

CLUBLINK

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COVID-19 STANDARD OPERATING PROCEDURES (SOP) FOR EVENT HOSTING

Updated as of September 16, 2021



INTRODUCTION

Golf events will not be able to utilize the traditional "shotgun start" organization structure which allows for all participants to arrive within a specified time frame, tee off at the same time, finish at the same time and enjoy post-golf hospitality and celebrations at the same time.

Instead, golf events can utilize a pre-scheduled, foursome by foursome, designated tee off time organization structure. This can be very enjoyable for participants as it will feel like a more intimate, less action-packed golf experience.

Tournament formats for golf such as best ball or scramble can still be utilized to allow for speed of play and to allow the novice golfer participants to enjoy their experience. Mobile applications can be used to record scores during the round. Our staff will not be able to handle physical scorecards used by participants and manage traditional scoring summaries for post-golf presentation.

Online applications can be utilized for auctions and other fundraising activities in support of charities.

Sponsors of your event can enjoy a strong presence on the event website and/or scoring application, communications on the app during the event, utilize live social content opportunities and post event online celebrations.

A foursome list with starting times and cart usage requests must be provided in advance to the ClubLink Corporate Events Coordinator. Online scoring is available through Golf Genius. Please refer to the Event Technology Packages for pricing and details: **Event Technology Packages**. An online auction available (Sealed for a Cause): <https://sealedforacause.com/>

Signage, photography, hole-in-one cars and other prizing activities are permitted.

Outside vendors are not permitted on the course.

Event banners and signage to recognize sponsors are permitted.

Participants will be able to enjoy on-site hospitality from designated areas. Clubhouse dining areas will be available on a foursome by foursome basis before and/or after golf.

The following procedures are designed to help protect golfers, guests, organizers and employees alike. It is imperative that these protocols are followed to reduce the risk of spreading the coronavirus.

Procedures may vary by Club due to local circumstances and as compliance with guidance from public health officials dictates.

GENERAL BEST PRACTICES



PROTECTING YOURSELF AND OTHERS

- Stay home if you or anyone you live with:
 - Are feeling unwell,
 - Are experiencing any COVID-19 symptoms,
 - Are waiting for test results,
 - Traveled outside Canada within the past 14 days,
 - Had close contact with a confirmed or probable case of COVID-19,
 - Received a COVID Alert exposure notification on your cell phone,
 - Been advised by a medical professional to self-isolate.
- Practice respiratory etiquette, including coughing and sneezing into your arm. Dispose of tissues immediately into trash receptacles.

HAND HYGIENE

- Wash hands often and for at least 20 seconds with soap and water or alcohol-based hand sanitizer.
- Avoid contact with face and eyes with unwashed hands.
- Avoid common greetings, such as handshakes and instead greet with a wave.
- Avoid contact with high frequency touch points.

PHYSICAL DISTANCING

- Always maintain a distance of at least 2 meters from others (one flagstick length).
- Maintain a safe distance while handing goods and making transactions.
- Protective barriers shall be used to protect cashiers and customers in payment transaction areas.
- Observe floor markings and barriers to maintain proper traffic flow and physical distancing between customers where line-ups can form.
- All government guidelines for maximum occupancy and group gatherings will be enforced.

ACTIONS TO PREVENT THE SPREAD OF COVID-19

- Enhance housekeeping practices, including cleaning and disinfecting surfaces, equipment, and high frequency touch points.
- High frequency touch points (across all departments and washrooms) will be disinfected at least two times per day.
- Each staff member will be screened for COVID-19 before they are permitted to enter the workplace.

MANDATORY MASKS AND FACE COVERINGS INSIDE PUBLIC SPACES

- Wearing a mask or face covering is mandatory indoors. A mask or face covering must be worn outdoors if physical distancing cannot be maintained, including while waiting in line for any amenity or service.
- All staff, customers or visitors are required to wear a mask or face covering while inside public spaces, including but not limited to: bathrooms, golf shop, halfway house, bistro and common areas. A mask or face covering is not required while seated at a table consuming food or drinks. The mask or face covering must cover the nose, mouth and chin. People who are not wearing a non-medical mask or face covering shall not be permitted to enter the building.
- There are some people who have exemptions for mandatory masks (e.g. children under the age of two and people with certain health conditions or employees in designated areas).

PROPERTY MODIFICATIONS



PROPERTY ACCESS

- One person shall be at the property entrance (greeter) to welcome golfers and conduct COVID-19 screening.
- All participants must be pre-registered and have a tee off time assigned.
- Golfers can check-in no more than 45 minutes before their tee time.
- In Québec visitors and residents 13 years of age and older are required to show proof of COVID-19 vaccinations before accessing the following areas:
 - Restaurants (patios, and dining areas).
 - Indoor and outdoor events (including golf tournaments and weddings).
 - Locker rooms and showers.
- Non-Québec Residents/Visitors must present their photo ID and proof of vaccination (provided by their own jurisdictions) at all Québec ClubLink properties. Specifically that they have received two doses of either Pfizer, Moderna, AstraZeneca, or Johnson & Johnson (requires only one dose).
- In Ontario, visitors and residents 12 years of age and older are required to show proof of COVID-19 vaccinations before accessing the following:
 - Indoor dining areas.
 - Indoor events.
- Ontario residents/visitors must present proof of identification and proof of vaccination (provided by their own jurisdictions).
 - Valid identification includes: birth certificate, citizenship card, driver's license, government (Ontario or other) issued identification card including health card, Indian status card/Indigenous membership card, passport, or permanent resident card.
 - For proof of vaccination, you must have received two doses of any of the following vaccines: Pfizer, Moderna, AstraZeneca, or Johnson & Johnson (requires only one dose) or three doses of a COVID-19 vaccine not authorized by Health Canada, with the last dose at least 14 days prior. Proof of vaccine is your vaccine receipt from your second or third dose (or single Johnson & Johnson dose), either as a hard copy or displayed on your mobile device.

CLUBHOUSE AND FACILITIES

- Clubhouse and facility access will operate following all provincial guidelines and health measures, which may differ by Club and throughout the season.
- Clubhouse entrance points shall be limited.
- Wherever possible, doors will be propped open to minimize touch points.
- Local management shall determine the appropriate location of the emergency first aid equipment to ensure accessibility with current property modifications.

WASHROOMS

- Designated washrooms will be available. Non-essential supplies will be removed.
- Alcohol-based hand sanitizer will be available outside of washrooms and in public areas.
- Kleenex will be available in washrooms and public areas.

GOLF MODIFICATIONS



CHECK-IN AND PREPARATION FOR PLAY

- Participants will be directed to a specified drive up check-in area upon arrival (45 minutes ahead of their tee time).
- Event gifting packages will be placed in the trunk of your car by a staff member or convener at the check-in area.
- \$25 merchandise certificates will not be provided.
- Golfers should check-in with the starter 5-10 minutes prior to their tee time.
- Member account charges, credit and debit are the preferred payment options.

STARTER

- Golfers will be provided an orientation of local rules, safety precautions and golfer responsibilities.
- Scorecards and pencils will be provided by the starter at the first tee on request.

PRACTICE FACILITIES

- Practice facilities are open to golfers with pre-booked tee times, 45 minutes prior to their tee time, for warm up only.

GOLF CART MODIFICATIONS

- All golf carts will be staged in designated areas.
- Coolers will be available on golf carts and ice is available with purchased beverages. Bringing outside alcohol on to Club property is strictly prohibited.
- Customers will be asked to remove all items after use and dispose of garbage in the bins provided at the cart return area.
- Employees will clean and disinfect all golf and push carts before and after use.

OTHER SERVICES

- Rental clubs are available.
- On course contests are permitted (ie. Closest to the Pin, Longest Drive, Hole in One, etc.).
- Beat the Pro contest is not permitted.
- Hole in one cars and car displays around the clubhouse are allowed.
- Maximum of 5 non-golfers/volunteers allowed per 18 hole course.
- No outside vendors permitted on the golf course.

ON COURSE MODIFICATIONS

- Golfers are urged to refrain from removing the flagstick.
- Bunker rakes will be removed from the course and these areas will be temporarily played as lift, clean and place. Golfers will be asked to use their foot to smooth footprints as they exit a bunker.
- Staff will tour the golf course periodically to ensure policies and procedures are being followed. This includes but is not limited to alcohol consumption, social distancing, golf course local condition rules, and pace of play.

GOLF MODIFICATIONS



INCLEMENT WEATHER

- Weather events such as frost, lightning or heavy rain may cause delays in accessing the property. Golfers are advised to contact the golf shop at the club for most up to date information about safe arrival timing and tee time scheduling.
- During a weather event such as lightning, a horn will sound. Golfers should seek shelter in an area where safe physical distancing can be maintained, preferably in their golf cart or by returning to their vehicle. When the weather event has passed, a horn will sound the all clear for golfers to return to their positions on the course. Three horn blasts will sound to signal play to resume.
- Golfers leaving the course due to inclement weather but not during a full suspension of play, may not be able to safely resume their round. Rain checks can be provided.

FOOD AND BEVERAGE MODIFICATIONS



CONFECTIONERY ITEMS

- Pre-packaged confectionery items and drinks will be available before and after a round of golf.
- Employees will not handle re-usable bags or containers, including water bottles, from customers.

RESTAURANTS

- Clubhouse restaurants and patios, including capacity and patron table limits, will operate following all provincial guidelines, which may differ by Club and throughout the season.
- Customers can order food and beverage before and after their round at the designated location, space permitting.
- Dining in these areas is limited to a 90-minute maximum.
- Customers in the restaurant must wear face coverings except when consuming food and beverage.
- Tables will be spaced so that customers seated at different tables are separate by a distance of at least 2 meters.
- Food and beverage shall only be served in the restaurant to seated customers. Customers are not allowed to re-arrange seating such as moving chairs or tables closer together.
- A menu will be available and can be viewed by visiting the club website.

ON COURSE HOSPITALITY

- Up to four hospitality stations can be made available on the golf course.
- Hospitality services to be provided by staff only.
- Water coolers will not be available on course. A water station will be available at a designated location to refill personal reusable containers.
- No beverage cart service will be available on course. The halfway house or another food and beverage outlet will be available for sale of confectionery items and drinks.



If you have any questions or concerns about the contents of our SOP, please email us at covid19@clublink.ca