



**Joseph N. DiVincenzo, Jr.**  
Essex County Executive



**Dan Salvante**  
Director of Parks

# **ESSEX COUNTY DEPARTMENT OF PARKS GOLF OPERATIONS**

## **GOLF POLICIES & PROCEDURES MANUAL**

**FRANCIS BYRNE GOLF COURSE, WEST ORANGE**

**HENDRICKS FIELD GOLF COURSE, BELLEVILLE**

**WEEQUAHIC GOLF COURSE, NEWARK**

## Essex County Golf Operation Mission Statement

Pursuing an atmosphere that enhances the enjoyment of the game of golf through the protection of our environment's natural resources, delivering excellent customer service, and providing opportunity to all clientele who seek to play

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# ESSEX COUNTY GOLF DIRECTORY

**Essex County Department of Parks**  
Director: Dan Salvante

Main: 973-268-3500  
Web Site: [www.essex-countynj.org](http://www.essex-countynj.org)

## **Golf Administration Office**

115 Clifton Avenue  
Newark, NJ 07104

Golf Administration:

Tim Christ, Director of Operations  
Carmen Ginorio, Management Staff  
Dell Johnson, Management Staff

973-751-0384  
973-268-3500 ext.229  
973-268-3500 ext.235

**Automated Tee Time System:**

**973-350-8930**

## **Francis Byrne Golf Course**

Pleasant Valley Way  
West Orange, NJ  
Clubhouse Manager: Larry Pallante

Clubhouse: 973-736-2306

## **Hendricks Field Golf Course**

Franklin Avenue  
Belleville, NJ  
Clubhouse Manager: Jerry Torella

Clubhouse: 973-751-0178

## **Weequahic Golf Course**

Elizabeth Avenue  
Newark, NJ  
Clubhouse Manager Al Harvey

Clubhouse: 973-923-1838

## **Crisis Management**

Emergency Medical Services  
Essex County Sheriff's Department

9-1-1  
973-621-4111

Local Police (non-emergency):

Weequahic (Newark)  
Francis Byrne (West Orange)  
Hendricks (Belleville))

973-733-6000  
973-325-4020  
973-450-3333

## HOURS OF OPERATION - 2010

All courses will close at sunset unless specific closing hours are designated. The time of sunset will be the time specified by the US Weather Bureau for the Essex County area.

<u>Date</u>	<u>Doors Open</u>	<u>First Tee Off Time</u>	<u>Register Close</u>
<b>Opening Day</b>			
March 06	7:30 A.M. All days	8:00 A.M. All days	1½ hour before sunset
<b>Season Time Change</b>			
April 02	7:00 A.M. All days	7:30 A.M. All days	1½ hour before sunset
April 23	6:30 A.M. All days	7:00 A.M. All days	1½ hour before sunset
May 14	6:00 A.M. All days	6:30 A.M. All days	1½ hour before sunset
May 28	6:00 A.M. Weekdays	6:30 A.M. Weekdays	1½ hour before sunset
	5:30 A.M. Weekends	6:00 A.M. Weekends	1½ hour before sunset
August 13	6:00 A.M. All days	6:30 A.M. All days	1½ hour before sunset
September 09	7:00 A.M. All days	7:00 A.M. All days	1½ hour before sunset
September 30	7:00 A.M. All days	7:30 A.M. All days	1½ hour before sunset
October 21	7:30 A.M. All days	8:00 A.M. All days	1½ hour before sunset

### **Closing Day**

Hendricks Field Golf Course	To remain Open weather dependent
Francis Byrne Golf Course	December 20
Weequahic Golf Course	December 20

### **Twilight Time Periods**

November, December, and January after 1 P.M.  
 March, and October, after 3 P.M.  
 April, May and September after 4 P.M.  
 June, July and August after 5 P.M.

## **HOLIDAYS (Observed during the Golfing Season)**

[Holiday/Weekend Rates Apply]

Good Friday  
 Memorial Day  
 Independence Day  
 Labor Day  
 Columbus Day  
 Thanksgiving (Hendricks Field Golf Course Open, Francis Byrne and Weequahic closed)  
 Day After Thanksgiving

## **Periodic Days Late Starts or Closings**

Each of the Counties three golf facilities will close or open late periodically. Notification will be posted at the minimum of 7 days prior to any closure or late starts. The maintenance of our facilities is of the utter most importance in keeping our courses in desirable condition.

## **Directions to Golf Courses**

### **FRANCIS BYRNE GOLF COURSE**

**From New Jersey:** Take Route 280 West to Exit 7/Pleasant Valley Way. Turn left onto Pleasant Valley Way. Continue approximately ½ mile. Course is on the left.

**From New York:** George Washington Bridge or Lincoln Tunnel to New Jersey Turnpike South. Take Exit 15W for Route 280 West. Follow above directions.

Use the intersection “Pleasant Valley Way and Mt. Pleasant Avenue” when obtaining driving directions from the Internet.

### **HENDRICKS FIELD GOLF COURSE**

**From Garden State Parkway North:** Take Exit 150. Turn right onto Hoover Avenue. Turn right onto Joralemon Street. Turn right onto Franklin Avenue. Course is on the left.

**From Garden State Parkway South:** Take Exit 149. Turn right onto John F. Kennedy Drive. Turn right onto Belleville Avenue. Turn left onto Franklin Avenue. Course is on the right.

Use the intersection “Belleville Avenue and Franklin Avenue” when obtaining driving directions from the Internet.

### **WEEQUAHIC GOLF COURSE**

**From New Jersey:** Take Route 78 West. Use Elizabeth Avenue Exit. Turn right onto Elizabeth Avenue. Turn left onto at Grumman Avenue/Weequahic Park Drive. Drive into the Park and go over the bridge. The Course is on the right.

**From New York:** Take Holland Tunnel to New Jersey Turnpike West to Route 78 West. Follow above directions.

Use the intersection of “Elizabeth Avenue and Grumman Avenue” when obtaining driving directions from the Internet.

## 2010 Golf Fee Schedule Hendricks Field and Weequahic Golf Course

County ID Card	<u>Cardholder</u>	<u>Non-cardholder</u>
Adult		
\$ 45.00	N/A	
Early Bird Special Adult prior to March 15 <sup>th</sup>	\$ 40.00	N/A
Senior, Junior, Disabled	\$ 25.00	N/A
Senior Seasonal (M-F anytime all three courses)	\$450.00(\$1/round)	N/A
Junior Seasonal Permit (Mon-Sun after 2:00 WQ)	\$75.00	N/A
Replacement ID Card	\$ 25.00	N/A
Out of County Residents-Weequahic and Hendricks only (5 day res.)	N/A	\$150.00
Out of County Resident –All 3 Courses (7 Day res.)	N/A	\$300.00
Green Fees*		
Adult – Weekday	\$21.00	\$35.00
Adult - Weekend/Holiday	\$25.00	\$45.00
Senior, Junior, Disabled- Weekday	\$14.00	\$26.00
Twilight Weekday	\$15.00	\$15.00
Twilight Weekend	\$18.00	\$18.00
9 Hole Weekday (After 11)*	\$15.00	\$30.00
9 Hole Weekend/Holiday*	\$18.00	\$36.00
*Midday Matinee Special – Monday to Thursday After 1:00 All Golfers Pay Card Holder Rates		
Tournaments		
Hendricks and Weequahic 8AM or 1PM start	\$45.00/55.00	\$45.00/55.00
One Day Outing-Weequahic only (Must be 501C3)	\$4500.00	\$4500.00
Golf Carts		
18 Hole, Adult, per person	\$16.00	\$16.00
9 Hole Cart, per person	\$10.00	\$10.00
Schools		
Students 11-17 accompanied by an adult (Mon.-Sun. after 2:00pm, Weequahic only)	\$5.00	\$ 5.00
Lockers		
Adults, per year Hendricks	\$25.00	\$ 25.00
Adults, per year Weequahic	\$15.00	\$15.00
<b>Tee Time Reservation System</b>	<b>\$ 2.00</b>	<b>\$ 2.00</b>
No Show Penalty	\$ 10.00	\$ 10.00

\* \$1.00 of each green fee goes to the golf beautification fund.

## 2010 Golf Fee Schedule Francis Byrne Golf Course

County ID Card	<u>Cardholder</u>	<u>Non-cardholder</u>
Adult	\$ 45.00	N/A
Early Bird Special Adult Prior or March 15 <sup>th</sup>	\$ 40.00	N/A
Senior, Junior, Disabled	\$ 25.00	N/A
Senior Seasonal (M-F anytime all three courses)	\$450.00(\$1/round)	N/A
Junior Seasonal Permit (Mon-Sun after 1:00 WQ)	\$ 75.00	N/A
Replacement ID Card	\$ 25.00	N/A
Out of County Resident Weequahic and Hendricks Field only (5 day res.)	N/A	\$150.00
Out of County Residents- Play all 3 courses(7 day res.)	N/A	\$300.00
 Green Fees*		
Adult – Weekday	\$25.00	\$45.00
Adult - Weekend/Holiday	\$29.00	\$50.00
Senior, Junior, Disabled- Weekday	\$15.00	\$28.00
Twilight Weekdays	\$18.00	\$18.00
Twilight Weekends/Holidays	\$22.00	\$22.00
 Tournaments		
Byrne 8AM or 1PM start	\$55.00/65.00	\$55.00/65.00
Hendricks and Weequahic 8AM or 1PM start	\$45.00/55.00	\$45.00/55.00
 One Day Outings – Not for profit (Must be 501C3) (Mon – Thurs Weequahic only)	\$4500.00	
 Golf Carts		
18- Hole, Adult, per person	\$16.00	\$16.00
9 Hole Cart, per person	\$10.00	\$10.00
 Lockers		
Adults, per year Byrne	\$25.00	\$25.00
 <b>Tee Time Reservation System</b>	<b>\$ 2.00</b>	<b>\$ 2.00</b>
No Show Penalty	\$ 10.00	\$10.00
 Schools and Students (11-17 accompanied by An adult, Mon – Sun after 2pm Weequahic only)	\$ 5.00	\$ 5.00
 * Premium Tee Time Weekends & Holidays(Prior to 10am)	\$ 2.00	\$ 2.00

\* \$1.00 of each green fee goes to the golf beautification fund

## GOLF PROGRAMS

The Department of Parks has long been at the forefront of efforts to provide exposure to, and broaden the understanding and enjoyment of the sport of golf. We provide unique opportunities for both male and female golfers of all ages and abilities. Our mission is to make golf an affordable and accessible sport to anyone who wishes to play.

Our golf schedule introduces anyone and everyone to the sport of golf in an educational, recreational, instructional and competitive environment, or any combination of these formats. All the participant need bring is an interest in the sport of golf.

Organizations may apply for either a tee time or a shotgun outing at one of the county courses. (See outing guidelines later in this document).

## **Group Golf**

The Group Golf program is for all groups interested in an 18-hole event with 20 golfers or more. Open to all organizations. Limited dates, courses and times available. Please call Director of Golf Operation to schedule available times at select course.

## **Junior Golf**

Essex County Parks Department feels it is important to grow the game of golf and we believe there is no better place to start than with the Junior Golfers. We have special Junior golf rates and have developed a relationship with the First Tee program promoting leadership initiatives and positive life skills in our community's youth.

## **Hole-in-One Program**

The Hole-in-one program brings recognition to individuals who have accomplished their shot of a lifetime. The cashier will fax the completed Hole-in-one form to The Essex Record, the Golf Administration Office, and the County Executive's Office.

## **USGA Handicap System**

The Department of Parks, in cooperation with the NJSGA, offers the USGA GHIN handicap program. Computers are available at all three golf courses. We encourage interested individuals to subscribe to the service for a nominal fee and receive handicap updates every two weeks.

# Policies

## Golfer Responsibility

Golf is a game of honor and tradition. Safety, consideration of others, pace of play and care for the course are integral parts of the game. Golfers who play on the Essex County golf courses agree to follow the guidelines and policies set forth in this document.

### **Etiquette**

The player shall be cautious and courteous. Players must respect the rights and safety of the golfers playing ahead of them. Inappropriate conduct such as loud or profane language, abusive behavior or destruction of parks property will not be tolerated.

### **Identification**

Players must have proper identification when checking in at the cashier area. A registered resident must present a current Essex County Golf ID Card to be eligible for the discounted rates. See Essex County Golf Card Policy for further explanation.

All players must purchase a greens fee and present the receipt to a golf course employee upon request.

### **Dress Code**

Proper golf attire is required at all times, including collared shirts, slacks or mid-length shorts (minimum length 5 inches above knee.) Clothing items not appropriate for the golf course include, but are not limited to: tank tops, fishnet shirts, short shorts or skirts, sweat pants, baseball pants, spandex or bike shorts, and jeans. Golf shoes and sneakers are the only acceptable shoe permitted for play. Metal spikes are not permitted. Refer to the Dress Code Policy

### **Errant Golf Ball Damage**

The striker of the golf ball is responsible for any damage or bodily harm caused by the ball or club. Please inform a golf course employee if an incident occurs.

### **Maintaining The Course Conditions**

The Essex County Department of Parks has made a concerted effort to keep the courses in the best possible condition. Golfers have a responsibility to aid that effort. Please leave the course in better condition than you found it by replacing divots, repairing ball marks and raking bunkers. Keep all trash in golf cars or use receptacles located near each tee.

### **Pace of Play**

Slow play is the enemy of all golfers. Players should play “ready golf” and keep up with the group ahead, limit the search for a lost ball to three minutes, practice continuous putting and be ready to hit the ball when it is your turn. Refer to the Pace of Play Policy.

### **Safety**

It is up to individual golfers to protect themselves during severe weather. The Department of Parks golf courses do not have a lighting detection system nor do they have an evacuation plan. Golfers play at their own risk.

# Policies

## Automated Tee Time Policy

The Automated Tee Time service offers a quick and easy way to reserve, confirm, modify or cancel reservations at the three Essex County Golf Courses. When a registered golfer calls the service at 973-350-8930, verbal prompts will walk the person through the process.

Access to this service is included with the purchase of an annual Essex County Golf ID Card. Upon completion of the registration procedures, for the current golf season, access to the Automated Tee Time service will be granted through the use of the golfer's social security or assigned access number and pin number.

Automated reservations are accepted starting at 7:00 P.M., seven (7) days in advance, for registered Essex County residents, five (5) days in advance for registered non-residents \$150 card (Hendricks Field and Weequahic), and seven (7) days in advance for registered non-residents \$300 card (All Three Courses). Reservations can be made through the reservation system up until midnight proceeding the day of play, however, any reservations made after 8:00 pm the night prior cannot be cancelled or modified without penalty. Any unreserved tee times will become additional walk-on times. The service will confirm the golfer's reservation and explain that he/she must report to the golf course at least twenty minutes prior to their tee off time. The Automated Tee Time system is shut down on a daily basis from 6:45 P.M. to 7:00 P.M.

### Cancellations

Tee times must be honored or cancelled. Cancellations and modifications must be made through the reservation system by 10:00 P.M. two nights proceeding the day of play. (i.e. A Saturday morning tee time must be canceled by 10:00 P.M. Thursday night.) Failure to do so will result in the golfer being classified as a "no-show". Cancellations are not accepted on the day of play. A confirmation number will be provided for both reservations and cancellations.

### No-Shows

Failure to cancel a reservation will result in a "No-Show" classification. When a registered golfer is listed as a "No-Show", he/she is automatically deactivated from the automatic tee time reservation system until the "No-Show" fee is paid.

A "No-Show" is defined as:

- Anyone who fails to cancel a reserved tee time.
- Anyone who fails to modify a reserved tee time and arrives at the course with fewer than the number of players reserved.
- Anyone who makes a reservation and fails to appear for the tee time.
- Anyone not checking in 20 minutes before the reserved tee time.

Golfers should take into consideration the weather forecasts on the day prior to play. Poor weather, in itself, does not release a golfer from their obligation to honor their tee time reservation unless extreme circumstances exist (See Weather Policy).

A group that fails to appear at the cashier 20 minutes prior to the reserved tee time can be considered a no-show and the tee time can be sold to someone on the stand by board. "No-Show" fees may be paid at any golf course or at the Golf Administration Office.

## Transfer of Reservation

Tee times are not transferable. The person, who holds the reservation, must appear at the appointed tee time and play in the group. If the reservation holder is ill and cannot make the tee time his/her playing partner may be allowed to play only with prior knowledge of the Golf Administration Office or the Superintendent/Manager. Abuse of this provision will result in the suspension of Essex County Golf ID Card privileges.

## Alcoholic Beverages & Tobacco Policy

Alcoholic beverages are prohibited on the golf courses. The use of tobacco and/or tobacco products is strictly prohibited inside the golf course clubhouse, concession area, pro shop and other County buildings.

## Essex County Golf ID Cards

### 2010 EXTENDED HOURS AT GOLF COURSES

The County will have special times that golfers can sign up for a new ID card at each course as stated:

<b>Weequahic:</b>	Tuesday, March 16 <sup>th</sup> & March 23 <sup>rd</sup>	5:00pm - 8:00pm
	Thursday, March 18 <sup>th</sup> & March 25 <sup>th</sup>	5:00pm - 8:00pm
	Saturday, March 20 <sup>th</sup> & March 27 <sup>th</sup>	8:30am- 12:00pm
<b>Hendricks Field:</b>	Tuesday, March 30 <sup>th</sup> & April 6 <sup>th</sup>	5:00pm - 8:00pm
	Thursday, April 1 <sup>st</sup> & April 8 <sup>th</sup>	5:00pm - 8:00pm
	Saturday, April 10 <sup>th</sup>	8:30am- 12:00pm
<b>Francis Byrne:</b>	Tuesday, April 13 <sup>th</sup> & April 20 <sup>th</sup>	5:00pm - 8:00pm
	Thursday, April 15 <sup>th</sup> & April 22 <sup>nd</sup>	5:00pm - 8:00pm
	Saturday, April 17 <sup>th</sup> & April 24 <sup>th</sup>	8:30am- 12:00pm

To renew by mail send information to parks department (address above): Send your current golf ID card with copies of 2 proofs of residency (i.e. current Driver's License or photo ID, Voter Registration Card, PSE&G, Phone or Cable bill) and check or money order made payable to Essex County Dept. of Parks.

### **Eligibility**

Essex County residents may obtain the Essex County Golf ID Card for a nominal price. Proof of residency is required at the time of registration. The following are acceptable forms of identification:

- A New Jersey photo driver's license or a New Jersey driver's license with another type of photo ID.
- In the absence of a drivers license a photo ID must be provided with two of the following:
  - PSE&G, Rockland Electric utility bill (current date, name and address must be on the bill);
  - Residential Property Tax Bill (the lot and block number and golfer's name and address must appear on the bill);
  - Deed (the book and page number for recording must be indicated on registration card);
  - Current Lease (with the date and term of the lease with the landlord's name);
  - Current W-2 or 1099 statement.

## **Golf ID Card Types**

There are eight types of Essex County Golf Cards:

- Adult Resident \$45
- Senior \$25
- Junior \$25
- Senior Seasonal \$450(\$1/round)
- Junior Seasonal (available at Weequahic) \$75
- Disabled Resident \$25
- Non-Resident (Hendricks Field, Weequahic) \$150
- Non-Resident (Hendricks Field, Weequahic, and Francis Byrne) \$300

Seniors age 62 and over and juniors ages 12-17, are eligible for discounted rates. Proof of age must be presented at registration. Juniors must show a copy of their birth certificate, provide a library or school ID card and be accompanied by a resident adult when registering.

## **Lost Card**

If a golfer has lost his/her Essex County Golf Card a replacement card may be purchased, for a nominal fee, at the Golf Administration Office. Essex County Golf Cards left at a course for more than two weeks will be sent to the Golf Administration Office and the golfer will be removed from the automated tee time system. To reinstate membership players must purchase a new card and will be charged the lost card fee of \$25.

## **Use of Card**

Golfers who have an Essex County ID Card, but do not present it at the cashier window, will be charged the non-resident rates. Anyone who falsifies their address or loans their registration card to others or uses a borrowed card will be suspended for a year. Cards and the cardholders must be present at the cashier area when an individual is paying for more than one greens fee. An Essex County Golf ID Card is not transferable and its use does not include friends, guests, or family of the cardholder. Anyone inappropriately using a card will be subject to suspension of all privileges. The card will be confiscated and can only be redeemed by the card owner appearing at the Golf Administration Office.

## **Senior Seasonal Card**

This card allows for one round of play at any of the three courses per day Monday through Friday. On weekends after 11AM Senior Seasonal card holders will be granted tee times at Weequahic Golf Course only. These rules pertain throughout the entire year.

## **Caddies**

Caddies for hire are prohibited unless authorized by the Golf Administration Office.

## **Cellular Phone Policy**

The Department of Parks discourages the use of cell phones on the Essex County golf courses. Necessary calls must be placed and received in a courteous manner (See Pace of Play Policy).

## **Course Closed**

The opening and closing of a golf course is at the discretion of the Superintendent/Manager. When the golf courses are closed for the winter or for inclement weather, all practice areas are also closed. No play is allowed during this time period. If a course closes due to inclement weather or poor playing conditions all reservations are cancelled without penalty.

## Concession areas

The provision of golf services, including private instruction, club repair or the sale of merchandise by any party other than the concessionaire, is prohibited. No food or beverages are to be brought into the concession areas without prior authorization from the Golf Administration Office.

## Continuous Play Policy

Stopping for lunch between nines is not permitted. A reasonable time (5 minutes) is allowed to visit a restroom or snack bar. Any group, which stops for more than a reasonable time, will forfeit its opportunity to continue on to the 10<sup>th</sup> tee until there is an appropriate opening.

## Disability Policy

### Disability Golf Card

If a golfer can show proof that he/she is fully disabled they will be extended a discount on their greens fee. The published discount is a proactive response to the fixed income situation existing for those on permanent disability. A Disability Golf Card can only be purchased at the Golf Administration Office. The following are considered proof of eligibility:

**UNDER AGE 65** - Social Security Administration "Award Letter."

**AGE 65 OR OVER** - A letter from a doctor verifying a permanent disability in accordance with the definition specified in Section 504 of the 1973 Rehabilitation Act. In Section 504 the term "disability" refers to one whom:

- A. Has a mental or physical impairment which substantially affects one or more of the major life activities of that person; or
- B. Has a record of such an impairment; or
- C. Is regarded as having such impairment.

Major life activities are those physical activities that an individual carries out in the course of a day such as; dressing, eating, manipulating objects, speaking, seeing, driving, walking or hearing and cognitive activities such as understanding, problem solving or remembering.

### ADA Golf Car Availability

To accommodate the physically challenged, specialized golf cars, will be available, weather permitting. Handicap classification requires Legal Handicap Identification (Federal, State or Local) or a doctor's prescription or note dated for the current golf season.

Handicap golfers will be instructed as to the special instructions that apply to the use these golf carts. This would include the 90-degree rule, driving the golf car within thirty feet of the greens and adhering to the same rules set for all other golf carts. The cart does allow a little leniency with respect to the posted golf car rules. However, it in no way allows for the total disregard of the Golf Car Policy.

## **Dress Code Policy**

Proper dress is required at all times. Golf attire includes; collared shirts, slacks or mid-length shorts and skirts (5 inches above knee maximum). Clothing items not appropriate for the golf course include but are not limited to: tank tops, fishnet shirts, short shorts or short skirts, sweat pants, baseball pants, spandex or bike shorts, and jeans. Golf shoes and sneakers are the only acceptable shoe permitted for play. Metal spikes are not permitted. This policy applies to both male and female golfers.

Management reserves the right to refuse access to the golf course to anyone deemed to be inappropriately dressed. Failure to comply with this dress code may result in loss of golfing privileges. It is the responsibility of the cashier, starter and ranger to enforce this policy. First offense - warning. Second offense – suspension from play.

## **Golf Car Policy**

### **Eligibility**

Every golfer who rents a golf cart must be at least 17 years of age and have a valid driver's license.

### **Rules**

All players renting a golf cart must leave an Essex County Golf Card or driver's license in order to receive a key. The register receipt provided must be kept and presented upon the request of the golf course staff.

The golfer must sign a Golf Car Rental Agreement. When a golf car is returned a starter, ranger or golf car attendant will check the golf car for damages, and upon return of the key, give back the players' identification. If a golfer damages a golf car, a report must be filed with the Essex County Sheriff's Department 973-621-4111. A golf course staff member will complete an incident report and submit it to the Golf Administration Office.

Golfers renting a motorized golf car must adhere to the Superintendent's/Manager's directive concerning golf car regulations. Golf cars must always stay on paths around tees and greens. If no other directive is posted the 90-degree rule will be in effect. Under this rule golf cars must be kept in the rough or on existing golf car paths and cross the fairway only at a right angle. Keep all golf cars 30 feet or the designated spacing, from greens and tees. Cars are to have all four tires on path around green and tee areas. Rangers and Starters will monitor golf car usage. Players who disregard golf car rules may be required to leave the golf course.

### **Last Sale**

Golf cars may be rented up until the close of the cashier window. However, there is no guarantee that a golfer will complete nine or eighteen holes. All golf cars must be returned to the clubhouse one half hour before sunset. Cashiers will inform golfers as to when golf cars are to be returned.

## **Single Walk Up Policy**

Singles that walk in are either asked to join in with other golfers that may not fill up a foursome or if there are no groups to join they will be in standby for 15 minutes. If no other golfers come in within the holding period the single player will be allowed to play. We ask that the single have discretion when asking to play through groups on the golf course.

## **Gift Certificates**

Gift Certificates may be purchased at the Golf Administration Office. They are available in five-dollar increments and may be used for all fees associated with the Essex County golf courses. A Essex County Golf ID Card is not required when using Gift Certificates to pay fees. However, appropriate fees will be charged with regard to residency status.

## **Gifts & Gratuity**

The County of Essex believes that the accepting of gifts or gratuities is not only unnecessary and undesirable but also contrary to the public interest served by County Employees. Hence, the soliciting or accepting of money and/or gifts from firms, organizations, their employees, agents or other individuals with whom the County does business is strictly prohibited.

## **Non-Players/Spectators/Pedestrian Traffic**

Non-Players are not permitted on the golf course unless they are part of a special event sponsored by the Essex County Parks Department and/or have special approval from the Golf Administration Office.

## **Outings/Group Golf**

The Essex County golf courses are available for outings on Mondays through Friday. Non-profit organizations can arrange an outing to raise money for charity. Group Golf is available for small groups (minimum of 20 players) at certain times based on golf schedule. Reservations must be made well in advance through the Golf Administration Office. Outing/Group Golf participants are subject to all Essex County golf course rules and regulations. All conditions of the contract for Outings and Group Golf must be adhered to and any violation of the terms, conditions, rules, regulations or any misrepresentation by participants shall constitute grounds for revocation of the permit by the Department of Parks. A deposit of \$250 will be taken to reserve a date specified in advance. In an effort to satisfy all groups of desired dates parties must schedule as early as possible.

A shotgun start shall begin at the designated time of either 8:00 AM or 1:00 PM. All golfers must arrive at least 45 minutes before the start of play. A group's right to the golf course will end five hours after the scheduled start time. Players not finished with their rounds may be asked to vacate the course at this time.

## **Parking**

Parking of visitor's cars is limited to designated areas and to such additional parking places as may be made available when needed. Blocking of roads, safety zones, other parked cars, spaces reserved for employees and spaces reserved for authorized disabled persons can lead to a summons and towing of the offending car at the owner's expense. Cars are not to be left in the golf course parking lots over night.

## **Pace of Play Policy**

All golfers must learn to play at a good pace for their own benefit and for the pleasure of those around them. Golfers will play at the proper pace if they focus on staying with the group ahead of them. A group is out of position when they fall more than 10 minutes (one stroke) behind the group in front, regardless of their relation to the group behind. Any group that falls out of position must take immediate steps to catch the group ahead.

Golfers who do not keep pace with the group ahead are subject to a penalty and/or disciplinary procedures. Our goal is to have every golfer play 18 holes in 4 1/2 hours or 9 holes in 2 hours and 15 minutes, all day, every day. If a group is slow the Ranger will speak with the group and advise them that they are obligated to keep up with the group ahead and that failure to do so will require that they pick up their ball and move up into position. The Ranger will return to the group in twenty minutes to see if progress was made. If the group continues to remain behind a second warning will be given and they will be asked to pick up their ball and move to catch up with the group ahead. If a third warning is needed and the group refuses to pick up their ball or cooperate with the Ranger, the Ranger will contact the Superintendent/Manager for assistance. The Superintendent/Manager may ask the group to leave the golf course.

All players must respect the rights and safety of golfers by not hitting until they are out of range. Slow play should be brought to the attention of the golf staff, who will take action to remedy the situation.

## **Putting and Practice**

Any golfer interested in practicing on putting greens at the three County golf courses must possess a Essex County Golf ID Card or have paid a greens fee for the particular day that the customer is utilizing the putting green. If person does not possess either of these items they may be ask to vacate the premises.

## **Refund and Reimbursements**

An Essex County golf course may be closed due to dangerous weather or unplayable conditions at the discretion of the management staff. **There are NO refunds or rain checks issued to anyone who has teed off.** (See Weather Policy).

## **Sledding/Snow Boarding/Ice Skating/Cross Country Skiing**

Sledding, snowboarding, cross-country skiing, and ice-skating are not permitted on the Essex County golf courses. Violators can be prosecuted for trespassing if they do not adhere to these rules.

## **Standby Policy**

The following regulations apply to the Standby Board:

- Each morning the Standby Board must be cleared one half hour before the first tee time.
- A golfer must appear in person to be placed on the Standby Board.
- Only cashiers on duty may add or remove names from the Standby Board.
- The golfer, whose name appears on the standby list, must be present at all times. It is a common occurrence that the standby is needed on the tee immediately. If a player is not present or is not able to proceed to the tee immediately he/she will be passed over and the next person on the list will be chosen. If this occurs twice the player's name will be moved to the bottom of the Standby Board list.
- If a standby does not take the time offered, they lose their turn and their name and card are moved to the bottom of the list.
- Clubhouse Employees may not be on the standby list while they are working.

There is no guarantee as to when a walk-on will get to play. It is impossible to judge how long the wait will be. Estimated wait times are not guarantees. The golfer must be ready to play whenever called.

## Suspension/Revocation of Privileges

The golfers' cooperation and consideration of these rules and policies of the Essex County golf courses is critical to the enjoyment of their experience. If the conduct of any golfer is deemed by the management to be inappropriate or in violation of any written, verbal, implied, generally accepted or acknowledged rule, it may be grounds for immediate expulsion, suspension or revocation of golf privileges at all of the Essex County golf facilities.

### Steps to Suspension

First Offense .....	Verbal warning, Club Manager
Second Offense .....	Verbal warning, Management - possible expulsion from course
Third Offense .....	Suspension of playing privileges - 30 days
Fourth Offense .....	Suspension of playing privileges – up to one year

Grounds for suspension include but are not limited to: Falsification of address, using another player's card, loaning a card to someone, damage to parks property or inappropriate behavior. Should a player be abusive to the golf staff, he/she may be denied the privilege of playing golf until a sufficient apology is made to the managements' satisfaction. Essex County golf employees must use good judgment in each situation.

## Weather Policy

The Essex County golf courses do not necessarily close during inclement weather. At the discretion of management, a golf course may be closed, play may be suspended or opening may be delayed due to dangerous weather or unplayable conditions. During severe weather, such as thunderstorms, greens fees are not sold and players are not permitted to tee off. **No refunds or rain checks will be issued to anyone who has paid for their round of golf.** When the course is closed all reservations are cancelled without penalty.

### Frost Delay

When a frost delay is in effect, golfers are not permitted on the course, putting green or any grassed area. After a frost delay, or any delay, the tee sheet will be followed in sequence, excluding walk-on times. The amount of tee times the golf course falls behind is generally how long it will take to make them up. All walk-on times will be eliminated until the reserved times are back on schedule. Reserved golfers always have preference over golfers on the Standby Board.

If a golfer cannot make their time due to the delay, he/she will not be charged the reservation fee nor will they be deactivated from the system.

### Open/No Golf cars

The golf course may be closed to motorized golf cars if the conditions dictate. Any golfer wishing to cancel his/her reservation because of this condition will not be charged a no show fee and will not be deactivated from the reservation system.

### Suspension of play/Resumption of play

If player is suspended golfers may be asked to leave the course. At the Superintendent's/Manager's discretion play may resume and players will return to where they stopped or where golf course staff positions them.

## **Lightning**

The County of Essex golf courses do not have a thunderstorm warning systems.

Golfers should abide by the following safety tips during a thunderstorm:

- Immediately leave the golf course, seek shelter or take the appropriate action to ensure your safety.
- If unable to reach safe shelter, stay away from tall trees, metal objects, individual trees, standing pools of water and open fields.
- Avoid being highest object in area; proceed to a low place such as a ravine or valley. Assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Lightning current often enters a victim through the ground rather than by a direct overhead strike. Minimize your body's surface area, and minimize contact with the ground! Do not lie flat!
- Seek lightning shelters, clubhouse, maintenance building, on course buildings or automobiles. We do not recommend returning to or remaining in the golf car.

Golfers already on the golf course who elect to remain on the course during a lightning event do so at their own risk.

## **Local Rules**

Local Rules include any additional restrictions particular to an individual golf course. These rules apply only where listed. Each golf course has specific rules that pertain to the general play on course. Please refer to the golfer's scorecard for each courses local rules. If changes made pertaining to these rules a staff member in the golf shop will notify players of these changes.