



HIGHLANDS  
GOLF CLUB

# TOURNAMENT 2022





# TABLE OF CONTENTS

Welcome to Highlands Golf Club!.....	3
Meet our Team.....	4
Tournament Amenities at Highlands.....	6
Power Carts.....	6
Code of Conduct.....	7
Dress Code.....	7
Cancellation Policies.....	8
Tournament Pricing.....	9
Pre-Round Breakfast Menu (Morning Tournaments).....	10
Pre-Round Lunch Menu (Afternoon Tournaments).....	10
Post-Round Meal Options.....	11
Highlands Scorecard.....	12
Tournament Add-Ons .....	13
2022 Highlands Golf Club Tournament Terms and Conditions.....	14



# WELCOME TO HIGHLANDS GOLF CLUB!

## HIGHLANDS TOURNAMENT CONTACTS

### Landon Hargreaves

General Manager

[landon@highlandsgolfclub.com](mailto:landon@highlandsgolfclub.com)

### Samantha Castor

F&B Manager

[sam@highlandsgolfclub.com](mailto:sam@highlandsgolfclub.com)

### Taylor Van Tighem

Head Golf Professional

[taylor@highlandsgolfclub.com](mailto:taylor@highlandsgolfclub.com)

### Jamie Gansauge

Golf Course

Superintendent

[jamie@highlandsgolfclub.com](mailto:jamie@highlandsgolfclub.com)

### Vikram Redgaonkar

Executive Chef

[kitchen@highlandsgolfclub.com](mailto:kitchen@highlandsgolfclub.com)

Thank you for considering Highlands Golf Club as the host venue for your golf tournament! Please find our 2022 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.

While we hope to return to "normal" in 2022, 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  
General Manager

---

**HIGHLANDS  
GOLF CLUB**

780.474.4211  
6603 Ada Boulevard  
Edmonton, Alberta  
T5W 4N5

## MEET OUR TEAM



**LANDON HARGREAVES**  
**GENERAL MANAGER**

Landon has almost 20 years' experience at Highlands. Prior to becoming the General Manager in 2015, Landon was the Head Golf Professional for four years. Landon has been working with many tournament clients for 10+ years and looks forward to making each year's event a new success.



**TAYLOR VAN TIGHM**  
**HEAD GOLF PROFESSIONAL**

Taylor joined Highlands in 2021. Prior to 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 a phenomenal member and guest service experience and enjoys the fast-paced work environment of a Private Club.



**SAMANTHA CASTOR**  
**FOOD & BEVERAGE MANAGER**

Samantha has been with Highlands for over 25 years. Her goal is to make each member and guest's experience the best it can possibly be. Relationships and loyalty are top on her list.



**JAMIE GANSAUGE**  
**GOLF COUSE SUPERINTENDENT**

Jamie has worked at Highlands for 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.





## 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 General Manager.
- All major tournaments (over 120 players) will be shotgun starts at 8:00am or 1:30pm.
- 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 events.



---

**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.

---

**Power Cart Prices:**

**2 PASSENGER  
VOLUNTEER  
POWER CARTS  
RENT FOR \$60**

**4 PASSENGER  
VOLUNTEER  
POWER CARTS  
RENT FOR \$90**

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.

## TOURNAMENT AMENITIES AT HIGHLANDS

- 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.).
- Printed player or team scorecards.
- Tables, chairs, and ice for sponsor holes as requested.
- On-course marshal.

## POWER CARTS

- Highlands has a new 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 tournament play 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 tournaments is as follows:

### SHOTGUNS

5 HOURS & 15 MINUTES

### TEE TIMES

4 HOURS & 30 MINUTES

- All shotgun tournaments are required to maintain a pace of play of five hours and fifteen minutes or less for 18 holes.
- Tee time tournaments are required to maintain a maximum pace of play of four hour and thirty minutes or less for 18 holes.
- 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

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 work-out clothing (including, but not limited to, gym/jogging shorts, sweatpants/shorts, track suits, spandex shorts/suits, 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.

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

# 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 the cancellation or rescheduling of a tournament.
- A tournament may be delayed or cancelled 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 of more in advance: loss of deposit.
- 60 days or less in advance: full billing of the minimum number of players for the tournament.







## TOURNAMENT PRICING

Tournament prices  
DO NOT include GST  
or 18% gratuity on all  
F&B related items.

**BASE SHOTGUN PACKAGE (AM) \$163.00/PLAYER**  
**BASE SHOTGUN PACKAGE (PM) \$168.00/PLAYER**

**INCLUDES:**

- Pre-Round Hot Breakfast Buffet OR Pre-Round Buffet Lunch
  - Post-Round Buffet Meal
- Post-round entrée options are available for additional charges*

**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 ALSO INCLUDE:

- 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.
- Printed player or team scorecards.
- 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	Assorted juice
Assorted fresh baked pastries	Assorted fresh fruit
Rosemary roasted potatoes	Pancakes
Scrambled eggs (cheddar cheese, ham, and red pepper)	Bacon and sausage

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:

Mixed Greens – toasted nuts, tomato, cranberry, ricotta, dressings.  
Highlands' Caesar – romaine, croutons, Parmigiano-Reggiano, dressing.  
Potato Salad – bacon, herbs, scallions, fresh lemon, maple-Dijon aioli.

#### Sandwich Buffet:

Variety of sandwiches including smoked turkey, chicken salad, roast beef, grilled vegetables, and a variety of cured meats.

#### Soup:

Chef's daily soup kettle

Vegetable crudité's

Pickle tray

Assorted cookies and squares

Juice, 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

### OPTION #1 – BBQ CHICKEN AND RIBS (INCLUDED IN PACKAGE)

5 oz spice rubbed butterflied chicken breast and 4-bone pork ribs glazed with our signature BBQ sauce

Creamy coleslaw                      Caesar salad                      Pasta salad

BBQ baked beans                      Pickle tray

Jalapenos cheddar corn bread with maple butter

Baked potato with sour cream, chives, and bacon bits

House-made dessert buffet including pies, fruit crumbles, and cookies

### OPTION #2 – BBQ 10 OZ STEAK (\$8 UPCHARGE)

BBQ 10 oz Alberta striploin steak with mushroom demi

Baked potato with sour cream, chives, and bacon bits

Seasonal roasted vegetables

BBQ baked beans                      Garlic toast

Chef's choice desserts                      Fresh fruit



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



# HIGHLANDS SCORECARD

[illegible]





## 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

**\$300**

Tournament participants can enter scores on their phones and see live leaderboards throughout the round. This is available as a standalone option or can be combined with one of our tournament scoring packages.

Other tournament scoring options can be added including customized leaderboards in the clubhouse featuring sponsor logos, text, and pictures.

Inquire for more information.

### RAFFLE SHOOT

**\$FREE\***

There are various options to offer as added value to the golfers or as an extra source of revenue for your event and/or charity. You have the option of allowing the golfers a chance to double their money towards a Pro Shop gift certificate, or use it as a chance to offer a 50/50 on the golf course, with your event keeping 50% of the proceeds. This must be pre-booked a minimum of one month prior to your event.

*\*A minimum total bet amount is required or the tournament will be subject to a staffing fee being charged.*

### GOLF CLUB RENTALS

**\$50/SET**

Includes a full 14 piece set and two sleeves of golf balls.

*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.*



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

## 2022 HIGHLANDS GOLF CLUB TOURNAMENT TERMS AND CONDITIONS

A **\$3,000 non-refundable deposit** for new events is required to secure a tournament date for the 2022 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 a minimum of 72 hours, or three business days, prior to 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. No group will be permitted to go past the 1<sup>st</sup> tee after five hours and fifteen minutes from the shotgun start time. Tee time tournaments are required to maintain a maximum pace of play of four and a half hours. Once four and a half hours is reached, Highlands Golf Club retains the right to ask all tournament players to finish the hole they are currently on and leave the golf course.

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 prior to 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 prior to 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.

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 "2022 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: \_\_\_\_\_