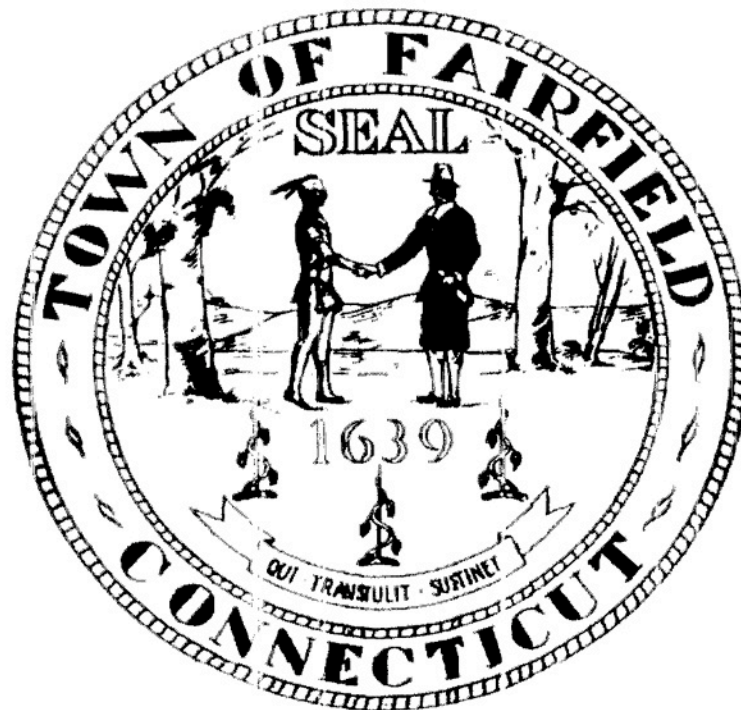


Town of Fairfield Golf Courses Policy and Procedures



**Prepared and Approved by the
Town of Fairfield Golf Commission
January 11, 2010**

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I. Introduction

This document has been developed by the Fairfield Golf Commission to communicate the policies and procedures established to promote the efficient, safe and enjoyable play of golf at the Town's courses. The document also seeks to provide information that will be particularly useful to golfers on how to obtain starting times and on available facilities and service. Please contact the Golf Commission if these policies and procedures need clarification or if you feel the Golf Commission should consider changes.

The Fairfield Golf Commission was established to manage and supervise the operation of the H. Smith Richardson and South Pine Creek Par 3 Golf Courses. It is comprised of seven voluntary uncompensated members appointed for five-year terms by the First Selectman and with the approval of the Board of Selectman and the RTM and can be contacted through the Fairfield Town Hall.

Golf Commission meetings are held on the second Monday of each month with the exceptions caused by holiday conflicts. The Town Clerk's office maintains the schedule and will provide interested parties with the dates of coming meetings as well as copies of minutes of recent meetings and an agenda for the coming meeting. The town Clerk can be called at 256-3090.

Day to day operations of the two Town courses are the responsibilities of the Fairfield Golf Pro-Manager and Superintendent. The Pro-Manager is responsible for operation of the golf courses, the driving range, the pro-shop and the clubhouse. The Superintendent is responsible for course maintenance, upkeep and improvements. The restaurant at H. Smith Richardson is managed separately by a concessionaire.

II. Fairfield Golf Courses

H. Smith Richardson Golf Courses (HSR) is an 18-hole course located off Morehouse Highway, north of the Merritt Parkway. It was built on land donated to Fairfield by H. Smith Richardson, and was first put in play in 1972. The clubhouse has locker and shower facilities for men and women, a pro shop, a snack bar and a restaurant. The ticket office is located in the pro shop.

South Pine Creek Par 3 Golf Course (SPC) is a 9-hole par 3 course located off South Pine Creek Road between Old Dam Road and Dunhill Drive close to the Long Island Sound. It was built in 1968 on Town property and opened for play in 1969. Parking area and practice putting area, as well as toilet facilities are located in a Town building across Old Dam Road. The Ticket Office is located adjacent to the 1st tee.

III. Basic Rules of Golf Course Use

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A. Cash Register Receipt Required for Use of Course

Only players are allowed on the courses during hours of operation and must have in their possession a cash register receipt or a bag tag acquired on the date of play and punched by the first hole Starter at the beginning of play and if a Starter is present at the 10th tee at HSR, punched by the 10th hole Starter before play starts on the back nine holes. The cash register receipt must be presented to course representatives (Starters, Rangers, proshop staff or the course Pro/Manager or Superintendent) on request during play. Inability to present a cash register receipt, on request by a course representative, will result in ejection and possible prosecution for trespassing.

The use of the course for practice is prohibited at all times.

B. Minimum Age

Players using the golf courses must be at least 12 years of age. Children under age 12 may be allowed to play if they are able to satisfy the Pro/Manager that they have an adequate understanding of golf rules and etiquette, and are accompanied by a parent or an adult known to the child.

C. Equipment

Each player must have his or her own golf club bag with at least four clubs (including a putter). Appropriate equipment can be rented in the Pro Shop if needed.

D. Residency

Fairfield golf courses are open to both residents and nonresidents. Resident rates, however, are available only to individuals having a membership pass. The qualifications and means of acquiring a membership pass are covered in Section IX on page 13.

E. Golf Carts

1. General

Players may use their own pull carts or electrically powered nonriding versions of manual pull carts. Pull carts are also available for rent in the pro shop. The suitability of a player-provided nonriding cart is subject to the approval by the Starter. Nonriding carts must be manually pulled or electrically powered, must operate quietly and must have wheels that will not leave impressions on fringe areas around greens.

Riding electric or gaspowered carts are allowed when course conditions permit and must be rented at the pro shop. The decision to allow use of riding carts is at the sole discretion of the Superintendent. Privately owned riding carts are not permitted on the course.

2. Rules on use of golf carts

a) Areas of Use Riding Golf Carts

Riding golf carts must be kept 30 feet from the greens unless on cart paths or unless signs indicate they must be kept farther away.

Ropes and signs indicate areas of the course that require protection from damage that can be caused by riding carts. These may be moved or laid on the ground if they interfere with a player's shot or the player may use appropriate

USGA rules allowing for manmade obstructions. Damaging or violating the intention of these markings will result in expulsion and possible damage claims. Fees will not be refunded.

b) Areas of Use NonRiding Golf Carts

Nonriding golf carts are not allowed on the greens or the fringe cut around greens or on areas between greens bunkers and the green or on the tee areas.

c) Riding Golf Cart Use Rules

(1) 90 degree rule

Where paths are not available carts should be kept on roughs to either side of fairway. When necessary to cross fairway, the fairway should be crossed at a 90degree angle to the centerline of the fairway.

(2) Cart Paths

Riding Carts are to be kept on cart paths whenever possible or when directed by signs.

(3) Driver's License Required

Drivers must have a valid driver's licenses and be 18 years of age to qualify for operation of riding carts and must present it to ticket sales person on request.

(4) Occupancy

A maximum of two golf bags and two golfers can be on a cart.

(5) Golfers with Disabilities

Golfers may apply to the Pro/Manager for variances to these rules. If a golfer with disabilities is using a riding cart and has permission to deviate from these rules, the golfer must display a flag provided by the pro shop on the cart.

d) Speed of Play

A round of 18 holes should not exceed 4 1/4-hours under normal conditions. The following actions are encouraged to minimize delays that would prevent achieving the 4 1/4hours objective:

1. Play Ready Golf

Golf etiquette suggests that the 'away' player proceeds first, but if the 'away' player is not ready, others in the foursome should proceed. This is particularly true on greens where putting out rather than marking will so help speed play.

2. Avoid gaps between foursomes

The Professional/ Manager and the Rangers are responsible for monitoring the pace of play. Any group that fails to respond to the Ranger's request to speed up the pace may be asked to leave the golf course.

3. Allowing faster groups to play through

During periods of light play, gaps may occur between foursomes. If the situation occurs for a smaller group or faster foursome to play through, players must cooperate.

IV. Golf Season

The courses will be closed in the Fall or early Winter when the Superintendent determines that further play would be excessively detrimental to the greens and other facilities. The course will reopen in March or early April as soon as weather and course conditions permit. The Superintendent will recommend and obtain concurrence from the Chairman of the Golf Commission, the Town Administrator and the Pro/Manager for the dates of Winter season closing and reopening. Temporary greens and tees will not be used to extend the playing season.

When the course is closed, the appropriate signage will be placed on the 1st and 10th tees during the winter.

V. Hours of Operation

A. Pro Shop/Locker Area Hours

The Pro Shop and/Locker Area will open fifteen (15 minutes before course opening) to provide for payment of golf charges and cart rentals. The locker area will also be available.

B. Course Hours

The courses will be open during hours of sufficient light. Opening and closing times will change in the Spring and Fall when the switch from and to standard time occurs. In addition, starting times in the Fall and Spring may frequently be delayed by frost. It's a good idea to call the course office to check on times and conditions if you have an early time or if questionable conditions exist.

So. Pine Creek PAR 3	Weekdays		Weekends & Holidays	
	Opening Time	Closing Time	Opening Time	Closing Time
Course Opening (March) to Memorial Day	8:00 AM	7:00 PM	7:00 AM	7:00 PM
Memorial Day to Labor Day	7:00 AM	7:00 PM	6:30 AM	7:00 PM
Labor Day through Course closing (Dec.)	8:00 AM	7:00 PM	7:00 AM	7:00 PM

H. Smith Richardson	Weekdays		Weekends & Holidays	
	Opening Time	Closing Time	Opening Time	Closing Time
Course Opening (March) thru Sept.	7:00 AM	7:00 PM	6:00 AM	7:00 PM
October through Course Closing (December)	8:00 AM	7:00 PM	7:00 AM	7:00 PM

All times are in EDT and subject to adjustment due to delays caused by weather conditions and availability of sufficient light.

C. Holidays

Holiday rates and procedures are the same as weekend rates and procedures and will be in effect on:

Memorial Day
July 4th (or 3rd or 5th if July 4th falls on a weekend)
Labor Day

D. Delayed Opening or Unscheduled Course Closings

The course will open during scheduled operation hours unless the pro shop office is notified otherwise by the Superintendent.

Delayed Opening – The decision to delay opening of the course because of weather, frost or other conditions is made by the Superintendent. If such a delay occurs all starting times will be moved back by the time of the delay. Starting times not reserved during the frost delay will become void and all other tee times will be moved forward.

Course Closure after the Start of Play The course may be closed temporarily during normal operation hours because of thunderstorms or other emergency by the Superintendent or Pro/Manager, or in their absence, by the Starter or pro shop staff by sounding the closing signal of three long blasts on the course siren. After three long blasts on the course siren, golfers **must immediately leave the course or seek safety**. The all clear signal is one long blast.

- a) Starting times will be honored in their original order and, when the course opens, the foursome that would have been next to start before the closing will be assigned to the 1st tee as if no delay had occurred. Play that was in progress on the course when the temporary closing occurred will be resumed as close to the point it was stopped as feasible. However, if players have not resumed play within 15 minutes of the all clear signal, they will have forfeited the remainder of their round.

E. Restaurant

The restaurant shall open for business a minimum of one hour prior to the first scheduled tee time and shall not close prior to dusk/sundown.

F. Driving Range

The driving range is located off Hoyden Hills Road near the H. Smith Richardson Golf Course North of the 11th – Fairway. Hours of operation are: 9am to 1 hour before sunset.

VI. Fees

A. Establishment of Fees

The Fairfield Golf Commission will establish all fees for the golf season.

B. Payment of Fees, Refunds and Rain Checks

All fees must be paid in cash or with acceptable credit card.

Rain Checks

- A nine-hole rain check will be issued to holders of 18-hole cash receipts when the golf course is closed, and the player has not played more than 9 holes.

- The player must wait at least one hour. If the player leaves the area and returns after play is resumed, he shall forfeit any rain check opportunity.
- There will be no rain checks issued to players who have purchased a ticket after 5:00p.m.
 - Persons not entitled to rain check:
 - ❖ The player holding an 18-hole greens fee and/or cart fee ticket and has begun playing any part of the back nine holes.
 - ❖ Season Pass Holders of any type.
 - ❖ Nine-hole green fee or cart fee ticket holder.
 - At South Pine Creek, no rain check will be given once a player has begun play.

C. Free Use of the Course

When the courses are closed, golf play or practice is not allowed.

Free use of the courses will be provided to the following individuals. A complimentary cash register receipt must be obtained from the Pro Shop.

1. Golf professionals identified by a PGA Class A identification card or publicly recognizable as a current tour golfer.
2. Golf Course Superintendents with local or national Membership cards.
3. Fairfield public and private high school teams and coaches during the high school golf season.
4. Eligible employees as defined by the Golf Commission.

VII Tee Times Reservations

- Weekday, weekend and holiday tee times may be reserved one week in advance using the automated tee time system through the internet at WWW.HSRGOLF.COM or via the automated phone system
- Fairfield Residents with a valid golf membership ID or seasonal pass and Non – Residents with a valid non – resident season pass may obtain tee times starting at 5am 7 days in advance.
- Players may reserve times for twosomes, threesomes or a foursome. Single golfer may only select a tee time within a twosome or threesome tee time
- Patrons without a valid membership card may obtain a tee time starting at 9am 7 days in advance.
- A valid credit card is required to reserve tee times and will be charged only if a player(s) does not show.
- Cancellations of tee times must be made prior to 48 hours of the tee time reservation. Failure to make changes or cancellations with the 48 hour period will result in a no show charge. Weekend and Holiday tee times reservations before 11am cannot be cancelled.
- Patrons must check in the Pro shop 20 minutes prior to the registered tee time. Failure to register on time may result in forfeiture of your position and your groups reserve tee time.

VIII. Dress Code

The following indicates minimal dress standards:

- Shoes are required, preferably golf shoes with soft spikes or other designs to avoid slipping on hazardous terrain.
 - Jeans may not be worn at H. Smith Richardson, but are permitted at SPC. (8/08/05)
 - Shirts are required (Tshirts, tank tops, haltertops are not permitted).
 - Shorts and skirts should be appropriate golf attire.
- This dress code will be enforced at all times.

IX. Identification Cards

ID cards are required to get reduced rates and may be used at both the HSR and SPC courses. They are available to individuals who can demonstrate that they qualify for each specific type shown in the table below.

The Golf Commission will determine the criteria for obtaining identification cards in each category. The current criteria are listed below and will be prominently displayed on the clubhouse bulletin board in the hallway next to the pro shop.

It should be recognized that the intention of the following sections is to try to minimize public inconvenience in obtaining IDs while protecting resident access to Town recreation facilities. To avoid inconvenience, please call the pro shop with questions on eligibility or appropriateness of qualifying documents before coming to the course to apply.

A. Types of IDs:

TYPES of I.D.s:

	ADULT	Junior/Senior
Resident	X	X
Resident Season	X	X
Non-Resident		X
Non-Res Season	X	X

Junior/Senior season passes can be used for play only on weekdays not including holidays.
There is an additional charge for lost IDs.

B. “Resident” Qualifications

To qualify as resident, golfers must be able to demonstrate that they meet one of the following requirements:

- A resident of owned property in the Town of Fairfield, CT or
- A motor vehicle, real estate or other form of personal property taxpayer to the Town of Fairfield.
- The sole proprietor of a Fairfield business.
Personal property tax bills must be in the name of the applicant or
- A Fairfield or Sacred Heart University student residing in University housing.
All others are classified as non-residents.

C. Required Documentation for “Resident” Pass

Two forms of identification are required. At least one form must be a photo ID. A driver's license and car registration, with the same Fairfield address, are the preferred forms of proof of residency. Another photo ID may be accepted in lieu of a driver's license but a third form of address identification must accompany this picture ID such as recent tax bills and utility bills. (Leases will not be accepted.)

University Students: Fairfield University or Sacred Heart University students must present a current or original letter of introduction personally signed by the Director of Resident Life at Fairfield University or at Sacred Heart University and a student ID or other picture ID. The letter of introduction must state that the applicant is a dormitory resident or the applicant must be able to demonstrate that they are residents during the current academic year to be eligible for an ID.

D. Required Documentation for Junior and Senior Resident

Junior IDs require presentation of a driver's license. If a license is not applicable then a birth certificate or report card will be accepted when accompanied by a parent showing proof of residency. Juniors are considered persons 17 and under.

Senior IDs are available for players 62 years of age or older or who will become 62 within the golf season (see Section IV). Senior IDs require presentation of a birth certificate or driver's license.

E. Residency Appeal Procedures

If a person is deemed unable to prove residency, that person may bring his/her case to the Golf Commission or designee, which will make the final determination as to residency. Non-residency rate must be paid until residency is verified to the satisfaction of the Golf Commission or designee.

F. No Return of Fees for Revoked ID Card Privileges

ID card privileges will be revoked without refund of fees if it can be shown that recipient falsified required documents or was otherwise not eligible to hold the received type of ID card.

X. Tournaments

All outside tournaments request must go through the Golf Pro at HSR for approval. Requests for preferred tee times and special tournaments by HSR clubs must be presented to the Golf Commission prior to their December meeting. Decisions regarding the requests will be by the Golf Commission.

XI. General Rules and Regulations for Play

- A. USGA rules are in effect at all times.
- B. Local rules are posted on the bulletin board outside pro shop.
- C. Players must accept warnings by HSR and SPC staff pertaining to rule violations and slow play without challenge.
- D. Observers for special events are allowed only with permission of the Pro/Manager. No other spectators are allowed on the course.
- E. Maximum number of players in group is four (4).
- F. Tee off between markers.

- G. Replace all divots, repair ball marks on green, and smooth sand traps.
- H. Play one ball except where provisional ball rule in effect. Practice on the course is not allowed.
- I. Loud or profane language is not permitted.
- J. Drinking of alcoholic beverages on course is prohibited and use of course when obviously impaired by drugs or alcohol is not permitted.
- K. Play shots only when players are out of your range.
- L. Give the warning 'FORE' if your ball is in danger of hitting someone.
- M. A single player has no standing on the course and must yield to foursomes.
- N. Receipts will be given upon payment of fees for golf and carts. The Starter will punch the receipt. The golfer must keep the receipt for Verification when asked by any course representative.

XII. Lockers

Lockers for men are available for a fee on a seasonal basis. Locks are not furnished with lockers.

Application for a locker and payment are made through the pro shop.

XIII. Caddies

Caddies must register in the pro shop on the day they are caddying. The Pro Manager will be responsible for verifying that the caddie has requisite knowledge and instruction in duties to be performed and that the caddie is properly attired and equipped to perform his services. Caddies must be at least 12 years old and must be carrying one or two player's bags.

XIV. Complaint Procedure

Persons having complaint regarding a person or situation will refer it to the Pro/ Manager. Complaint forms, available in the pro shop, should be filled out and will be addressed by Golf Commission.

XV. Appeal Procedure

Appeals for serious violations will be considered at a hearing of the Golf Commission. The golfer being discussed will have the option of appearing at this hearing. The Pro Manager's decision will stand until a Golf Commission hearing can be held.

XVI. Phone Numbers

	HSR	SPC
Starting Times	254-4754	256-3173
Pro Shop and Carts	255-7300	256-3173
Superintendent	255-7302	256-3174
Restaurant	255-4653	
Driving Range	255-7313	