & Safety Act (OHSA).
 5. Comply with all federal, provincial and local laws in operating the golf course, including but not limited to complying with the Accessibility for Ontarians with Disabilities Act (AODA) and Ontario Reg. 63/09 Pesticides Act.



6. Provide appropriate security for all maintenance and clubhouse buildings and equipment, golf course, service yards, materials and supplies (especially toxic chemicals).
7. Report all emergencies, unusual conditions or incidents to the Director immediately.
8. Inspect the Course and facility daily to be sure proper maintenance and operations are being conducted, and, as required, make decisions concerning Course closures and report to Director.
9. Maintain accurate and up-to-date records of activity at the Course in accordance with established rules, internal controls and procedures, including Cash Handling, in accordance with policies and procedures established by the City.
10. Attend city meetings as necessary.
11. Perform other duties as assigned.

Golf Cart Operations

Vehicle Operation:

1. No vehicles, other than carts shall be permitted or leased for tournaments except as required for maintenance purposes.
2. No more than two bags and two riders are permitted on a cart.
3. Carts must be kept at least 30 feet away from greens and tees, and at least 10 feet away from sand bunkers, when not on designated cart paths.
4. Handcarts must not be taken over aprons, greens, tees, sand bunkers, or areas between the greens and traps surrounding the green.
5. When play has reached the green, handcarts must be left at least 20 feet away from the side of the green.
6. Carts of any kind should not be driven or pulled through wet or muddy areas, or over sprinkler heads.
7. It is the responsibility of every golfer to be familiar and comply with the rules and regulations covering the use and operation of golf carts. Failure to observe such rules and regulations could result in the denial of golf cart use and/or playing privileges.
8. Operators of carts must be 14 years of age or older
9. A 90-degree cart policy will be in effect at the Course, when appropriate.



Course Rules, Regulations & Etiquette

General:

1. The following activities are prohibited on the grounds or facilities except as authorized by the City:
 - a. Unauthorized storage of private or personal property.
 - b. Solicitations of any kind.
 - c. Circulation or posting of non-golf related handbills, petitions, advertising matter, promotional material, and literature.
 - d. Selling of any unauthorized goods, wares, or merchandise.
 - e. Carrying or discharging any air gun, slingshot, or fireworks of any kind.
 - f. Use of the Course for any purposes other than to play and practice golf in the accepted manner.
 - g. Being intoxicated or under the influence of illegal drugs.
2. All beverages taken on the course must be purchased from staff through the City's liquor licence. No coolers may be brought on the premises.
3. Throwing trash (paper cups, candy wrappers, etc.) anywhere on the Course is prohibited.
4. It is not permitted for any person to loiter on the premises, and unauthorized persons are not permitted.
5. Dogs, cats, or any other animals shall not be brought on the Course under any circumstances, with the exception of guide/service dogs in accordance with AODA.
6. Picnicking or recreational play, other than golf, is prohibited, unless approved in advance by City staff. This includes, but is not limited to, skateboards, roller blades/skates, cyclists, joggers, walkers, etc., or any other type of non-golf activity.
7. Overnight or day camping is not allowed on any part of the Course or parking lot.
8. Cars must be parked in designated parking areas only, and overnight parking in the parking lot is prohibited.
9. If necessary, local law enforcement agencies (i.e. OPP, By-Law Officer) may be called for assistance in enforcing these regulations.
10. Holes must be played in sequence. Golfer in the wrong fairway must give way to players playing that hole.
11. It is the responsibility of each player to replace divots, rake and smooth sand bunkers, and repair ball marks or other damage on the greens.
12. Golfers are responsible for injuries or damages resulting from their golf shots.
13. In the interest of all, players must play without delay, and all groups must keep their place on the Course.
14. Staff reserves the right to cancel playing privileges for individuals or organizations using Course facilities if, at any time, behaviors justify such action.



15. Golfers may be refused playing privileges and/or removed from the course for:
 - a. Submitting false information for the purpose of securing golfing privileges.
 - b. Playing golf without paying a green fee or registering with the starter.
 - c. Obvious inability to maintain their position on the Course.
 - d. Intoxication, disorderly conduct, use of abusive/profane language, or other behavior detrimental to the normal and orderly operation of the Course.
 - e. Failure to comply with the existing rules and regulations governing golf play, practice, operation of carts or pull carts, personal conduct, and appropriate dress.

Dress Code for Players:

Appropriate golf attire must be worn at all times. Enforcing appropriate golf attire and specific dress guidelines are left to the discretion of the Management. Specified dress code guidelines include:

1. Swim trunks and bathing suits are not allowed in the clubhouse or on the Course.
2. Appropriate golf shirts must be worn on the Course at all times.
3. Tank tops or halter-tops are not allowed.
4. Short shorts, and cut-offs are not acceptable.
5. Shoes worn on the Course must be appropriate for golf.
6. Soft spike golf shoes only.

Golf Play:

1. Accepted local rules of play and etiquette will govern play at all times.
2. Golfers under the age of 14 may play on the Course only when they have demonstrated appropriate knowledge of golf course etiquette and are accompanied by a responsible adult or are certified to play without an adult.
3. All players must be registered with the Pro Shop before playing any part of the golf course.
4. Practicing on the Course is prohibited.
5. When sufficient players are registered, four persons will be scheduled in each playing group on the first (1st)
6. Unless prior permission is given, golfers will tee off only between the appropriate tee markers.
7. Fivesomes may be allowed at the discretion of the Superintendent and may require the rental of three golf carts.
8. Golfers will be encouraged, or when necessary, required to play from tees appropriate to skill level or handicap in order to maintain pace of play.



Tournaments:

1. Any club, organization, association, or other group may request authorization to hold a golf tournament on a first-come, first-served basis.
2. The Superintendent will set Tournament/Event fees within the Fees and Charges range approved by the City. Tournament fees will be based on fees and charges in effect on the date of the tournament or event. All fees and charges in effect on the date of the tournament must be paid prior to the start of the event. Fees are set when contract is executed.
3. All re-scheduled group events will be charged at the contracted tournament/group event fee per player. Any discount rates or premium rates will be at the discretion of the Superintendent, with approval from the Director.
4. Individual starting time reservation requests that fall within a scheduled tournament period will not be accepted; however, the Course may fill any unfilled or late starting time with players from the daily Call Sheet.
5. Unless otherwise authorized by the Superintendent, On-Course tournament playoffs to settle a tie will not be permitted.
6. Refunds on tournament green fees will not be made except when the Course is officially closed due to inclement weather or other adverse conditions, within the terms of the Event/Tournament Agreement.
7. Tournament participants must observe all prevailing rules and regulations covering use of the Course, personal conduct, dress, and golf play.
8. Tournament organizers are liable for any personal injury, property damages or repairs resulting from tournament play. Sponsors and participants are required to follow Food and Beverage regulations.
9. During "shotgun" tournaments, whereby a portion of or the entire course is closed for the event, notification of the event will be given by the Pro Shop staff and website for information to the general public in advance of the tournament dates.
10. The following information on each scheduled tournament will be entered in the tournament file by Superintendent:
 - a. Name of the organization holding the tournament.
 - b. Date and time of play
 - c. Number of players.
 - d. Name, address and phone number of the tournament contact person.
 - e. Tournament type (Shotgun start)
11. Use, and payment, of motorized carts is mandatory for all players in golf group or tournament events



Junior Golf Program:

The purpose of this program is to foster a lasting interest in golf by creating opportunities for young people to learn and enjoy the game. It aims to establish clear guidelines that support the comfortable integration of youth with adult players on the course, encouraging respectful and inclusive play. Additionally, the initiative seeks to provide ongoing educational programs focused on golf, contributing to the personal development of young participants. The program also strives to increase youth engagement and participation, helping to build a strong foundation for the future of the sport.

1. The Superintendent shall maintain and promote the a youth program
2. For fee and program participation a Junior will be defined as a youth 17 years of age or under

Driving Range Operations:

1. The driving range hours of operation shall be as close to the same as the Course hours, if possible.
2. There will be a designated time, weekly, where the range will be closed for mowing the grass. This will be coordinated between the Club Superintendent and Course Superintendent and communicated to staff. Staff shall make sure that all range balls are pick up prior to mowing operations.
3. Staff will be required to maintain the following amenities:
 - a. Properly maintained standing mats, brushes, and grass tee boxes.
 - b. Accurate and aesthetically pleasing yardage indicators.
 - c. Signs indicating safety procedures for all patrons.
 - d. Adequate quantities of clean range balls to allow for peak usage periods.
4. Staff shall have clubs available for rental use on the driving range.

Lesson Programs:

The purpose of this program is to offer a valuable service to golfers of all skill levels, helping them enhance their abilities and overall enjoyment of the game. It also aims to introduce new players to the sport, thereby increasing both course usage and potential revenue. To ensure accessibility and appeal, the program will provide a variety of instructional options tailored to meet the diverse needs and preferences of those interested in learning or improving their game.

Types of lessons available:

Private instruction available by single lesson, or in a series structure.
Junior golf classes focusing on skill development for beginners, intermediate, and advanced players on an ongoing basis.



Adult group lessons for beginning, intermediate, and advanced players on an ongoing basis.

Periodic clinics demonstrating various aspects of golf.

Prepare promotional materials for publication in the City website, and SBGC Facebook.

Food and Beverage:

Sandy Beach Golf Club may offer a selection of food, confectionary items and beverages for purchase by golfers, visitors and staff. Food and beverage offerings should be appropriate for a recreational facility and provide convenient options for golfers before, during and after their round.

The operator is expected to provide a reasonable selection of healthier food and beverage choices in addition to traditional golf-course concession items. Every reasonable effort should be made to increase the availability and visibility of healthier options while reducing reliance on products that are high in added sugar, sodium and saturated fat.

Examples of preferred healthier options may include:

- Bottled water and unsweetened or low-sugar beverages;
- Fresh or packaged fruit;
- Nuts and other nutritious snacks, where appropriate;
- Granola or cereal bars with lower sugar content;
- Yogurt or similar products;
- Sandwiches, wraps or other lighter meal options;
- Lower-sugar confectionary options; and
- Other products that provide reasonable nutritional value.

Traditional confectionary items such as chocolate bars, candy and other snack foods may continue to be offered; however, the operator should strive to maintain a balanced selection and avoid having high-sugar or highly processed products comprise the majority of the food and beverage offering.

Energy drinks and slushie are **not permitted** to be sold or distributed at Sandy Beach Golf Club. This restriction applies to all energy drinks, including those marketed or labelled as energy, performance or stimulant beverages containing significant amounts of caffeine or other stimulants. This restriction does not apply to ordinary coffee, tea or other beverages that are not marketed as energy drinks.

Where practical, healthier food and beverage options should be prominently displayed and readily accessible, rather than being limited to less visible areas of the concession or clubhouse. The operator is encouraged to review its food and beverage offerings



periodically and adjust products based on customer demand, nutritional considerations and current healthy-eating guidance.

All food and beverage services must comply with applicable Ontario food safety requirements, public health requirements, licensing requirements and other applicable legislation and regulations.

The intent of this section is to support Sandy Beach Golf Club as a facility that promotes active recreation and healthy lifestyles while continuing to provide golfers with convenient and enjoyable food and beverage choices.

Course Maintenance Standards

The following should be considered as the minimum standard necessary to maintain the Sandy Beach Golf Club course quality playing surface. These standards are based on the delivery of a high quality upper mid-market golf course. These maintenance standards may be revised at the sole discretion of the Director of Community Services, or designate, in collaboration with the Course Superintendent.

Greens Maintenance:

Mowing

1. At least 5-6 times per week, during the golfing season. All mowing patterns will maintain the size and shape of the original green design. The mowing pattern shall be alternated each time the green is mowed.
2. Height of Cut: 1/10 inch – ¼ inch. Heights may vary during seasons and weather changes. Bed-knives and reels should be sharp and adjusted to provide a quality cut at all times. Grass catchers shall be used on mowers each time a green is cut.
3. Holes on all greens should be changed at least 3 times per week. The location of the hole should be moved at least fifteen feet with each move. The hole should not be placed within ten feet of the edge of the green. Holes on the practice putting greens should be changed weekly.

Cultural Maintenance

1. Aerate the greens at least two times per year. Tines shall be 3/8-inch to 5/8-inch diameter hollow tines in Spring and Fall. The aerification should be done



with tines that penetrate the ground at least three inches and be on centers of four inches or less. Two aerations yearly should include the pulling of plugs.

Plugs shall be removed immediately as the aerification of each green is completed. Top dressing, as described below, shall follow the aerification process. The goal of the greens aerification program is to control thatch accumulation and gas exchange in the root system.

2. Light vertical mowing should be done every two weeks, during the growing season. The vertical units should not penetrate into the soil. Only the tops of the grass should be clipped.
3. All areas maintained at putting green height should be top dressed at minimum four times per year including twice per year in conjunction with aerification of greens using sand material that is free of any particles larger than 1/8 inch in diameter.

The top dressing should be applied at a rate of one-half cubic yard of material per 5,000 square feet. Following coring, the greens should be top dressed with enough material to fill the aeration holes. A green shall not be closed more than two hours for top dressing.

4. Every attempt shall be made to halt the introduction of non desired grasses into the putting green.
5. Collar edging - The interface between the collar and putting surface shall be edged every three weeks between the months of May through October to prevent any encroachment. Stolon's shall be removed by hand, and any turf damage repaired with creeping bent grass plugs taken from the turf nursery or similar area.

Fertilization

1. The goal of the greens fertilization program is to apply approximately four to eight pounds of actual nitrogen per year during the growing season. Greens are to be fertilized frequently enough to support constant growth, which is correspondent to the particular season of the year, and in no case shall the greens be allowed to suffer from lack of nutrients.
2. A balanced fertilization schedule should be followed. Twice yearly, soil tests shall be taken by the Course Operator.



3. The Course Operator shall maintain Integrated Pest Management (IPM) certification appropriate for the operation of the golf course and shall ensure that all fertilization practices are carried out in accordance with applicable legislation, regulations, industry standards and the principles of Integrated Pest Management
4. On an annual basis, the Course Operator shall prepare and submit a **fertilization schedule** to the Director of Community Services for review and approval prior to the commencement of the golf season. The schedule shall identify the proposed timing, frequency, products, application rates and areas of application for all fertilizer applications to the greens.
5. The approved fertilization schedule shall be followed throughout the season. Any significant changes to the approved schedule, including changes to products, application rates or timing, shall be discussed with and approved by the Director of Community Services or designate prior to implementation, except where an immediate adjustment is required to protect turf health or address unforeseen course conditions.
6. Fertilizer applications shall be based on the condition and requirements of the turf, with consideration given to soil and tissue testing, weather conditions, turf health, environmental conditions and the principles of responsible nutrient management. The Course Operator shall maintain appropriate records of all fertilizer applications and make such records available to the City upon request.

Pest Control

1. Greens should be monitored on a daily basis for any indications of fungus activity, insect infestations, or any other pest, gopher or burrowing animal infestations.
2. Any disease, insect, or weed control products should be applied at label recommended rates.
3. Records of pesticide usage must be kept in compliance with our Integrated Pest Management (IPM) certification and Ontario Regulation 63/09. Copies of all pesticide use reports shall be kept on file in the maintenance shop and the City server.

Irrigation



1. Greens shall be watered as necessary to keep the grass in optimal growing condition. Supplemental hand watering may be necessary during hot, dry conditions.
2. Irrigation and sprinkler heads and controls need to be periodically inspected to ensure overall watering patterns and eliminate leakage.
3. Irrigation controls and systems should be kept up to industry technology and efficiency standards.

Collars:

Mowing

1. Mowing frequency; all areas should be mowed two-three per week, when mowing can be completed as needed.
2. Height of Cut: 3/8 inch – 5/8 inch should be used on all areas. Using the same height of cut on tees and collars will make a more efficient use of the equipment.
3. Putting green rollers – The use of putting green rollers is acceptable, however, use shall be limited to two times per week. Care shall be exercised to avoid rolling greens when saturated conditions are present. Rolling should be suspended if turf stress is evident on the greens.

Fertilization – Included in greens program

Aeration – Included in green program

Pest Control

1. Pest control - Pest resistance is greatly enhanced when a dense, healthy stand of turfgrass is maintained. It is strongly urged to control target pests using cultural and Integrated Pest Management (IPM) methods in order to avoid the excessive use of pesticides.

Despite these efforts, chemical pest control materials are often necessary, and shall be applied by a licensed pest control applicator in accordance with all local, provincial, and federal regulations. Curative and preventative control programs shall be anticipated for the following target pests:

- Fungus - Anthracnose, Summer Patch and Pink Snow Mold



- Weeds – Kikuyu grass encroachment, soliva (*Soliva sessilis*)
- Insects – White grubs
- Vertebrate pests – Pocket gophers

Irrigation

1. All collars shall be watered as necessary to keep the grass growing in an optimal growing condition.
2. Additional hand watering shall be performed where necessary to augment the irrigation system.
3. Monitoring as mentioned in greens program.

Aprons or Surrounds:

Mowing

1. Maintain an apron or surround approximate to the base of the slope of the green complex by mowing the turf to a height of from one (1) inch to 1.5 inches. Aprons shall be mowed two times per week, weather permitting.

Tees:

Mowing

1. All areas, including around tee signs, trash receptacles, and ball washers, should be mowed weekly as weather permits.
2. Height of Cut: 3/8-inch – 5/8 inch should be used on all areas. Using the same height of cut on tees and collars will make a more efficient use of the equipment. All reels and bed-knives should be sharp and adjusted to provide a quality cut at all times.
3. Seed and sod - The tees shall be seeded or replaced with sod based upon adequate turf coverage.
4. Divot repair - Tee divots shall be repaired with sand, or a mixture of soil and organic amendment. This mixture shall be blended with perennial ryegrass seed for use during the months of October through March. Tee divots shall be



repaired a minimum of two times per week.

5. Tee marker placement – Tee markers shall be moved three times a week in conjunction with hole changing on the greens to evenly distribute traffic and wear on the tees. Markers should be clean and freshly painted. Markers should be placed so that they direct play to the center of the fairway or green. Damaged or missing markers should be replaced immediately.
6. Benches should be maintained in good condition and properly located for the forward and back tees

Cultural Maintenance

1. Top dressing should be done following each coring operation. The holes should be filled and a minimum of 1/8 inch of top-dressing material.
2. Aerification - The tees shall be aerified a minimum of twice per year using a putting green aerifier fitted with 5/8" to 3/4" hollow tines. The ideal timing of this operation is in May, August, and or October. The cores shall be dragged or removed from the surface.
3. The tees shall be verticut as often as necessary to prevent thatching. The thatch layer should not exceed 3/4 inch.
4. The goal of the tee fertilization program is to apply a total annual rate of 4 to 6 pounds of actual nitrogen per 1,000 square feet during the growing season. Tees are to be fertilized frequently enough to support constant growth, which is correspondent to the particular season of the year and in no case shall the tees be allowed to suffer from lack of nutrients. Soil tests should also be used to determine the need for additional nutrients.
5. All areas should be level from side-to-side and have a good turf cover.

Irrigation

1. All tees shall be watered as necessary to keep the grass growing in an optimal growing condition.
2. Additional hand watering shall be performed where necessary to augment the irrigation system.

Ball Washers



1. All ball washers should have water and soap in them at all times. Water should be changed once per week to prevent unpleasant odor or dirty water.
2. Towels must be attached to the ball washers and in good condition.
3. Ball washers should be straight and painted. All knobs should be in good repair.

Tee Signs

1. Tee signs should be erect, clean, painted/stained and readable at all times.

Bunkers:

Maintenance

1. All sand bunkers should be mechanically, or hand raked completely a minimum of four times per week. The bunkers should be touched up on an as needed basis. Touch up includes spot hand raking, debris removal, and edging of grass near sand.
2. There should be a minimum of 4 inches of bunker sand at the bottom of each bunker and 2 inches of bunker sand on the face of each bunker.
3. The depth, size and shape of the bunkers should be maintained as originally designed.
4. Sand should contain no particles larger than ¼ inch in size. Furthermore, no sand will contain more than 5% particles ½ inch in diameter and not contain more than 5% fines.
5. Edge the bunkers to maintain a defined edge. The original shape and size of the bunker must be maintained. Do not drag the sand out over the edge of the bunker when raking.
6. Bunkers should have adequate number of rakes for the size of each specific bunker.



Fairways:

Mowing

1. All areas should be mowed two - three times per week during season, weather permitting.
2. Height of Cut: All equipment shall be set at 1/2 to 3/4 inch. The reels and bed knives should be sharp and adjusted to provide a quality cut at all times.
3. Seed and sod - The fairways shall be seeded as necessary to restore turf coverage and density using perennial ryegrass seed at the rate of 300 lbs./acre. Only certified (blue tag) perennial ryegrass seed shall be used on the fairways.

Cultural Maintenance

1. Vertical mowing should be done to control the thatch levels in the fairways.
2. Aerification - The fairways shall be aerified a minimum of twice per year between the months of April through October using 1/2" to 3/4" hollow tines or spoons. The plugs should be dragged, pulverized, or harvested to remove debris.
3. The goal of the fairway fertilization program is to apply 3-5 pounds of actual nitrogen per year. Soil tests should be taken annually to determine the ratio of materials used, frequency of application, and additional nutrients required.

Yardage Markers

1. All fairway yardage markers should be edged, painted and visible at all times.

Irrigation

1. The fairways shall be watered as necessary to keep the grass growing in optimal condition.
2. Irrigation controls and sprinkler heads need to be monitored on a regular basis to promote even watering patterns and reduce areas of standing water.

Pest Control



1. Pest control – Weeds, ground squirrels, and pocket gophers are the main pest problems on the fairways. Control programs should focus on spot applications of approved materials for the following pests and species:

- Weeds - English daisy, clover, annual bluegrass, dallisgrass, crabgrass, and goosegrass.
- Vertebrate pests - Pocket gophers and ground squirrels.

Roughs:

Regular mowing and maintenance shall be performed in the 10 yd. to 30 yd. area adjacent to the fairways, greens and tees that are considered the primary rough. It is suggested to convert out of play and transition areas into native vegetation areas using drought tolerant grasses and other plants that are compatible with the game of golf. The following maintenance programs are pertinent only to the primary rough.

Mowing

1. Primary Rough

- Mowing equipment: 5-gang reel-type mower, or rotary deck mower.
- Mowing frequency: One to two times per week, as needed.
- Height of cut: 1 ¼" (1.250) to 1 ½" (1.500), clippings returned.

Aerification

1. The rough shall be aerified a minimum of one time per year using 3/4" hollow tines or slicing tines. Any cores shall be dragged, harvested, or pulverized to remove debris.

Seeding

1. The rough shall only be seeded as necessary to restore turf coverage and density. A seeding rate of 300 lbs. perennial ryegrass seed per acre is recommended. Perennial ryegrass or Kentucky bluegrass/ perennial ryegrass sod can be used as needed.

Fertilization – Included in greens program

Pest Control



1. The same general pest control practices should be implemented in the rough as for the fairways. Higher thresholds of weeds are tolerable in the rough. The main concern is broadleaf weeds with white flowers, such as English daisy and white clover that make it difficult to locate golf balls. An annual spot spraying program is recommended for these weeds.

Ponds

1. All aquatic areas should be neat and clean in appearance. The water and banks should be clear of trash and other debris.
2. The edges of the ponds should be maintained and enhanced as needed to allow for natural vegetation cover to prevent bank erosion, to provide a buffer for wildlife habitat and the natural filtering of surface water runoff.
3. All drain lines and pipes connecting ponds should be maintained free of obstructions and functioning in a manner for which they were designed.
4. Algae should be removed from ponds and algae growth shall be controlled using appropriate and acceptable means.

Irrigation

1. Roughs shall be watered as necessary to keep the grass growing in an optimal condition.

Trees:

Maintenance

1. Live trees shall not be removed without prior permission of the Director of Community Service unless the tree presents an immediate hazard and threatens property or health. Replacement trees should be part of the overall long term tree plan.
2. Leaves and needles should be removed as quickly as possible after they fall to the ground. Dead or broken limbs and trees should be removed within seven working days of the problem being noted unless otherwise directed by the Director of Community Services, or designate, due to an immediate hazard.
3. Trees should be pruned to ANSI A300 pruning standards.



Cart Paths and Paved Areas:

Maintenance

1. Existing cart paths and other paved surfaces should be maintained in a smooth clean, edged condition. All paving should be free of potholes and broken pavement. The paved cart paths should be maintained to prevent grass from growing over the paved surface.
2. The cart parking area, patio and sidewalks shall be swept/blown daily. The parking lot shall be swept or blown off weekly. All public areas should be free of trash and debris.
3. The maintenance of clean edges on entrance and service roadways, parking lots and interior connecting paths shall be performed as necessary.

Traffic Control

1. Cart traffic should be controlled to prevent turf wear along the edges of the pavement. Traffic control measures should include, but not be restricted to, use of ropes and stakes, curbing, and directional signs.
2. Drains and surface grading should be done to prevent water from collecting on or alongside the paved cart paths. The cart paths should in no way restrict the surface or subsurface drainage of water from the golf course.

Irrigation System:

General Maintenance

1. Maintenance of the irrigation system shall mean periodic inspection and timely repair, cleaning, adjusting and replacement of all components of the water supply and irrigation systems including, but not limited to:
 - Pumps and Pump Station
 - Gate Valves
 - Lateral Irrigation Lines
 - Automatic Valves
 - Irrigation Controllers
 - Wiring from Controllers to Valves
 - Controller Transformers
 - Sprinkler Heads



- Quick Coupler Valves
 - Main Lines
 - Back Flow Devices
 - Computers
 - Computer Wires
2. Scheduling - The automatic irrigation system shall be monitored and adjusted daily according to the needs of the turf and changes in weather patterns. The goal shall be to promote healthy turf conditions with minimal wet spots.
 3. Hand-watering - Hand-watering shall be accomplished, as needed, on a daily basis to address any localized dry spots on the greens and tees.
 4. Maintenance - Any necessary repairs to the irrigation system shall be made without delay. The Course Superintendent shall make sure there is an acceptable stock of repair items such as pipe, fittings, repair tools, and replacement parts for irrigation heads and controllers on hand. A preventative maintenance schedule shall be developed for the pumps, air relief valves, remote control valves, filters, and irrigation heads.
 5. Provisions for water shortages - In the event of an extended water shortage or drought, water usage shall be prioritized in the following order:
 1. Greens
 2. Tees
 3. Fairway

Drainage:

General Maintenance

Effective drainage maintenance is critical to the playability, safety, and long-term sustainability of a golf course. A well-drained course minimizes turf damage, prevents water pooling, and reduces downtime due to weather, all while enhancing the golfer experience.

Routine inspections of surface and subsurface drainage systems should be conducted throughout the season, especially following heavy rainfall. Key areas of focus include fairways, greens, tees, and bunkers. Staff should regularly remove debris from catch basins, drainage inlets, and culverts to ensure unimpeded water flow. Problem areas showing signs of erosion, standing water, or turf discoloration should be flagged and addressed immediately.

Aeration and topdressing are essential cultural practices that support surface drainage by improving soil permeability. Sand-based topdressing, combined with



regular core or solid-tine aeration, helps relieve compaction and promotes deeper root growth. Subsurface drainage systems, such as perforated pipe networks, should be inspected annually to check for blockages or broken pipes.

Ditch and swale maintenance—including mowing, reshaping, and clearing—should be completed on a scheduled basis to maintain proper flow. Any new drainage installations must consider course design, turfgrass species, and soil composition.

Finally, staff should be trained to identify drainage issues and report them promptly. A documented maintenance schedule and clear reporting process are essential to ensuring consistent care and quick response to emerging problems.

By proactively maintaining the drainage infrastructure, golf course operations can extend turf life, reduce maintenance costs, and keep the course open and enjoyable in all but the worst weather conditions.

Pest Control:

The goal of pest management on the golf course shall be to limit pest problems wherever possible by utilizing good cultural practices and a proactive monitoring program. Pesticides should be used only as part of an integrated pest management approach.

Pest control must follow Integrated Pest Management (IPM) principles, focusing on prevention, monitoring, and targeted treatment. Regular scouting for pest activity, turf damage, and environmental conditions helps identify early signs of infestation. Cultural practices like proper mowing, aeration, and irrigation promote healthy turf less prone to pests. Chemical controls are used only when thresholds are exceeded, selecting the least toxic option and applying it precisely. Staff are trained in IPM procedures and recordkeeping to ensure compliance and continuous improvement. This balanced approach protects turf health, environmental quality, and golfer safety while minimizing pesticide use.

Green Waste:

Effective green waste management on a golf course involves the regular collection, sorting, and processing of organic debris such as grass clippings, leaves, and tree branches. Collected material should be composted on-site where feasible, creating a sustainable soil amendment for turf areas. Larger waste can be chipped for mulch or removed by approved contractors. Staff is encouraged to minimize waste through efficient mowing and pruning practices. Maintaining clean, designated storage areas for green waste ensures a tidy course



appearance, promotes environmental responsibility, and reduces landfill contribution.

Facilities Maintenance:

Restrooms

1. All restrooms, including the restrooms on the Course and the Clubhouse shall be cleaned, supplied with adequate paper as necessary, but at least once per day and more often when heavy use occurs. The restrooms shall be maintained free from any unpleasant odors.
2. All graffiti shall be removed as soon as possible after it is discovered, but in no event shall graffiti be evident more than one day.
3. On course restroom facility will be cleaned daily and as needed. The on course restroom will be painted annually.
4. Restrooms on the lower level near the grill will be monitored hourly and cleaned as needed while course is operating. Facilities upstairs will be monitored hourly and cleaned as needed while functions are being held in the clubhouse.

Buildings

1. Buildings and structures shall be maintained in good repair. The buildings, including maintenance buildings, storage yards, clubhouse and golf shop, cart storage building and restroom buildings shall conform to all provincial or local regulations for sanitation and safety. Fertilizer storage shall comply with all regulations.
2. All interior and exterior surfaces of the clubhouse, including windows, walls, and roofing, must be kept clean and well-maintained at all times. Surfaces should be washed or painted as needed to uphold a tidy and welcoming appearance.
3. Graffiti must be removed immediately once discovered, documented with photos and reported to the Director—within 24 hours at the latest.
4. Any food service area, or functions, must meet all local health regulations. Weekly and monthly janitorial checklists are to be followed, along with daily pre- and post-function cleaning routines for equipment, floors, and prep areas to ensure safe food handling.
5. Any damaged or broken surfaces must be repaired within one week. If the damage presents a safety or security concern, repairs must be made



immediately.

6. All areas must remain free of dirt, oil, or other substances that could create unsanitary conditions.
7. Staff will participate in scheduled inspections by the Director, Health & Safety Coordinator and other regulatory bodies (e.g., Fire, Health). Any issues identified must be corrected promptly by staff or the Superintendent to maintain our high standards and regulatory compliance.

Walls, Gates, Signs, and Fencing:

1. All exterior surfaces, including walls, gates, signage, and fencing, must be kept clean and presentable at all times. Regular washing or painting should be done as needed to maintain a neat appearance.
2. Any broken or damaged surfaces, including walls, gates, signs, or fences, must be repaired within one week. If the damage creates a safety or security concern, repairs must be completed right away.

Waste & Recycling:

A recycling program will be maintained across the golf course, clubhouse, and public areas. Adequate trash and recycling bins will be placed throughout the property to support proper waste disposal by guests and staff.

All trash and recycling containers must be emptied as needed—at minimum once daily. Recyclables will be collected according to schedule. Litter on and off the course must be picked up daily to ensure a clean and welcoming environment for all visitors.

Clubhouse Appearance:

1. The overall upkeep, cleaning, and repair of the clubhouse, cart storage area, driving range, and golf shop are the responsibility of every staff member.
2. All necessary cleaning supplies, equipment, materials, and paper products should be maintained by the Club Superintendent.
3. Cleaning and preparation daily shift checklist shall be completed.



4. All maintenance and repairs should be completed promptly and with minimal impact on daily business activities.
5. Regular cleaning of interior common areas includes, but is not limited to, the following tasks:
 - Clean washrooms minimum once per shift (toilets, urinals, sinks, mirrors, floors, garbage's, and fill soap, paper towel, toilet paper)
 - Vacuum carpets daily and spot clean as needed
 - Empty and clean wastebaskets daily
 - Sweep building entrances every day
 - Remove all garbage and recyclables daily
 - Dust desks, counters, chairs, tables, cabinets, and shelves daily
 - Clean baseboards weekly
 - Wipe interior and exterior door glass daily, or more frequently if needed
 - Clean all windows inside and out on a weekly basis, or more often as needed
 - Replace light bulbs as necessary

Equipment Maintenance:

1. All equipment must be kept in proper working condition, with regular maintenance and repairs coordinated in conjunction with the City licence Mechanic and as per the manufacturer's guidelines.
2. Mowing equipment must be kept sharp and properly adjusted to ensure a clean, even cut across all turf areas.
3. After each use, equipment must be cleaned in the designated wash area. All waste and debris must be disposed.
4. A detailed maintenance and repair log must be maintained for every piece of equipment.
5. Fuel and oil consumption records must be tracked for each unit.
6. Safety training records for all staff must be kept up to date.

