

GOLF COMMITTEE FUNCTIONS AND POLICY MANUAL PM G-1

This Procedures Memorandum (PM) replaces PM G-1, Golf Committee, Organization, Functions and Responsibilities, dated October 9, 2012, which should be removed from your file and destroyed.

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I. BACKGROUND

- A. **Authority.** The Golf Committee is a standing committee authorized by the Heather Gardens Metropolitan District (HGMD) Bylaws.
- B. **Committee Composition.** The Chair, the Golf Course Superintendent, the Golf Professional, both without vote, the Presidents of the Heather Gardens Ladies' Golf Club and Men's Golf Club, or their representatives selected for one year, both of whom have votes plus a maximum of five (5) individual Members. Quorum is four (4).
- C. **Concern.** Policies that ensure a cost-effective, safe, well maintained and attractive golf course. Review of the operating and capital repair and replacement budgets with recommendations to the HGMD Board.

II. RESPONSIBILITIES

- A. **HGMD President:** Appoints a member of the Board of Directors as Chair of the Committee.
- B. **HGMD Board of Directors:** Ratifies Committee Chair appointment. Acts on recommendations submitted by the Committee.
- C. **Chair:** Chairs Golf Committee meetings and counsels with the Golf Professional and the Golf Course Superintendent regarding golf policies.

III. PROCEDURES

A. **Meetings.** The Committee meets monthly at a time and place selected by the members of the Committee.

B. **FUNCTIONS AND AUTHORITY**

1. **Golf Course Policies.** Reviews Policies, at least once a year, and makes recommendations for any policy changes to the HGMD board. (See Golf Course Policies Manual Attached).

2. **Budget Preparation.** Reviews the General Manager's proposed annual budget for the Golf Course Department and makes recommendations to the HGMD Board prior to its inclusion in the combined annual budget.

3. **Expenditures.** Reviews and makes recommendations to the HGMD Board for operating expenditure requests that exceed the General Manager's approval authority and/or exceed the budgeted amount.

Reviews and makes recommendations to the HGMD Board for capital repairs and/or replacements that exceed the budgeted amount or for request for unbudgeted expenditures.

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I. NON-DISCRIMINATION POLICY

- a. The Heather Gardens Golf Course will not exclude anyone from participating in the enjoyment of golf based on national origin, race, color, physical handicap or sexual orientation.
- b. All reasonable efforts will be made to accommodate the physically handicapped. If requested, a handicap flag will be provided to cart lessee. Drivers will be expected to use good judgment and common sense by staying as far a distance from greens and tees as their handicap permits.

II. GOLF COURSE OPERATIONS

- a. The golf shop and course will be open year round. If weather conditions make play impractical both the golf shop and the course may be closed.
- b. Hours of operation will depend on the season and the hours of operation will be posted in the Pro Shop and on the Heather Gardens website.
- c. Rain checks will be issued only if the player has not completed five holes and did not start in threatening weather. Rain checks expire on December 31 of the year of issued.
- d. Resident discount cards and gift certificates must be presented prior to play.
- e. Identification may be required as proof of Heather Gardens residency and a valid driver's license will be required for cart rental.
- f. The course will be closed on Thanksgiving, Christmas and New Year's days. The course may also occasionally be closed for maintenance purposes.
- g. Emergencies occurring on the golf course shall be reported to the Golf Pro, Security, the General Manager or the Golf Course Superintendent for proper handling of the emergency.

III. RESERVATIONS

- a. All Players may make reservations up to seven (7) days in advance.
- b. Players are required to check in fifteen (15) minutes prior to tee time. Failure to do so may result in loss of reservation.
- c. Individual tee times will not be accepted during men's and ladies' club events, league and/or non-resident tournaments.
- d. Tee time reservations before a frost delayed opening time, will lose their tee time, but will be given priority on the stand-by list.
- e. A playing adult must accompany individuals under 17 years of age. The Golf Professional has the discretion to wave this rule.
- f. Minimum play age is 8 years old.

IV. HEATHER GARDENS GOLF CLUBS TOURNAMENTS AND LEAGUES

- a. The golf clubs' tournament Chairs shall schedule their tournaments with the Golf Professional no later than March 15, or at the discretion of the Golf Professional.
- b. Tournaments cancelled by bad weather may be made up on another date.
- c. Ladies Golf Club tournaments will be scheduled for Wednesday mornings.
- d. Men's Golf Club tournaments will be scheduled for Friday and occasionally on Thursday.
- e. Two-day men's and lady's tournaments may take place at the discretion of the Golf Professional.
- f. Non-resident tournaments will be at the discretion of the Golf Professional and scheduled at times of least resident play.
- g. Requests for league play must be made no later than March 15. League players are expected to abide by all local golf rules and to conduct themselves according to golf etiquette.
- h. League fees are subject to change from year to year at the discretion of the Heather Gardens Metropolitan District.

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V. GOLF CART RENTAL

- a. Allows the use of a golf cart for one Play for each person not to exceed two persons per cart.
- b. A valid driver's license is required for all drivers.
- c. Minimum age to drive motorized carts is 16.
- d. No motorized golf carts may be on golf course after Golf Shop is closed for the evening.
- e. No carts will be rented from two hours prior to Golf Shop closing.
- f. All pull and motorized carts are to be kept off tees and greens and on paths where path is roped.

VI. DRESS CODE

- a. Appropriate Golf attire is to be worn at all times. Not acceptable for men or women is: tank top, halter top or bare mid-drift shirts, short shorts or denims that are cut, torn or ragged.
- b. Shoes should be acceptable athletic or golf shoes. Any clothing not conforming to the above can be cause for denial of permission to play.

VII. GOLFER'S RESPONSIBILITIES

- a. Heather Gardens Metropolitan District and its agents expressly deny responsibility for a golfer's play or their conduct on the course. Damage to a person or animal or structure by a golfer's errant shot is an issue between the golfer and the damaged party.

VIII. RULES AND REGULATIONS

- a. Practicing on the golf course is prohibited except in designated areas. Violators shall be reported to Security.
- b. Golfers will play one ball only, except where rules of golf allow a second ball.
- c. Fivesomes are not allowed (exception may be made by the Golf Professional).
- d. No private carts will be permitted except pull-type or non-riding type.
- e. The Pro Shop has authority to complete a foursome with a casual or other player, as needed.
- f. A 9-hole round should be played in two hours. Players who are deemed to be too slow will be asked to speed up and may be removed from the course by the Pro or a Security Officer. Golfers are encouraged to use continuous putting and holing out when not interfering with another golfer's line of play.
- g. Only the Heather Gardens Golf Professional is allowed to give lessons for hire.
- h. No fishing is allowed in any golf course lake.
- i. No feeding of wildlife is allowed on the golf course.
- j. No pets are allowed on the golf course at any time.
- k. Climbing on rocks surrounding the lakes, wading in the lakes, or walking on any ice on the lakes is PROHIBITED.
- l. All golf balls in the lakes are the sole property of the Golf Professional. A player is permitted to recover only his or her ball if easily retrievable without climbing on rocks and without holding up play.
- m. Bicycles are prohibited on the golf course and the paved perimeter pathways.

IX. PEDESTRIAN RULES

Heather Gardens Golf Course is designed as a recreational golf facility for paying customers. Heather Gardens Metropolitan District recognizes that the paved perimeter pathway and outlying grass areas are utilized by pedestrians for personal

access to and from residences and for exercise. The District allows this access only in compliance with the regulations listed below.

- a. A pedestrian is any person walking near or within the golf course boundaries who is not a paid golfer, an authorized staff person, or an authorized golf spectator.
- b. A pedestrian is prohibited from walking at any time on the grassy surfaces within the golf course boundaries, the sand bunkers, and on the rock lined lake shore.
- c. Signs are posted prohibiting pedestrians from walking on the golf course as outlined above. Non-compliance will result in the following penalties:
 - i. Verbal warning.
 - ii. Written warning
 - iii. A fine of \$10.00
 - iv. A fine of \$50.00
 - v. Possible loss of privileges if so determined by the HGMD Board of Directors.

X. DEFINITIONS OF RATES AND FEES

- a. **Golf Discount Card:** Cards are issued for 40 Plays and expire one year after the date of issuance. The card is transferable only to the spouse of the Resident. Refunds are available only on death or disability of the resident. Refunds will be based on the cash value of the unused plays and at the rate in force at the time of purchase.
- b. **Golf Play:** The measurement by which fees are charged for golfing 9 consecutive holes in compliance with the rules and regulations established by Heather Gardens Metropolitan District. Refunds or credit will not be given for playing less than 9 holes except when rain check policy applies.
- c. **Guest Play:** A Player who is accompanied by a Resident Player. Up to three (3) Guest Players may be allowed per Resident per day. Exceptions may be made by the Golf Professional or his designee.
- d. **Junior Play:** A Player between the ages of 8 and 17. Player must be accompanied by an adult Player. The Golf Professional has the discretion to wave this rule.

- d. **League Play:** Players recognized as league members during scheduled League Play. (See Section titled *Golf Clubs, Tournaments and Leagues* for further information).
- e. **Non-Resident:** A Player who does not reside in Heather Gardens.
- f. **Non-Resident 18 Hole Play:** Allows a non-resident Player two consecutive 9 hole Plays. The first 9 holes will be charged at the Non-Resident rate; the second 9 holes will be charged at the Guest rate.
- g. **Non-Resident Senior:** A Player who is at least 65 years of age and who does not reside in Heather Gardens.
- h. **Resident:** A Player who resides in Heather Gardens.
- i. **Super Senior Resident:** A Player who is at least 85 years of age and resides in Heather Gardens.

XI. MISCELLANEOUS

- a. The Golf Professional, as may benefit the Golf Course Operations, may grant complimentary play (Green fees only), at his discretion, not to exceed a total of 150 for the calendar year. The Golf Professional will reimburse, at the resident rate, any additional complimentary plays over 150 per year. Golf carts will not be complimentary.
- b. Golf Shop and Golf Course Maintenance employees may be granted complimentary plays limited to two (2) per week as tee times may be available.
- c. All Heather Gardens employees may play at Resident rates.
- d. The name and card number of those playing the course, without exception, must be entered on the Daily Record Chart, with indication as to the method of payment (cash resident, guest, cash non-resident, 40-Play card #, complimentary play, league play, etc.).
- e. The Golf Professional, at his expense, may furnish rental pull carts and rental clubs.

- f. The Heather Gardens Metropolitan Board reserves the right to grant special fees or waive fees to any organization as it deems worthy and also reserves the right to revise policy at its sole discretion. Any fee changes are to be approved for adoption by the HGMD Board.
- g. Enforcement of this policy is the responsibility of the Golf Professional.