



Information Hand Book

Members guide to Information, Rules and Regulations for
Sherwood Forest Country Club

Effective: January 2017

Message from the Board of Directors:

The Board of Directors of Sherwood Forest Country Club (1975) LTD, welcome You to the Club, and thank you for selecting Sherwood Forest for your leisure and recreational activities.

Sherwood Forest offers many wonderful opportunities for you to enjoy the beautiful Saskatchewan outdoors, whether it is camping, swimming, golfing, hiking, socializing with fellow campers, barn dances, or just a quiet get away from the fast pace of City life, Sherwood Forest has it all !

Located just 10 minutes West of Regina, this close proximity offers easy and economical access to the Park on a regular basis, or the freedom to commute to your workplace. So come often and enjoy all the beauty Sherwood Forest has to offer.

This guide was produced as an information tool to help inform members about Sherwood Forest, its Rules and Regulations, and for the safety and enjoyment of all.

Enjoy your time at Sherwood Forest.

Thank you

Board of Directors

Sherwood Forest Country Club.

Mission Statement:

“Our goal is to offer you a true family experience in a natural forest and family setting providing you with quality and affordable services through our friendly staff.”

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Introduction

The following Rules and Regulations are for the Safety and Enjoyment of all. Each Member, family members and guests must realize that failure to observe the rules of Sherwood Forest Country Club will result in membership being revoked.

For further clarification of the rules and regulations please consult with Management.

Rules can be changed at **any time without notice.**

RULES AND REGULATIONS

Alcoholic Beverages

Provincial law prohibits drinking alcoholic beverages in any location other than campsites and designated areas. The RCMP has full authority to enforce these laws within the park.

Business Hours

Sherwood Forest Office hours are 8:00 A.M. to 5 P.M. Monday to Friday. For administrative inquiries please phone the office at 306-545-0330

Sherwood Forest Pro-Shop hours are 7:00 A.M. to 9:00 P.M. 7 days a week over the summer months, although times will vary with the seasons. To book a tee time or for other golf related inquiries please call the Pro-Shop at 306-543-0330.

Camp Fires

Open fires are allowed in properly installed fire rings or fire pits only and must be extinguished with water, not dirt.

Do not start fires in any place that may cause damage to trees or grass.

No open fire in the park after water has been shut off for the season. However, open fires are allowed after an appropriate amount of snowfall.

Please adhere to signs posted at the entrance gate.

Huge fires can be very dangerous, please use caution.

Remember to be considerate of your neighbors when having a campfire or burning leaves. People with asthma or allergies to smoke must be taken into consideration and you may be asked to extinguish your fire.

Disclaimer

The club assumes no responsibility for injury, theft, damage or vandalism while on Sherwood Forest properties.

Electrical

All power will be turned off during winter months from November 1st to April 1st of each year, unless other arrangements are made.

Power usage in the winter is for lighting purposes only. Use of heaters etc. is not permitted.

Do not tamper with breaker boxes; this could result in your membership being revoked. Random inspections will occur.

It is everyone's responsibility to conserve energy. Please ensure the lights at your site are turned off when you go to bed or leave the Park. If using a timer, please unplug it when you leave the park. Leaving lights on for weeks at a time when you are not present in the park is a huge waste of energy and not acceptable.

Motion Lights are limited to 1 light per lot and is to be set at no longer than 5 minutes; failure to comply will result in fines.

Eviction

Eviction from the park is an option Sherwood Forest will apply to situations where members fail to abide by the rules of the Park.

Fire Arms

Fire arms are not permitted in the park at any time, including air rifles, pellet guns, BB guns, bows and arrows, etc.

Fire Regulations

It is the member's responsibility to ensure their trailer meets fire regulations.

i.e. proper installation of smoke detectors, fire extinguishers, etc.

Fire Rings

Fire rings or fire pits for individual sites are the responsibility of the member and must be approved by management.

Fire rings in public areas belong to Sherwood Forest and are not to be removed at any time.

Fire Wood

Do not bring Elm firewood into the park due to the spread of Dutch Elm Disease.

Garbage

No one is allowed to bring garbage into the Park to dispose of it.

Sherwood Forest will now only dispose of household garbage that is properly bagged and placed in an **appropriate** container. (Do not place bagged household garbage on the ground)

We will also dispose of tree clippings, **bagged** leaves, and **bagged** grass clippings, that are placed at the curb for pickup.

All other garbage is the responsibility of the member to properly dispose of at the City of Regina Landfill. This shall include such things as appliances, barbecues, decking, fencing, sheds, and construction material. At no time are any of these to be disposed of in garbage bins on Sherwood Forest property.

The Wood burning pit that is located next to the barn is to ONLY be used by Sherwood Forest Staff; any dumping will result in fines starting at \$500.00

This will be strictly enforced and is monitored by video surveillance.

Gift Certificates

Gift certificates are available at the Pro-shop for all occasions including birthdays, anniversaries, Christmas gifts, etc. The certificates can be used in both the Pro-shop and the Restaurant. These items make wonderful gifts.

Golf Carts

Members may purchase a golf cart for their use at Sherwood Forest.

You must have a **valid operator's license** to drive a golf cart in the park. **Any owners of golf carts that allow underage driving maybe subject to fines.**

All golf carts require identification stickers that must be attached to the rear of all golf carts, golf carts that do not have the ID sticker cannot operate on SF property. Loud golf carts will not be permitted in the park (i.e.: older Harley), as of January 1, 2017. Modified golf carts (i.e.: lift kits) will not be permitted in the park as of January 1, 2017. No long wheel based golf carts (i.e.: airport style) will be permitted. Any members who currently have any golf carts that are mentioned prior to January 1, 2017 will be grandfathered.

Golf carts must have headlights to be driven after dark. (To drive after dark without this feature is a very dangerous practice and **not allowed**)

It is the Members responsibility to make sure their family and friends are aware of these rules. Those who do not abide by the rules can have their golf carts impounded, and/or their membership revoked.

Please remember: **Safety is everyone's responsibility.**

Golf Course

Park Members and Associate Members are entitled to a 20% discount on golf memberships and mini-pak punch cards. Only **One** punch per card unless it is for an immediate family member.

Every member and their guests are required to register, regardless of time, before proceeding to tee off.

A fee schedule will be posted in the club house.

Book a tee time to ensure a specific time for golf. On weekends we will only book tee times for 9 holes only. If you wish to do two sets of nine, then check back at noon that day to see if there are any openings. Full payment will be expected for that tee time as well.

Golf course and surrounding bush is out of bounds for everyone, except while playing golf.

No ball picking allowed.

No pets allowed on golf course at any time.

For additional information regarding golfing, please contact the Pro-shop at 545-0330.

Guests

Guests of members must be registered before entering the park whether, on foot or by car, even when you meet them at the gate and the Pro-shop is open.

Members are responsible to meet their guests at the gate when the Pro-Shop is closed.

Please call the Pro-Shop at 545-0330 to verify closing time.

Members are responsible to make sure Guests are aware of the rules of the park, as well as for the safety and conduct of their guests.

The number of guest vehicles parked at your site **must not** infringe on someone else's lot or the roadway.

Information Bulletin Board

Sherwood Forest has an Information Bulletin Board that is located just inside the main gate. The purpose of this bulletin board is to post pertinent information to the general membership as well as for listing up coming events, etc. Please check this board each time you enter the Park.

Sherwood Forest also has a book for members to list items they want to sell available in the Clubhouse. Please check this book on a regular basis if you are looking to buy or sell items.

It is the Members responsibility to remove their ad from the book once sale is completed.

Trailers for sale can be post on the SFCC website for a fee.

Insurance

The club assumes no responsibility for injury, theft, fire, flood, damage or vandalism while on Sherwood Forest properties.

Each Member is responsible to obtain appropriate Property and Liability Insurance to protect themselves, their families, and their property at Sherwood Forest. Ensure your policy covers cost of Fire Department call out as you will be charged for this service by the Fire Department.

Membership

Membership fees are due **April 1st** of each year. **Members are encouraged to pay by cheque.** Members may choose the option of paying 50% by April 1st. **Paying the balance with a cheque post dated for June 1st, 2017 and must accompany the first payment.**

Paying by cash or debit card will be made available as well and again if the member chooses the option of paying 50% by April 1st. A post dated cheque for June 1st must accompany the first payment.

Members who do not keep their account in good standing will lose this privilege and full payment will be required on April 1st of each year thereafter.

Overdue accounts are subject to a 2% per month interest charge.

Members can now receive a 10% discount on rental fees for Salon A/B and the Barn when using them for an “immediate” family function. Also the picnic areas of Robins Roost & Little Johns will be discounted to members for their immediate family functions.

Members are responsible for the safety and conduct of themselves and their children.

Dependents are restricted to children 18 years and under and must be supervised by a parent while in the park. When a person reaches the age of 19 years, they can either become an associate member or must be signed in each visit, and can only be in the park when member is present.

Associate Memberships

Associate memberships are available only to immediate family members.

(Immediate family being; father, mother, son, or daughter)

The Associate Member will also receive 2 park entry cards as well.

The Associate Memberships fee is \$175.00.

Associate memberships qualify for the 20% discount on Golf Memberships and the Golf Mini-Packs

Key Cards for Gate

Two (2) key cards will be issued with each membership. No one but the member is permitted to carry or use key cards. Key cards found in someone else's possession will be confiscated and the membership will be cancelled. Additional key cards may be purchased for \$25 each, upon Management's approval.

Canceling your Membership

Please inform Management immediately if canceling your membership. All of your possessions must be removed by April 15th of the year in which cancellation takes place, after which they will be deemed to be abandoned and ownership thereof will be vested in Sherwood Forest Country Club.

Please refer to the "Changing and Upgrading Lots" Policy.

You must inform Management when selling your possessions and transferring your membership and lot rental. When sale of possessions has been agreed upon, both parties must come to the office to complete an official transfer form.

If possessions are for sale, the fee of \$2840.00 is still required at the regular due dates.

Motor Cycles, Mini Bikes and ATV's

Motor cycles, Mini bikes and all terrain vehicles (ATV's) **are not allowed** in the Park at any time.

Parking

Vehicles must be parked in designated areas, or off the roadway so as not to obstruct traffic, or service areas (power boxes).

Pets

Pets **must be kept on a leash** or securely enclosed on your site at all times.

No pets allowed on the golf course, in the club house or in the pool area (pets must be kept back of treed area by pool).

Barking dogs need attention, if Management receives complaints about your dog, you may be asked to remove your pet from the park.

Be a responsible pet owner and clean up after your pets.

Permits

Permits are available at the office. All changes to your site, including construction of buildings, fencing, decking or relocation of existing structures, installation of septic holding tanks, etc., must be pre-approved by submitting a **permit** to Sherwood Forest management **before any work has begun.**

Failure to comply will result in immediate removal of structure.

When a utility locate is needed, the cost will be the responsibility of the Park Member.

All permit applications must include full details of lot and construction.

If constructing a shed or deck, a second inspection by management must be performed before starting on the walls.

Please allow a minimum of one week for permit approval.

Picnic Tables

Picnic tables for individual sites are the responsibility of the member.

Picnic tables in public areas belong to Sherwood Forest and are not to be removed at any time.

Picnic Sites

Sherwood Forest has a number of picnic sites available for members to rent for family reunions, family or company picnics, barbecues, etc.

Picnic sites are available to accommodate groups from 125 to 175.

Please call the office at 545-0330 for more information or to book your function.

Pool

Please note Sherwood Forest does not supply a life guard. No one should swim alone at any time. **No swimming after dark.**

Remember your children are your responsibility and must be supervised by an adult at all times.

Wristbands are required for entrance to the pool, Members can obtain their wristbands at the clubhouse the day of use.

Pool hours are 7:00 A.M. to sunset. No loitering by the pool after sunset.

No alcohol, glass bottles or breakable objects allowed in pool area.

Persons not signed in by a member may use the pool for a per person fee.

The washrooms/shower house facility – This is everyone’s facility, please be sure to keep it clean for the next person and do not allow your children to loiter or play inside.

Quiet Time

Quiet time is midnight to 7:00 A.M.

Renting

Members are not allowed to rent or lend their trailer/site to anyone; it is for the member's use only.

Safety

Safety is everyone’s responsibility. Members are responsible to make sure guests are aware of the rules of the park, as well as for the safety and conduct of their guests.

Selling Possessions/Transferring Membership

Please refer to the new “Changing and Upgrading Lots” Policy attached to this handbook.

Septic/Holding Tanks

All tanks must be installed by a qualified contractor and all regulatory permits (including Sherwood Forests) must be obtained **before work begins**.

Septic tanks, when installed, must now be concrete and a min. of 1000 gal.

Sewage Disposal: Pete’s Sewer Service is the only septic company permitted to enter Sherwood Forest property. A ten dollar road levy is payable to Sherwood Forest at the time of booking.

Regulations governing sewage disposal must be adhered to.

Environmental laws do not allow the releasing of any waste into the ground. All camper trailers must have holding tanks or a portable tank, or some suitable method to empty their holding tank.

All house trailers must have a septic holding tank. It is the responsibility of each member in possession of a septic holding tank to pay for the cost of disposal.

Site/Lot

Your site is yours to enjoy, but remember you are **leasing** it on a yearly basis. Therefore, any changes or improvements you want to make must be approved by Management.

Effective January 1st, 2015: the pouring of cement in Sherwood Forest is prohibited.

All changes to your site, including construction of buildings, fencing, decking or relocation of existing structures, installation of septic holding tanks, etc., must be pre-approved by

submitting **a permit** to Management **before any work has begun**. Permits are available at the office. Please allow a minimum of one week for permit approval.

All personal property must be kept on your site. **It would be appreciated if members would look after the maintenance of the grass in front of your lot.**

Sherwood Forest does not permit members to use their sites to store unlicensed vehicles, boats, utility trailers, etc.

Sites can not be exchanged with another member without permission from Management.

Please take pride in your lot and keep it maintained at all times. It is the Member's responsibility to keep their site tidy; if your site is not kept up Sherwood Forest staff will maintain it at the Member's expense.

All trailers/structures must be moveable, no permanent structures allowed.

All trailers brought into the park **require prior approval** from Management.

The maximum number of people allowed at a site is 24. When planning a function that will have more people than the maximum, it is recommended you rent a picnic site.

Trees and Shrubs

***** IMPORTANT *****

ALL TREE AND BUSH REMOVAL MUST HAVE MANAGEMENT APPROVAL

FAILURE TO ADHEAR TO THE TREE POLICY WILL RESULT IN A MINIMUM OF \$100 FINE.

You will be required to donate one tree for each tree removed that will be planted at a specified location determined by Management.

Tree type will be determined by Management.

Provincial Law states there is a \$500.00 fine for pruning Elm trees from April 1st to August 31st without special permission. For further information please see the Dutch Elm web site at www.sdeda.ca.

Absolutely no storage of any hazardous materials/chemicals.

Normal household chemicals/gasoline must be stored in proper containers.

Snow Machines

Please be a responsible snowmobile operator and obey all rules.

Do not drive over any part of the golf course. Please drive on trails and roads only.

Be aware, Sherwood Forest operates under the same rules and regulations as provided by the Saskatchewan Snowmobile Association Inc. (SSA). Snowmobile safety is the number one concern of the SSA and education is the number one tool to insure that lives are saved and injuries are prevented. All snowmobile operators who were born on or after January 1, 1989 are required to complete a snowmobile safety-training course. One must be 12 years of age to enroll in a snowmobile safety course. Please contact the Saskatchewan Safety Council @ 306-757-3197 to book a course. Statistics show that individuals that have taken a snowmobile safety course have fewer injuries. Alcohol and speed are the two leading causes of snowmobile injuries and fatalities, so please Don't Drink and Ride, and Reduce Your Speed. The life you save may be your own. Snowmobiling is an exciting and beautiful way to spend a day. Know all the safety rules, if you do not, you could be putting yourself and others at risk. Driving under the influence of alcohol is a criminal offence and the RCMP will enforce this within the park.

Please see the Saskatchewan Snowmobile Association Inc. web site for additional information.

Speed Limit

The speed limit is 10km (6 mph) on all roads in the Park.

Storage Sheds

Sherwood Forest has guidelines covering the size and number of storage sheds allowed on a site. Each site varies in size therefore the size and/or number of sheds allowed may also vary. Number of sheds allowed is up to three (3). **Maximum shed size is 120 Sq. Ft. (10X12 Sq Ft) at the standard height of 8 Ft.**

All changes to your site, including construction of buildings or relocation of existing structures must be pre-approved by submitting a permit to management **before any work has begun.**

Permits are available at the office. Please allow a minimum of one week for permit approval.

If constructing a shed or deck, a **second inspection** by management must be performed before starting on the walls.

Telephone

Members are responsible for putting in their own phone lines. Please contact Management for more details and assistance.

Trailers

As of April 1, 2008 only one trailer will be allowed to occupy a lot. Those previous to that date are allowed to stay, but there will only be one electrical connection and one septic tank.

The Member must own the extra trailer. When transferring a Lot, the second trailer must be removed at that time.

An Associate Membership can be purchased for the mother/father/son/daughter, this would allow them to come out and use the trailer.

Trailers may not be wider than 14 feet.

All Trailers brought into the park require prior approval from Management.

At our discretion, there now will be up to a \$100 fee charged for moving trailers.

All trailers are subject to a \$50.00 RM mobile dwelling Fee; this annual fee will be invoiced by Sherwood Forest and is to be paid by June 1, 2014.

All Trailers/Structures must be moveable, no permanent structures allowed.

Unlicensed Drivers/Vehicles

No vehicles to be driven by unlicensed drivers, including golf carts.

No unlicensed vehicles are to be stored in the park.

Mini Bikes or ATVs **are not** allowed in the park.

Water

Water is turned on in spring when conditions permit (usually early May).

Water will be turned off in the October time frame.

Due to new water regulations, Sherwood Forest will be connected to City of Regina water beginning in 2008. This will ensure safe drinking water.

Due to having to **pay** for water now, we ask that you please **conserve** water. Do not water your lawns any more than necessary. Water restrictions may apply at various times.

Hot Tubs / Pools / Wading Pools

As of January 01, 2010, these are **NO** longer allowed in the park. Those installed prior to that date will be allowed to stay.

Any concerns about the water should be brought to the attention of the Manager, who will forward these concerns to the responsible persons. For misuse, fines will be levied.

Web Site/ Wireless Internet

Sherwood Forest maintains an up-to-date web site displaying loads of information about the park, golf course, restaurant, and more. Access the web site at www.sherwoodforestcc.com

*Sherwood Forest Golf and Country Club (1975) LTD is not responsible for what is accessed on the internet or any devices that may be damaged. Netflix will not be available for viewing due to the strain to the bandwidth on our service.

Email: info@sherwoodforestcc.com

Please provide your email address to our club house staff to keep up to date with all events

CHANGING AND UPGRADING LOTS POLICY

The following guidelines have been established to assist in the orderly changing and upgrading of a lot at Sherwood Forest Country Club.

1. The Manager will keep a list of Shareholders and Current Members who want another lot for their family (children, parents, brothers, and sisters) to use, or who want to upgrade to a bigger/different lot.
2. The Manager will also keep a list of outside people wanting a lot to become a member of Sherwood Forest
3. When a lot comes open, if the Manager has a Shareholder or a current member on his list he will advise the Shareholder first, then the member second that a lot is available. The Shareholder will firstly have up to one (1) week to make a deal with the person vacating the lot.

If the Shareholder decides he does not want the lot or can't make a deal, then the member will have up to one (1) week to decide if they want the lot and make a deal with the person vacating the lot. After this time period if no deal is made, people from the outside waiting list will have an opportunity to obtain the lot.

Selling Possessions/Transferring Membership

You must inform Management when selling your possessions and transferring your membership and lot rental. When sale of possessions has been agreed upon, both parties must come to the office to complete an official transfer form.

Only possessions such as trailers, sheds, septic tanks, etc. may be sold.

A **lot** itself **can not** be sold. That is the ground, lawn/grass, trees and shrubs, etc. can not be sold. If you haul truck loads of soil, etc. into your lot to level it, or seed lawn, or plant trees these items become the property of Sherwood Forest when you vacate the lot.

Sherwood Forest Management does not get involved with pricing of personal possessions.

NOTE: Infrastructure Charges

- 1) A \$25.00 charge will be assessed to a member that removes their backflow regulator. It is an environmental policy that all our water taps have them on to prevent backflow. Please note that they **Do Not** restrict water pressure on your water lines.**
- 2) Accrued costs (Minimum \$50) will be assessed to lots doing damage to underground and overhead infrastructure (such as water, power, phone, etc.) Grounds workers cost will be \$40.00 per hour.**