



2026 GOLF MANUAL



VICTORIA GOLF CLUB

GREETINGS!

Welcome to our Golf Manual. As with most private member clubs, there are many rules and regulations to be aware of as a Member of the Victoria Golf Club (VGC). It is our hope that the information you need to make your time at the Club as enjoyable as possible can be easily accessed and understood by every Member.

This booklet assembles all of the information, rules, and etiquette that you need to know in one central place. Please read through this manual and become familiar with our culture at VGC. To view our Staff Directory, please [click here](#).

If you have any questions, thoughts, or concerns, please feel free to reach out to me at lindsay@victoriagolf.com. We trust that you will have a wonderful golfing season here at VGC and we look forward to seeing you often.



LINDSAY
BERNAKEVITCH

Head Golf Professional

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TERRITORY ACKNOWLEDGEMENT

We are grateful to live, work, and play in the traditional territories of the Lekwungen speaking peoples of the Esquimalt and Songhees Nations.



VGC VISION & VALUES

VISION

To provide a spectacular, year-round golf club experience that continuously enhances our historic course and facilities for Members and their guests.

VALUES

1. To respect the game, the Club, and each other
2. To be stewards of our historic Club
3. To be transparent and accountable
4. To be inclusive and welcoming
5. To provide a vibrant and fun atmosphere

PLAYING RESTRICTIONS

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY / HOLIDAYS
FULL ACTIVE	anytime	anytime	anytime	anytime	anytime	anytime	anytime
SENIOR	anytime	anytime	anytime	anytime	before 9:30 am or after 2:30 pm	after 12 pm	after 12 pm
NON – RESIDENT	anytime	anytime	anytime	anytime	anytime	anytime	anytime
ASSOCIATE	anytime	anytime	anytime	anytime	anytime	anytime	anytime
INTERMEDIATE	anytime	anytime	anytime	anytime	before 9:30 am or after 2:30 pm	after 11 am	after 11 am
JUNIOR	After 12pm	after 2pm	after 4 pm	after 2pm	after 3 pm	after 1 pm	after 1pm (2pm Holidays)
JUNIOR EAGLE	After 3 pm	After 3 pm	After 4 pm	After 3 pm	After 3 pm	After 3 pm	After 3 pm

Members with playing restrictions cannot join groups playing on days/times when they themselves are restricted from playing.

PLAYING RESTRICTIONS

WAIT LIST	Waitlist Members may play 1 round per week and one additional round during a Women's or Men's Day. They do not have lottery privileges and must wait to add their names to any time until the lottery has been published. They must also pay a waitlist green fee each time they play.
NON-RESIDENT	May play 6 free rounds and must pay a green fee for any additional rounds.
ASSOCIATE	May play 12 free rounds and up to 8 additional paid rounds. Maximum of 20 rounds per year.
JUNIOR EAGLE	Must be accompanied by an adult golfing member. May graduate early through the Junior Launch Program (11 and under).
INTERMEDIATES	Intermediate members, who are restricted in certain times on Fri - Sun may add themselves to an open time during those restricted times if there is an opening after 3pm the day prior.

JUNIORS

Juniors with a single-digit handicap may play during restricted tee times if booked on the same day at the invitation of an adult member. On the day of, the Pro Shop may approve Juniors to play outside restricted times when the tee sheet is quiet and the times would go unused. During the Winter golf season, Junior restrictions will be moved forward to allow play as of 1pm daily.

GOLFERS PER GROUP

SINGLES

During prime time of 7:00 am to 2:00 pm, singles are not to be booked. On the day of play, a single may play in an open time, but can be moved or joined with other groups to maximize use of the tee sheet at the discretion of the Pro Shop/Starter. When playing as a single, you should not assume that other groups will allow you to play through if they are keeping pace.

TWOSOMES

During prime time of 7:00 am to 2:00 pm, twosomes may be paired by the Pro Shop / Starter with other singles or twosomes if they deem the pairing is for the betterment of the tee sheet and pace of play.

FIVESOMES

The tee sheet is setup to allow groups of four. A fifth player may be added at the discretion of the Head Professional to enable maximum use of the tee sheet.

Being a fivesome does not change the Pace of Play Policy - any group falling out of position will be asked to immediately move back into position (skip holes) and/or form a threesome and twosome if there is space to do so on the course. Back to back fivesomes will not be permitted at any time of the year.

Fivesomes will be permitted during the winter golfing season in order to maximize Member access to the tee sheet.

- No Shows: Please be aware that the Club has recently adopted a policy for no shows. The detailed policy is on page 16 of this document. [Click here to see it.](#)
- Members wishing to book multiple rounds on the same day can only do so if the second tee time is booked no earlier than 24 hours prior. Priority must be given to offering fair access to Members trying to book their first time on that day. These circumstances must be approved by a member of the Professional Staff.

LOTTERY | GROUP BOOKINGS

GENERAL TEE TIME LOTTERY RULES

Lottery is run 3 days in advance.

Members may make requests up to 10 days in advance.

Groups with more Members are given priority over groups that have guests in them.

Larger groups may request up to 4 tee times back-to-back, but single requests are given higher priority.

Our software uses 2 parameters, first it uses a lottery points system and second a variance system to allocate tee times. Points are given based on rounds played in the 14 days prior to the lottery, and group points are an average of all members in the group. Groups with lower lottery points are given priority over groups with higher points. The variance system allocates times to make sure requests are not displaced by too large a time frame.

MEN'S NIGHT RESTRICTION

Official Men's Day times are from 11:00 am until 3:30 pm on Wednesdays. Men may bring 2 guests to any Men's Night (3 at the discretion of the Pro Shop, depending on availability).

WOMEN'S DAY RESTRICTION

Official Women's Day times are Tuesday from 8:00 am until 10:30 am and Thursday at 2:00 pm and 4:00pm. Women may bring up to 3 guests during any non-event days.

During the Summer months, Men's Night and Women's Day restrictions can be adjusted based on demand or format to the start and end of the restrictions.

During the Winter months, if there is not an official event taking place, Women's Day and Men's Night tee time blocks will be adjusted to fit the lottery requests and any tee times that aren't used after the lottery may be booked by anyone 24 hours in advance.

GUEST POLICIES

GUEST TIMES

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY / HOLIDAYS	SUNDAY
1 GUESTS PER MEMBER	Anytime	Anytime	Anytime	Anytime	Anytime	Anytime	Anytime
2 OR MORE GUESTS PER MEMBER	After 12:00 pm	After 12:00 pm	After 12:00 pm	After 12:00 pm	After 12:00 pm	After 12:00 pm	After 12:00 pm

Visitors must be members of other private clubs and have a verified handicap

Local guests may play a maximum of once per month and no more than 12 times per calendar year

If there are open times the day of play, Members may move their time earlier or add a guest by calling the Pro Shop

Non-resident guests may play more than once per month, but no more than 12 times per year

Twilight is approximately 4.5 hours before sunset, time is set weekly by the Pro Shop

VISITING RECIPROCAL GROUPS:

Reciprocal members from our formal reciprocal clubs have access to book times at VGC through their Club's Head Professional.

Depending on the wording in our agreement with them, they may have access to book times that are restricted to other guests.

If you see a reciprocal group playing at VGC, please make them feel welcome at our Club as their 'home away from home' for the day.

GUEST FEES

RATE TYPE	SUMMER (APRIL-SEPTEMBER)	SHOULDER (MARCH & OCTOBER)	WINTER (JAN-FEB & NOV-DEC)
GUEST OF MEMBER	\$175	\$150	\$115
TWILIGHT GUEST OF MEMBER	\$115 After 3:30pm	\$100 After 2:00pm	\$90 After 12:30pm
LATE NIGHT 9	\$80 After 5:00pm	\$70 After 3:00pm	\$60 After 2:00pm
WAITLIST, SOCIAL, NON-RES, LOA, DORMANT 2	\$115	\$95	\$85
VISITOR	\$400	\$275	\$225
JUNIOR (During junior hours only)	\$55	\$45	\$35

FAMILY GUEST RATE

Immediate family members are entitled to a guest rate of 75% of the green fee at the time of play

POWER CART FEES

18 HOLES	9 HOLES	TWILIGHT	SINGLE RIDER	POWER CADDIE*
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\$28pp \$14pp \$22pp \$35 \$20

Prices are per player.

For Members wanting to use a cart for 6 holes or less, they will be charged \$2.00 per hole with a minimum \$6 charge.

7- 10 holes = 9 hole rate 11-14 holes = twilight rate 15+ holes = 18 hole rate

POWER CART CONTRACTS

We offer monthly power cart contracts for those Members who take a cart on a regular basis or who need to take carts for medical reasons. The below rates are available on a monthly or yearly basis.

MONTHLY RATES

October - March | \$180
 April - September | \$255

MEDICAL CART REGULATIONS

On days that the Links Team deems the course too wet for full cart access, they may allow limited access to medical cart users. To be considered eligible to a medical cart, you must have a valid medical issue that would prevent you from playing golf that day unless by the aid of a power cart.

CLUB STORAGE & OTHER FEES

POWER CADDIE STORAGE = \$384/ year (billed annually in June or \$32/month). This is a high demand service and availability is limited. Please see Thomas Trask in the backshop to add your name to the wait list for a stall. (\$275/year if you store your cart but don't charge your battery)

CLUB STORAGE = \$204/ year (billed annually in November or \$17/month). This is a complementary service for full active and senior members. Members in other categories may store their clubs if there is a vacant stall, but should be expected to pay for this service.

ON COURSE SAFETY

The golf course and practice areas at the Club are very intimate in nature and there are many areas that are in close proximity to one another. Our goal is to provide a fun and safe environment to use the facilities despite the inherent risks associated with playing golf.

Keep in mind that you are responsible for any shot that you hit and therefore need to adhere to the following guidelines when you are using the golf facilities.

Please also remember that the Club has insurance for broken windows. If you hit an errant shot and may have broken a window, please report to the Pro Shop.

PRACTICE RANGE

Our Practice Range is limited to shots of 150 yards or less. If you hit a ball into the range while playing the 1st or 17th holes, ring the buzzer on either side of the range and ensure players have stopped hitting range balls.

Players warming up on the range must stop hitting balls when they hear the buzzer and may only resume when the area is clear.

PLAYING ADJACENT HOLES

As a general rule, the group that is further ahead on the course always has the right of way. When playing holes that are close together, please always give way to any players that are farther along the course than you.

Ex: players on the 4th hole should always play and clear the area before players on the 3rd hole hit. Players on the 17th hole should play and clear the fairway before players on the 16th hole hit.

“FORE”

Please yell “fore” whenever you hit a shot that is travelling towards another golfer, or towards an area where there may be other golfers or pedestrians.

ON COURSE SAFETY - CONT'D

BLIND SHOTS

Hole 6 and 15 have blind tee shots and hole 6 has a semi blind approach. When playing the 6th hole, please leave someone at the top of the hill until you have cleared the fairway. Please ring the bell when you have cleared the green.

There is also a live webcam of the 6th fairway and 10th green for players hitting from 6 tee (the link is on our website). Please remember that the pin may be left in while putting and a group may still be on the green.

SHORT GAME PRACTICE AREA

When in transit to and from the practice area, please be mindful of players teeing off the 15th hole. Players playing the 15th hole have the right of way over players in transit to the practice areas.

CROSSING HOLES

Several times during the round, groups have to cut across another hole. Please wave groups across when it is safe to do so. (10 to 11 crosses over 6, 17 to 18 crosses over 1, 18 to Clubhouse crosses over 1).

LINKS TEAM SAFETY

The Links team have the right of way on course until 10:30 am daily. Play cannot commence past hole 11 prior to 9:15 am.

If you run into a Links team member, wait until they see you and wave you up before hitting. If they don't wave you up, be patient and let them finish their task before playing.

ON COURSE ETIQUETTE

BALL MARKS

Fix all ball marks in order to maintain the health and integrity of our putting surfaces.

DIVOTS

Have a sand bottle with you when you play and fill any divots made with sand and smooth them over with your foot. Please note that divots made on par 3 tees do not need to be filled as the Links team will sand those tees on a regular basis.

BUNKER RAKING

If you find yourself in a bunker, rake the entire area that you affect while in the sand. All footprints and club impact areas must be smoothed out and raked to ensure the playing surface is returned to normal for the players following you on the course. When you finish raking, place the rake with the rake head in the bunker (pointed to the middle of the bunker) with the rake handle placed out of the bunker on the grass bank.

LETTING FASTER GROUPS PLAY THROUGH

It is good etiquette to let faster groups play through at a convenient point in time. If you have a clear hole in front of you, and the group behind you is waiting on you, you should let them play through.

ON COURSE ETIQUETTE - CONT'D

PULL CARTS

Take Pull Carts around the outside of any green side bunkers to avoid wear and tear to the fringe areas around the greens. Pull carts should also not be taken directly onto tees, but should be left to the side of tees.

POWER CARTS

Power carts should be driven in the fairways whenever possible and should never be taken within 30 feet of greens or tees. Around the greens, power carts must obey the cart traffic flags and be taken to the left or right of the greens as indicated. The onboard GPS system in each cart will prevent carts from accessing areas that they should not be in.

MUSIC

Music should not be played at a volume that other groups can hear it. If you are playing music and another group can hear it, you must turn it down or turn it off. Repeat offenders may have this privilege revoked.

The natural environment around the course is part of the enjoyment of playing here, your music cannot negatively affect another groups golf experience.



GENERAL INFORMATION

INFRACTIONS

Club Rule or Etiquette infractions are documented by the staff and when they cannot be dealt with in the moment, an email notice is sent directly to the member. We strive to not be confrontational when addressing an infraction, and will speak courteously and discretely with a member to ensure they understand the situation and that it won't be repeated in the future. Our aim is to create long term compliance with our rules and etiquette and to educate our members for their long term benefit. In the event of a guest infraction, our team will speak with the member hosting them first and will expect the member to inform the guest. The appropriate committee or board will be informed if a member has multiple offences for the same infraction.

SMOKING/VAPING

You may smoke while on the golf course. Smoking is prohibited while using the driving range and in other practice areas when there are other Members present. When smoking around the clubhouse, you are reminded that you must be 7 m from any entrance way, and not in an area where service is provided. Dispose of butts or nicotine pouches in an appropriate receptacle.

CHILDREN

At VGC, we are very proud to be known as a family-friendly club. However, parents and caregivers are reminded that they are responsible for their children at all times while on site. When in the restaurant or when using any of the practice facilities, children under the age of 12 must be accompanied and in the line of sight of their adult at all times.

CELL PHONE USE

Cell phones are restricted to non-verbal forms of use when in and around the clubhouse and while on the course. If you need to make a phone call, you may use your cell phone while standing next to a house phone or in the parking lot. House phones are located near the front desk area and in the Locker Rooms.

WASHROOM CODES

The washroom codes are 1-8-9-3 for both the Men's and Women's washrooms. Washrooms are located between the 3rd and 4th holes and at the 11th tee box.

OTHER POLICIES

[Click here to review all of our Golf & Course policies.](#)



PRACTICE FACILITY USE

SIMULATOR

May be booked for Member use in 30-minute increments on the day of use. The simulator may not be booked before the day of use. All bookings require a staff introduction to the area if it is their first time using the facility. Juniors are not permitted to book the simulator unattended.

SHORT GAME PRACTICE AREA

May be reserved in 45 minute increments through the Pro Shop. May be reserved 3 days in advance.

DRIVING RANGE

Opens 30 minutes before the first tee time and closes at 7 pm in the Summer months. The range may open late on Mondays and Thursdays, and close early on Wednesday or Sundays due to maintenance. Daily range hours are posted outside the Back Shop.

ON COURSE PRACTICE

Practice on the golf course may only happen during non-peak times and must be restricted to only a few balls. Extra shots into greens should not be of a distance that will cause ball marks or damage to the putting surface. Practice shots should not be taken from the fairway that will cause divots. Extra shots off the tee should only be taken on holes where there are no other groups around. Players practising while on the course should never hold up a group behind them and need to let faster players play through.

RECIPROCAL CLUBS

[Click here to review all of our Reciprocal Clubs](#)

RECIPROCAL BOOKING PROCEDURES

One of the privileges of belonging to a premium club like VGC is the opportunity to have access to other excellent courses all over the world. These privileges are for full active golfing members only.

VGC Members do not necessarily have full access to these other clubs, therefore should always consider themselves guests while at other facilities.

Members must request to book reciprocal tee times ahead of time through Richard Ingle (richard@victoriagolf.com) or Lindsay Bernakevitch (lindsay@victoriagolf.com).

Members are never to contact reciprocal clubs directly. Reciprocal privileges are only available for full Active Members of the Club.



PRO SHOP RETAIL PROCEDURES

MEMBER PRICING

The VGC Pro Shop offers Member pricing on all clothing that is sold to our Members in our Pro Shop.

SPECIAL ORDERS & RETURNS

We are proud to have an excellent special order and personal shopping program here at the Club. All returned special orders are subject to a shipping charge and 30% restocking fee as credit on your account. If you would like to experience personal shopping with one of our experienced Retail Staff, please come visit the Pro Shop.

PRICE MATCHING

The VGC Pro Shop will match any Golf Town or other golf retailers regular prices on the same product carried in our shop. The Pro Shop may not match other retailers promotional pricing.

ONLINE STORE

Visit the VGC Pro Shop online store at: www.the-shop-at-vgc.myshopify.com

2026 GOLF EVENTS

OUTSIDE EVENTS

Outside golf events must be Board-approved. Although the Clubhouse may not be booked in its entirety by an event, there may be some interruption to regular Member play and dining. When such events are booked, we notify Members via e-blasts and there will be information on the event in the Club Calendar.

MEMBER SPONSORED EVENTS

Members wishing to host a golf event at the Club must go through an approval process. To read the process, please click [here](#).

CLUB CALENDAR

Visit our Club Calendar or the Golf Event section on the website to view all of our upcoming golf events, outside events and Club social events.

REGISTRATION

All of our VGC golf events are split into Open, Men's, Women's, Mixed, Intermediate and Junior events. To register for any of our golf events, please log-in to the Members-only side of the Club Website. Under 'Quick Links', select 'Golf Events'. There you will find links to register for all of our events in each category.

EVANS CADDIE SCHOLARSHIP PROGRAM



As VGC's official charity, the Evans Caddie Scholarship program is a great way to contribute to the success and education of deserving youth while golfing each week. VGC is fortunate enough to have between 5 to 10 caddies each year that are available to caddie for yourself or your group.

To learn more about the program, visit our website: www.victoriagolf.com/evans-scholars-foundation.

In order to contribute to our charity and enjoy a round with a caddie, here are the steps you need to know:

BOOKING A CADDIE

Contact the Pro Shop at least 24 hours prior to your tee time in order to give us ample time to provide a caddie.

PAYING FOR A CADDIE

Individual round | \$25 (plus tip)
Forecaddie round | \$25 (plus tip)

Through fundraising efforts, costs have been reduced for members and are caddie fees are subsidized.

EVALUATING YOUR CADDIE

Please check in with the Pro Shop after your round to fill out a short questionnaire about the quality of service your caddie provided.

CADDIE FEEDBACK OR DONATION

Please contact our Evans Caddie Coordinator, Isaac Morris, at isaac@victoriagolf.com.





VICTORIA GOLF CLUB
1110 BEACH DRIVE
VICTORIA, BC