



HIGHLANDS
GOLF CLUB

TOURNAMENTS 2024





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WELCOME TO HIGHLANDS GOLF CLUB!

Thank you for considering Highlands Golf Club as the host venue for your golf tournament! Please find our 2024 Tournament Package attached, which includes everything you need to know about how we bring competition and camaraderie together on and off the green.

With breathtaking scenery, a sophisticated course, and a welcoming atmosphere on our side, we're confident your guests will receive service at the highest standard of excellence, from the first tee to their final goodbye.

Please know we are committed to working with you and your tournament to do everything we can to ensure a safe environment and experience for all your participants.

We appreciate the opportunity for further discussions with you and we hope to work with you and your team to create an unforgettable event.

We can't wait to get started!

Yours truly,

Landon Hargreaves
Chief Executive Officer
587-855-8309
landon@highlandsgolfclub.com

HIGHLANDS TOURNAMENT CONTACTS

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Our Mission:

Highlands Golf Club provides members and guests with a welcoming and exceptional experience.

**HIGHLANDS
GOLF CLUB**

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6603 Ada Boulevard
Edmonton, Alberta
T5W 4N5

MEET OUR TEAM



LANDON HARGREAVES
GENERAL MANAGER AND CEO

Landon has over 20 years of experience at Highlands. Before becoming the CEO in 2022, Landon had been the General Manager since 2015 and was the Head Golf Professional from 2012-2015. Landon's focus is on making every member feel welcome and making the most of their membership at Highlands.



TAYLOR VAN TICHEM
HEAD GOLF PROFESSIONAL

Taylor joined Highlands in 2021. Before this, Taylor worked at other prestigious golf clubs including the Royal Mayfair, the Calgary Golf & Country Club, and the Fairmont Jasper Park Lodge Golf Course. He prides himself on providing phenomenal member and guest service experience and enjoys the fast-paced work environment of a Private Club.



SAMANTHA CASTOR
SPECIAL EVENTS MANAGER

Samantha has been with Highlands for over 30 years. Her goal is to make each member and guests experience the best it can be. Relationships and loyalty are top on her list.



JAMIE GANSAUGE
GOLF COUSE SUPERINTENDENT

Jamie has worked at Highlands for over 20 years and has been the Superintendent since 2011. Jamie and his team consistently provide some of the best playing conditions in the province and are widely known for consistently great green conditions.



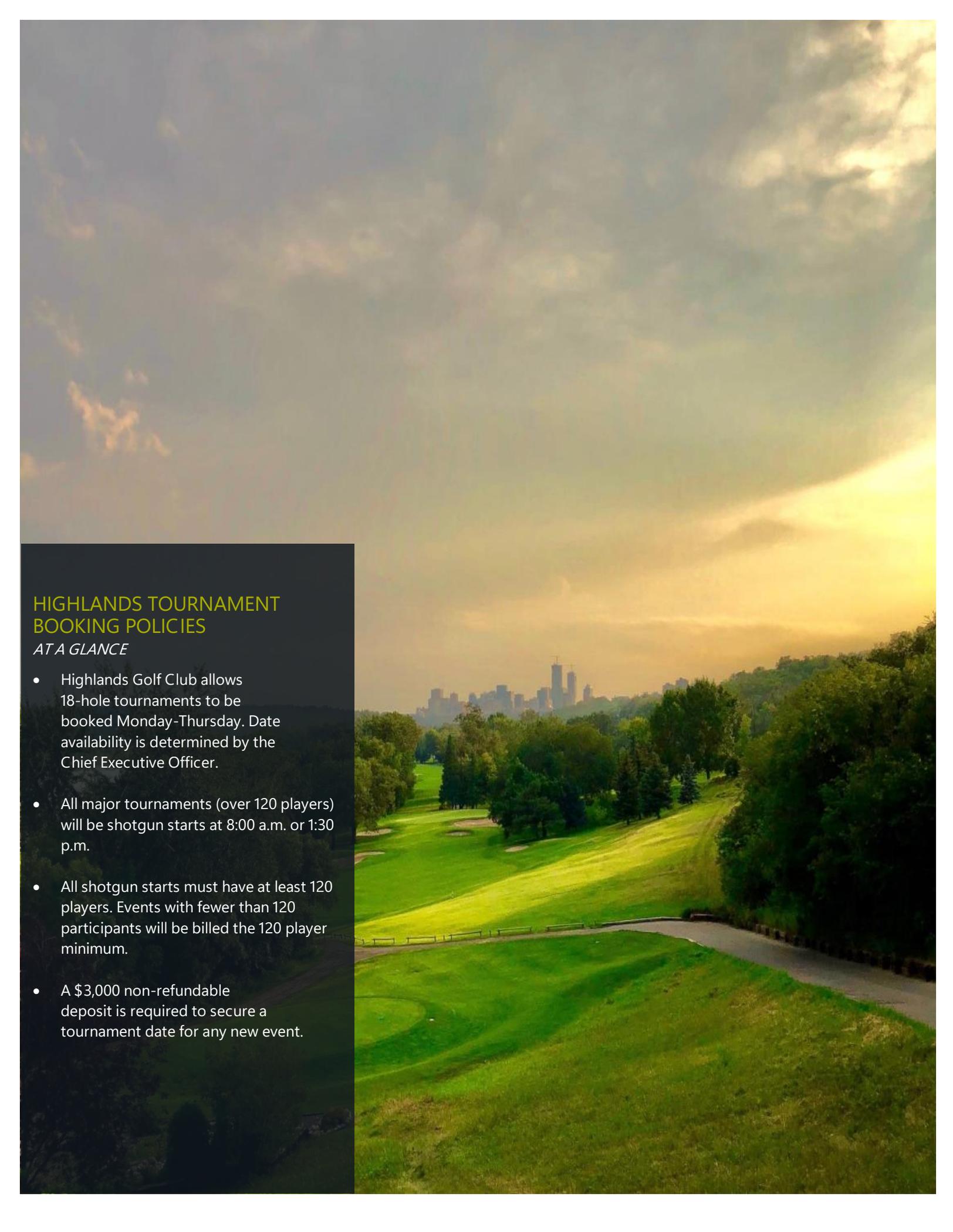
VIKRAM REDGAONKAR
EXECUTIVE CHEF

Red Seal Certified, Vikram enjoys working with many local farmers and suppliers, sourcing local produce and meat while utilizing a farm-to-table approach. In 2018 Vikram was honored to be recognized as one of the top 10 chefs in Edmonton by participating in Canada's Great Kitchen Party.



SHAUNA LARKIN
SALES AND MARKETING

Shauna joined the Highlands Team in 2023. Shauna has an extensive background in sales, marketing, and public relations experience in both the corporate and not-for-profit industries. Shauna is a Highlands neighborhood resident who loves working with our members as well as promoting HCG in the community.



HIGHLANDS TOURNAMENT BOOKING POLICIES

AT A GLANCE

- Highlands Golf Club allows 18-hole tournaments to be booked Monday-Thursday. Date availability is determined by the Chief Executive Officer.
- All major tournaments (over 120 players) will be shotgun starts at 8:00 a.m. or 1:30 p.m.
- All shotgun starts must have at least 120 players. Events with fewer than 120 participants will be billed the 120 player minimum.
- A \$3,000 non-refundable deposit is required to secure a tournament date for any new event.



TOURNAMENT AMENITIES AT HIGHLANDS

Additional Items:

Add-ons such as BBQ's, tents, umbrellas, etc. can be requested but may be subject to additional charges and/or availability. These must be confirmed a minimum two weeks prior to the event.

- Bag drop along with pre-printed bag tags at our upper parking lot.
- Placement of golf bags on staged power carts for the start of the tournament.
- Placement of event signage on the golf course.
- Collection of markers for hole competitions. (i.e., Longest Drive, Closest to the Pin, etc.).
- Live tournament scoring accessible through mobile phones.
- Tables, chairs, and ice for sponsor holes as requested.
- On-course marshal.

Power Cart Prices:

**2 PASSENGER VOLUNTEER
POWER CARTS**
RENT FOR \$80

**4 PASSENGER VOLUNTEER
POWER CARTS**
RENT FOR \$110

Additional power cart requests must be done at least two weeks prior to the event to ensure availability. Prices do not include GST and are subject to change.

POWER CARTS

- Highlands has a fleet of 52 electric Club Car power carts with GPS monitors and upgraded seats. Additional rental carts are brought in for full tournaments. Power carts are mandatory for all tournaments and are included in the tournament price.
- Volunteer carts are available. It is the tournament's responsibility to secure necessary transportation for volunteers around the facility during the event. We recommend a team of volunteers to look after this.
- The tournament organizer assumes ALL responsibility for any damage to carts used during the tournament by participants or volunteers as well as any damage to the property or grounds. Any damage will be billed directly to the tournament.



CODE OF CONDUCT

PACE OF PLAY:

The maximum pace of play for shotgun tournaments is as follows:

5 hours and 15 minutes.

- All shotgun tournaments are required to maintain a pace of play of five hours and fifteen minutes or less for 18 holes. Once five hours and fifteen minutes are reached, Highlands Golf Club retains the right to ask all tournament players to finish the hole they are currently on and then join their group in the Clubhouse for the post-tournament meal.
- Cell phones must remain on "vibrate" or "silent" while on the course or in the clubhouse.
- Highlands is a soft spike shoes only facility.

DRESS CODE

NOTE: Denim pants may be worn in all areas of the clubhouse but are **NOT** permitted on the golf course.

Guests and volunteers are always expected to maintain an acceptable standard of dress on the golf course and in the clubhouse.

PERMITTED DRESS:

- Men: Tailored slacks or shorts.
Women: Tailored slacks, skirts, dresses, shorts, yoga pants, leggings, or tights. Collared or sleeved (including racerbacks) golf shirts or tailored blouses.

PROHIBITED DRESS:

- Denim pants on the golf course (jeans), tee shirts, tank tops, halter tops, spaghetti straps, tops with objectionable print or cartoon caricatures, and cut-offs.
- Athletic jerseys, gymnasium-style/athletic workout clothing (including, but not limited to, gym/jogging shorts, sweatpants/shorts, tracksuits, spandex shorts/suits, and cycling clothing).

Tournament hosts are responsible for communicating dress code information to their participants and volunteers. Highlands Golf Club staff will enforce the dress code at the Club. No exceptions.

CANCELLATION POLICIES

COVID-19 CANCELLATION:

- If city, provincial, or federal COVID-19 guidelines change unexpectedly and prevent the tournament from occurring, you will have the option to reschedule (subject to date availability) or have your deposit refunded with no further obligations. This will only occur if the event cannot proceed with modified options such as tee times, take-out meals, etc.

INCLEMENT WEATHER:

- All tournaments will start at the scheduled time unless the course is deemed unplayable by the Highlands Golf Club staff.
- The tournament will be delayed if possible and only rescheduled to an alternate date if necessary.
- Wind, rain, or cold weather are not valid reasons for canceling or rescheduling a tournament.
- A tournament may be delayed or canceled during play in the event of lightning, dangerously high winds, or other severe weather. Highlands Golf Club staff will determine when and if it is safe to resume play.

CANCELLED BY ORGANIZER (OTHER):

In the event the organizer decides to cancel the event for other reasons, the following cancellation dates and associated costs will apply:

- 61 days or more in advance: loss of deposit.
- 60 days or less in advance: full billing of the minimum number of players for the tournament.





TOURNAMENT PACKAGES

NOTE: The \$10/player Pro Shop credit is to be used at the tournament organizer's discretion. Some recommended uses include:

- Pro Shop gift certificates.
- Hole competition prizes.
- Subsidy towards golfer giveaway gift.

ALL TOURNAMENT PACKAGES INCLUDE:

- Pre-round hot breakfast buffet OR pre-round buffet lunch.
Note: \$7/golfer surcharge for afternoon tournaments.
- Choice of post-round buffet meal.
- Green fee.
- Power cart.
- \$10/player Pro Shop credit.
- Bag drop along with preprinted bag tags at our upper parking lot.
- Placement of golf bags on staged power carts for the start of the tournament.
- Placement of event signage to the appropriate holes on the golf course.
- Collection of markers for hole competitions i.e., Longest Drive, Closest to the Pin, etc.
- Live tournament scoring accessible through mobile phones.
- Tables and chairs for sponsor holes as requested (along with ice as necessary).
- On-course marshal.





Included with all morning tournament packages.

*Lighter breakfast and grab and go breakfast options are also available. Inquire for more information.

PRE-ROUND BREAKFAST MENU

MORNING TOURNAMENTS

All morning tournament packages include the following:

Freshly brewed coffee and tea station	Juice and assorted fresh fruit
Assorted fresh baked muffins	Pancakes
Hashbrowns	Bacon and sausage
Scrambled eggs (cheddar cheese, ham, and red pepper)	

Included with all afternoon tournament packages.

*Grab and go lunch options are also available. Inquire for more information.

PRE-ROUND LUNCH MENU

AFTERNOON TOURNAMENTS

All afternoon tournament packages include the following:

Salads:

Chef's choice of three salads.

Sandwich Buffet:

Variety of sandwiches including smoked turkey and cheddar cheese, chicken salad, ham and Swiss cheese, and grilled vegetables.

Chef's daily soup kettle

Vegetable crudité's

Assorted fresh fruit

Pickle tray

Assorted cookies and squares

Freshly brewed coffee and tea station



All Food & Beverage prices are subject to 18% gratuity and 5% GST. Prices are per person and are subject to change.

POST-ROUND MEAL OPTIONS

Post-round entrée options 2-5 include the following:

Loaded baked potatoes with sour cream, chives, and bacon

Seasonal roasted vegetables Baked mac and cheese

Garlic toast Chef's choice of 3 salads

Assorted dessert table

POST-ROUND ENTRÉE OPTIONS:

OPTION 1: BURGER (CHOICE OF CAJUN CHICKEN OR BEEF PATTY)*

AM SHOTGUN: \$167/PLAYER PM SHOTGUN: \$174/PLAYER

**The burger buffet comes with macaroni salad, creamy coleslaw, potato salad, kettle chips, cookies, and squares.*

OPTION 2: SLOW ROASTED CHEF ATTENDED CARVED BEEF

AM SHOTGUN: \$174/PLAYER PM SHOTGUN: \$181/PLAYER

OPTION 3: CHICKEN AND RIBS

AM SHOTGUN: \$178/PLAYER PM SHOTGUN: \$185/PLAYER

OPTION 4: 8 OZ NEW YORK STEAK

AM SHOTGUN: \$183/PLAYER PM SHOTGUN: \$190/PLAYER

OPTION 5: SLOW ROASTED ALBERTA PRIME RIB

AM SHOTGUN: \$185/PLAYER PM SHOTGUN: \$192/PLAYER

All Food & Beverage prices are subject to 18% gratuity and 5% GST. Prices are per person and are subject to change.





HIGHLANDS SCORECARD

HOLE	1	2	3	4	5	6	7	8	9	OUT	10	11	12	13	14	15	16	17	18	IN	TOTAL	HDCP	NET	
BLACK	378	382	214	511	402	345	138	408	381	3159	430	505	144	288	380	395	182	530	361	3215	6374			
Black / White										(3059)										(3125)	(6184)			
WHITE	349	356	197	491	390	323	132	408	365	3011	417	492	117	288	363	369	182	492	335	3055	6066			
Blue / White										(2815)										(2847)	(5662)			
BLUE	339	323	165	434	343	268	126	393	305	2696	371	438	96	226	346	317	182	436	311	2723	5419			
MEN'S PAR	4	4	3	5	4	4	3	4	4	35	4	5	3	4	4	4	3	5	4	36	71			
MEN'S HDCP	12	6	16	2	10	14	18	4	8		1	5	17	11	9	7	15	3	13					
WOMEN'S HDCP	8	14	16	2	6	12	18	4	10		5	1	17	13	11	7	15	3	9					
WOMEN'S PAR	4	4	3	5	4	4	3	5	4	36	4	5	3	4	4	4	4	5	4	37	73			
Blue / White										2696										2791	5487			
WHITE	349	356	197	491	390	323	132	408	365	(2809)	371	438	96	226	346	317	250	436	311	(2915)	(5724)			
Black / White										(3059)										(3193)	(6252)			
BLACK	378	382	214	511	402	345	138	408	381	3159	430	505	144	288	380	395	250	530	361	3283	6442			
DATE:												ATTEST:											SCORER:	



TOURNAMENT ADD-ONS

GPS ADVERTISING

\$400

Your company logo or other tournament sponsor logos can be displayed on the power cart GPS screens while the tournament is in progress. Inquire for more information as well as package option pricing.

LIVE SCORING

FREE

Tournament participants enter scores on their phones and see live leaderboards throughout the round at no cost.

**Additional add-ons are available, including customized leaderboards in the clubhouse featuring sponsor logos, text, and pictures. Inquire for more information.*

GOLF CLUB RENTALS

\$50/SET

Includes a full 14-piece set.

Four men's right handed, one men's left handed, and one ladies right handed sets are available. Please ensure 14 days' notice is given to allow us time to make the necessary arrangements.

GIVEAWAY GIFTS

INQUIRE

Let our staff source any giveaway gift you are looking for. Our pricing is very competitive. An additional benefit is that we can have the product shipped directly to Highlands and ready for you on the day of the tournament (no need to haul it to us!)

HOLE-IN-ONE INSURANCE

INQUIRE

Hole-in-one insurance is available at very reasonable rates. Inquire for more information.



2024 HIGHLANDS GOLF CLUB TOURNAMENT TERMS AND CONDITIONS

Please read and initial each checkbox below, indicating your agreement to each paragraph.

A \$3,000 non-refundable deposit for new events is required to secure a tournament date for the 2024 season. The deposit will be applied as a credit toward the final bill.

Unless specified below, the minimum number of players for a shotgun (major) tournament is 120. In the case that fewer than the agreed-upon number of tournament participants is achieved, the minimum number will be charged. The Club requires confirmation of the number of players/volunteers at least 72 hours, or three business days, before the tournament.

The tournament organizer is responsible for the conduct of all participants. All damage to power carts, buildings, facilities, or the golf course because of the event will be the sole responsibility of the organization/company hosting the tournament and will be billed directly to the tournament account.

All tournaments will start at the scheduled time unless the course is deemed unplayable by the Highlands staff. Cool or cold weather, wind, or rain are not reasons for the cancellation or delay of a tournament. The event organizer may choose to cancel the event due to weather, but in such case, the event will remain responsible for the full cost associated with the booking.

All shotgun tournaments are required to maintain a pace of play of five hours and fifteen minutes or less for 18 holes. Once five hours and fifteen minutes are reached, Highlands Golf Club retains the right to ask all tournament players to finish the hole they are currently on and then join their group in the Clubhouse for the post-tournament meal.

All beverages, both alcoholic and non-alcoholic, must be ordered and supplied by the Highlands Golf Club as per AGLC regulations. No outside alcohol is permitted. All alcohol orders must be submitted to Highlands no later than 14 days before the tournament date and will be billed to the tournament at wholesale cost plus 15%. All sponsored holes must be approved by the Highlands Golf Club seven days before the tournament.

All leftover food and alcohol from the tournament and sponsor holes are not permitted to be removed from the property as per Alberta Food Safety regulations. Highlands Golf Club reserves the right to refuse the sale of alcoholic beverages to anyone at their discretion as per AGLC laws and regulations.

Cancellation policies including COVID-19-related cancellations, inclement weather cancellations, and event organizer cancellations, including all related cancellation details, are outlined on page 8.



5% GST and 18% gratuity will apply to all Food and Beverage purchases without exception.

A 3% surcharge will be added to all tournament bills paid by credit card.

Your signature below constitutes:

- 1) You acknowledge the payment terms of Net 30, 2% per month interest on all outstanding amounts.
- 2) You have read and accept the full "2024 Highlands Golf Club Tournament Terms and Conditions" as outlined in this document.

*Terms are subject to change. Any changes will be communicated as far in advance as possible.

TOURNAMENT NAME: _____

TOURNAMENT DATE: _____

TOURNAMENT TIME: _____

MINIMUM # OF GUARANTEED PLAYERS: _____

ORGANIZER SIGNATURE: _____

CONFIRMATION DATE: _____