

City of Gardner Municipal Golf Course

Golf Commission Policies



Revised 2017-18

COMMISSION POLICY #1 MEMBERSHIP DEFINITION

OBJECTIVE

To define eligibility requirements for the eight (8) different types of memberships offered at our course. Each type is offered at a resident and non resident rate. People living within the geographical confines of the City of Gardner on April 1st are resident pending verification. A Gardner phone number or mailing address will not qualify if living outside the city.

DEFINITION

Family Membership: Mother, father and all children under 18 at 7/1 of the current year living in the household. Exception...any child living at home who is in high school as an undergraduate and reaches the age of 18 before 7/1 is eligible for inclusion.

Individual Membership: Individuals 18 years of age on 7/1 or the current year who are not full-time college students.

Junior Membership: *Juniors* are individuals who do not reach the age of 22 and under, or after the current year and undergraduate high school students who reach the age of 18 prior to 7/1. Juniors can be covered under a family membership. Verification of age shall be provided upon request.

Young Adult: 23 to 30 years of age. Not restricted.

Senior Citizen Membership: Individuals who are 62 or older on 7/1 of the current year are eligible for this membership. Verification of age shall be provided upon request.

Spouses of members in the 62 and over category, who are not themselves 62 are included automatically under the senior citizen family membership.

Clergy Memberships: Individuals or Families at the Senior Citizen membership rates and restrictions regardless of age.

Military Memberships: All Veterans who are active, non active and retired shall have the same rates as the Senior Citizens and Clergy with the same restrictions.

Weekday Memberships: Have no age restrictions.

NOTE: A periodic check of addresses contained on membership applications shall be conducted, using records in the office of the City Clerk to verify that residency is accurate. Any questions concerning residency qualifications will be ruled on by the Commission.

COMMISSION POLICY #1 – AMENDMENT #1
SUSPENDED INDEFINATELY

NON-RESIDENT NEW MEMBER SURCHARGE

A surcharge to any Non-resident new member shall be paid annually for a period of five consecutive years. This surcharge shall be paid at the time of application each season.

The Golf Commission may waive all surcharges before the five year period expires, or may reduce all surcharges during that period if circumstances warrant.

The Golf Commission may not raise the surcharge during the five year period for those already enrolled. However, the Golf Commission may each year establish new surcharge rates for that year's new Non-resident members.

The Golf Commission will strictly adhere to the consecutive year statement—those Non-resident members who allow the membership to lapse shall be subject to a new surcharge rate and the full five consecutive years will begin anew. Refer to Policy #27 – Leave of Absence.

This provision of the policy applies to newly created membership, and not merely a change of status. (Example: Senior to Family is not a new membership; Junior to Senior or Family is not a new membership; Junior in a Family membership to Senior, College, or Family is a new membership.)

This provision does not apply to any Non-resident member presently fully paid in good standing at the Golf Course.

Prior to November 18, 2002 persons on the waiting list shall have a surcharge of \$150.00. November 18, 2002 and after on the waiting list shall have a surcharge of \$200.00 when they are invited to join.

COMMISSION POLICY #1 – AMENDMENT #2

OBJECTIVE

To clarify the accountability of courtesy privileges for Clergy and Military on Leave.

DEFINITION

1. Clergy will be allowed discounted greens fees equal to the Junior rate according to the rules and policies of the Gardner Municipal Golf Course.
 - Full membership privileges are available to the Clergy only if they accept membership according to policy and payment.
2. Armed Forces personnel from Gardner will be allowed courtesy privileges as a greens fee player while on leave for a duration of 30 days.
 - Courtesy privileges to Armed Forces personnel does not set precedent for future membership.
 - Full membership privileges are available to all veterans who are active, non active and retired only if they accept the membership according to policy and payment.

COMMISSION POLICY #1 – AMENDMENT #3 SENIOR, JUNIOR AND WEEKDAY MEMBERSHIPS

OBJECTIVE

To clarify restrictions, which have, out of necessity been made part of the senior membership, college membership, junior membership and weekday membership.

DEFINITION

A senior membership, individual or family is available as defined in Policy #1. This membership, at a reduced senior citizen rate entitles the applicant to full privileges Monday through Friday, plus complete privileges on Saturday, Sunday and Holidays after 1:00 p.m. Any senior member or senior family wanting an unrestricted membership will be assessed the full rate. Only a senior membership will be allowed to play in any official tournament sponsored by GMGC which begins before 1:00 p.m. on either Saturday, Sunday or Holidays.

A junior member may not play between 4:00 p.m. and 6:00 p.m. on weekdays and may not play until after 2:00 p.m. on weekends and holidays unless accompanied by a parent or guardian.

Weekday memberships shall the same restricted hours as our Senior Memberships.

NOTE: A restricted membership means controlled play at a reduced rate, but full participation as a member in all matters pertaining to GMGC.

**COMMISSION POLICY #1 – AMENDMENT #4
EMPLOYEE AND STAFF GOLFING PRIVILEGES**

OBJECTIVE

To set forth the classification and requirements to obtain a courtesy membership at the Gardner Municipal Golf Course.

Classification and Requirements:

1. A courtesy membership may be granted to the following:
 - Golf Pro and Assistant Golf Pros.
 - Members of the Golf Commission
 - Lifetime recipients, James Faust, MD, Michael Hermanson and Robert Venning.

2. Playing and Tournament privileges extended to:
 - All full time and part time employees of the golf course.
 - Pro Shop employees
 - Rangers

3. No privileges
 - Special employees hired on a yearly basis for special purposes with no guarantee of continued employment.

No reimbursement to prior paid membership.

COMMISSION POLICY #2
PAYMENT OF DUES

OBJECTIVE

To establish a consistent policy for collection of dues (memberships) and to set up rules governing restrictions applicable to delinquent members.

DEFINITION

All memberships must be paid in full by **MAY 1** of the current golf season. Members who are delinquent beyond May 1 will be barred from play at the course.

A letter of warning will be sent to delinquent members on May 15 in the attempt to avoid legal action. (certified mail) A \$10.00 penalty fee must be paid for all certified mailings.

Legal action will be immediately initiated if payment is not received by June 1 on balance due on membership contracts.

A further penalty will be imposed, i.e., any delinquent member who causes us to initiate legal action will be required to pay in full when application for membership is made for the following year, providing all past amounts are paid. Further, any member who has had legal action initiated twice in a five year period be required to pay in full for the next ten years.

RESIDENT APPLICANTS as well as NON RESIDENT APPLICANTS are required to pay 1/2 of the membership fee on date of application.

1/2 of membership fee is due on or before May 1.

SUSPENDED INDEFINITELY

NON RESIDENT APPLICANTS are required to pay \$200.00 with the application by January 15 whether they are renewing their membership or taking a leave of absence. If a certified letter is required to be sent after January 15th as a final notice a \$10.00 penalty fee must be paid in addition to the \$200.00 deposit. One-half (1/2) of the remaining balance of membership is due on or before May 15. The entire membership fee is due by June 1.

Failure to make payment by the required date will result in immediate suspension of playing rights.

GENERAL

Notice will be posted in a conspicuous location at the pro shop one week in advance of each increment payment date. It is the players responsibility to note these signs.

We cannot be responsible for embarrassment which may be caused by action when required in dealing with delinquent members.

No refund will be issued for any reason after July 1.

COMMISSION POLICY #3

**COMMISSION POLICY #4
PRIVATE MORTORIZED GOLF CARTS**

OBJECTIVE

To accommodate members who are unable to play golf without the use of a motorized cart.

DEFINITION

Cart storage space will be provided for a maximum of (9) nine motorized carts.

Eligibility is restricted to members only. Discontinuance of membership carries automatic revocation of permit to store and use.

Eligibility is contingent on:

1. Member's statement of need from a medical doctor detailing the reason and probable length of time which must be updated every three years
2. Proof of liability insurance (annually by May 1)
3. Approval by the Golf Commission (see letter)

Storage space is allocated on a "first-come" basis. Once approved, the permit is permanent, but Commissioners may require reaffirmation of need periodically. Failure to be able to provide a requested medical certificate will result in the suspension of cart privileges.

Carts are subject to rules governing use of carts generally. They cannot be permitted on the course unless operated by an authorized member.

An annual trail fee will be charged as set by the Commission each year, due by May 1st of the current season. Cart privileges will be suspended by the Commission until payment is received, and anyone resuming use of their cart without payment of fee will lose their playing privileges. As of 2010, an additional \$50.00 will be charged for storage of the golf carts.

The Commission assumes no responsibility for loss or damage to the carts while stored in or used on the premises. Individual operating the carts are responsible personally for whatever damage is done through negligence.

Vacated trail fee space will be filled from a waiting list which will be maintained by request date. Earliest applicant has top priority.

NOTE:

- Future space assignment is restricted to gas-driven vehicles only.
- The use of private golf carts is restricted to the individual approved by the Golf Commission.

There will no longer be any additions to the cart waiting list.

COMMISSION POLICY #4
PRIVATE MORTORIZED GOLF CARTS
-Continued-

CITY OF GARDNER
GOLF COURSE COMMISSION
ROOM 215, CITY HALL
GARDNER, MA 01440

Dear _____ :

The golf cart trail fee for the year _____ will be \$250.00 as well as a \$50.00 storage fee to store your cart at Gardner Municipal Golf Course. This should be paid on or before May 1, _____ .

The Golf Commission also needs to receive an updated certificate of insurance annually showing your liability coverage to be kept on file. Carts will not be available for use if the certificate of insurance is not received by May 1, _____ . Please send the certificate of insurance to the following address:

Gardner Golf Commission
95 Pleasant Street
City Hall – Room 215
Gardner, MA 01440

If you have any questions, please do not hesitate to contact the Gardner Golf Commission.

Sincerely,

Chairman
Gardner Golf Commission

Note: Updated medical statement from your doctor required every three years.

COMMISSION POLICY #5
RAIN CHECKS - GREEN FEES & CART RENTALS

OBJECTIVE

To clarify conditions under which the Golf Pro or his representative may authorize use of a green fee ticket and cart rentals.

DEFINITION

Authority to discontinue play and use of a green fee ticket on a day other than date of issue may be allowed if the following conditions are met:

1. Twilight Play – Player must not have completed five (5) holes of play or been on the course more than 1 ½ hours.

Regular Day Play – Any person completing less than nine (9) holes shall receive a rain check equivalent to a whole days play.

2. Circumstances must be such that it is impractical to continue play, e.g., it must be raining hard enough to drive the vast majority of players off the course, or lightning and thunder start and continue while players are on the course.

NOTE: Light rain or darkness are not valid reasons for rain checks.

3. The player stops in the Pro Shop and has his green fee ticket signed and dated by the Pro or his representative.

Cart Rentals:

1. If you finish 4 holes of 9-hole play you will receive no refund.
2. If you finish 13 holes of 18-hole play you will receive not refund.

COMMISSION POLICY #6
CLUB THROWING—MALICIOUS DAMAGE—DISRUPTIVE CONDUCT

OBJECTIVE

To discipline members or guests for malicious damage to golf course property, possible injury to innocent bystanders from flying golf clubs or conduct which is a continuing disruptive influence to other players on the golf course.

DEFINITION

Any person seen throwing a golf club in anger or disgust, or in any way maliciously damaging a green or fairway will be immediately banned from play for a period of two (2) weeks, excluding the day the incident occurred. The Golf Commission shall depending upon the severity of the action have the option of sending a letter of reprimand or suspending play for a period of two weeks.

Authority for immediate action is vested in any member of the Golf Commission, the Pro, his Assistants and the Golf Course Superintendent.

Any player or group of players acting in a manner inconsistent with good golf etiquette in the course of play may be warned but only once by any of the above authorized individuals. Recurrence of the violation(s) that day, or at a later date will be grounds for automatic suspension, the length of which will be determined at a hearing before the Golf Commission.

**COMMISSION POLICY #7
TOURNAMENT COMMITTEE**

OBJECTIVE

To provide a committee of four people, in addition to the Golf Professional, who will assure effective organization of tournaments which are sponsored by the Commissioners at the Golf Course. To provide publicity, establish running rules and assure consistency of format from year to year.

DEFINITION

The committee will consist of two men and two women including two resident and two non resident members, and the Golf Professional. The appointees must be members in good standing of the Gardner Golf Course, and remain so during their term on the committee.

Each year, at the last meeting preceding the end of the calendar year, the Commissioners will appoint the members to the Tournament Committee as terms expire.

For the year 1995, the Commissioners will appoint two members for a two (2) year term and two (2) members for a three (3) year term. Thereafter, all members will be appointed for a two (2) year term.

The Pro will act as chairman of the committee and all members will have equal voice in amending formats and rules governing running of a tournament. In the event of a deadlock on the committee, the chairman of the Tournament Committee will cast the deciding vote.

**COMMISSION POLICY #8
SINGLE RIDER GAS CARTS**

There will be **NO** "single rider" gas cart rentals in the same group on week-ends before 2 p.m., holidays before 2 p.m., and all tournaments. This should be in place going forward from the start of Memorial Day week-end through Labor Day week-end.

COMMISSION POLICY #9
GARDNER MUNICIPAL GOLF COURSE TOURNAMENTS

OBJECTIVE

To establish rules and eligibility requirements under which the major individual tournaments shall be conducted.

DEFINITION

DELAY MEMORIAL TOURNAMENT

This tourney shall be 54 holes of stroke play to be conducted Memorial Day Weekend. One cut shall be made after 36 holes. Number of players making the cut will be determined by the number of entries and at the discretion of the Golf Pro Manager.

ELIGIBILITY

- This tournament is open to any member of the Gardner Municipal Golf Course or and resident of Gardner. No restrictions to the number of entries.

MEMORIAL TOURNAMENT

Men's and Ladies' Handicap Divisions will be 54 holes stroke play to run simultaneously with Delay Memorial. One cut may be made after 36 holes. Number of players making the cut will be determined by the number of entries and at the discretion of the Golf Pro Manager.

COMMISSIONERS CUP

This tourney shall be a match play championship with no handicaps. If the number of entrants exceeds sixteen, a qualifying round of 18 holes of stroke play shall proceed the tournament. Pairings shall be determined by qualifying scores. First round, quarterfinals, and semi-finals shall be 18 holes. The finals shall be 36 holes.

Men's and Ladies' Handicap Divisions: 18 holes qualifying, 8 qualifiers. The finals shall be 18 holes.

ELIGIBILITY

- This tournament is open to any member of the Gardner Municipal Golf Course.
- Tournament Format – This tournament will take place over the span of two months.
- Day 1 - Qualifying Date on/near the first weekend in June.
- Qualifiers – Schedule their own matches within round-by-round deadlines.
- Finals – Held in August

MEN'S MEMBERS CHAMPIONSHIP

All divisions shall play 72 holes of stroke play on two successive weekends. One cut shall be made after 36 holes. Number of players making the cut will be determined by the number of entries and at the discretion of the Golf Pro Manager.

ELIGIBILITY

- This tournament is open to only paid up members of the Gardner Municipal Golf Course.

COMMISSION POLICY #9

GARDNER MUNICIPAL GOLF COURSE TOURNAMENTS

-Continued-

LADIES' MEMBERS CHAMPIONSHIP

All divisions shall play 36 holes of stroke play. There will not be a cut for this event.

ELIGIBILITY

- This tournament is open to only paid up members of the Gardner Municipal Golf Course.

HANDICAP ALLOTMENT AND DIVISION BREAKDOWNS

The Golf Pro Manager and tournament committee will be responsible for setting the handicap allotments and handicap division breakdowns for the Delay Memorial, Memorial Tournaments, Commissioners' Cup, and Club Championships. Allotments and breakdowns will be set in their best judgement with the goal to increase competitiveness and participation.

COMMISSION POLICY #10
RECEIPTS AND EXPENDITURES

OBJECTIVE

To maintain an accounting of cash receipts and expenditures to assure that the Commissioners are constantly aware of the financial status of the golf course. It is a self-sustaining (full enterprise system) entity, effective July 1, 1993.

GENERAL

The change in golf course funding creates a need which we never had when receipts were placed in the City's General Fund. We will still be restricted to approved budgeted expenditures, without council approval. The management of extra income and approval of supplemental budget expenditures should be much more readily accomplished if we maintain good records and a contingency plan for using surplus funds.

STATEMENT

Effective each year July 1 through June 30 of the following year the Golf Commission must be furnished with a report weekly. The period covered will be through the last complete week in each calendar month. Weeks end on Sunday. Reports must be mailed to the Golf Commission members, the Golf Professional and the Superintendent by Thursday following the close of the period. The forms to be used are attached to this policy.

COMMISSION POLICY #11
GOLF CART USE

OBJECTIVE

Use of golf carts, including pull/push carts and motorized units in the areas around tees and greens. To establish rules to govern the use of carts on the golf course. To avoid any unnecessary traffic in the immediate area of tees and greens intent on preventing deterioration or excess wear of grassed areas.

POLICY

Golf carts of any variety shall not violate signs which are set up to direct them away from putting surfaces on the golf course. In the absence of signs for cart control, the rule governing areas to be avoided is: No closer than 15 feet from a green and 5 feet from the base of the banking around a tee. Where this distance is not available, cart paths have been established and should be used, e.g., next to numbers 1, 8, 10, 11, 12, 14, 15, 16, and 18 tees.

Under no circumstances may carts be driven, pulled or pushed to within 15 feet of the front or side of a green. If the ball is within that distance, club(s) must be selected and carried by hand to make the next shot(s). Where cart signs are in place, the same must be done from outside the restricted area, even if the ball location is not known.

Golf carts are restricted from use in parking lots.

RESPONSIBILITY

The Golf Course Superintendent, Golf Professional, Ranger/Starter, and Golf Commissioners are responsible to warn and discipline violators.

DICIPLINE

1st violation by one of the above is a warning to respect this policy.

2nd violation will be one week suspension from play.

3rd and later violations will result in 2 weeks suspension from play.

Each person with responsibility to warn violators must notify the Golf Professional who must record each violation. He will then notify the Commission secretary indicating the appropriate letter to be sent in the name of the Commission.

COMMISSION POLICY #12
RULES AND REGULATIONS PERTAINING TO THE RESTAURANT

OBJECTIVE

To define rules and regulations pertaining to the proper use of our facility as it will affect the operation of GMGC.

DEFINITION

1. All violations will be dealt with by the Golf Commission, and the consequences will be either a written warning or suspension.
2. The lessees will have complete jurisdiction within the confines of the restaurant.
3. The Golf Commission, the Golf Pro, and the Golf Course Superintendent will be responsible for all activities outside the restaurant, including the locker rooms and the Superintendent's office.
4. A continuing update of regulations will be made by the Golf Commission, and this policy will be changed accordingly.

REGULATIONS

1. No chest type coolers will be allowed on the golf course.
- *2. *Alcoholic beverages can be taken from the club house facility.*
- *3. *No person or organization can dispense alcoholic beverages on the course.*
4. Any person or group who stops at the restaurant after completing nine holes forfeits his/her right to continue without permission from the golf pro or his assistant.
5. Upon the evening closing of the restaurant, the parking lot must be cleared so as to protect neighbors and prevent any infringement on their privacy.
6. All parking regulations and restrictions must be adhered to by members and their guests.
7. All persons using the restaurant must conduct themselves in a proper manner and respect the rights of others (young people, senior citizens, women, men and guests.)
8. Members will be responsible for their actions and those of their guests (including disturbing players on the course with loud behavior as well as in the restaurant and deck area.) See policy #14 for disciplinary procedures.

**All alcoholic beverages must be purchased at the golf club restaurant.*

COMMISSION POLICY #13
NON-RESIDENT QUOTA SYSTEM
SUSPENDED INDEFINATELY

OBJECTIVE

To immediately institute a non-resident quota so as to eliminate and control the heavy influx of non-resident members applying for application to the Gardner Municipal Golf Course.

DEFINITION

1. All Gardner residents, as defined by past policies, cannot be restricted from joining the GMGC at any time.
2. All past non-resident members in good standing as of the 1984 season will not and cannot be affected by this policy.
3. Each year the Golf Commission should determine the number of non-resident memberships (not players) which can be accepted for memberships. The number (quota) of new non-resident members will be determined by the Golf Commission, with input from the Golf Pro and the Golf Course Superintendent, and this quota will be based on a fair analysis as to the capabilities of our course to handle additional non-residents.
4. Once a new non-resident member is accepted, he is entitled to all the rights and privileges of any member set forth in previous golf policies, and will be considered to have a sustaining membership at GMGC from that date.
5. Any non-resident who allows his membership to lapse for one year will have to reapply under our quota system.
6. Any cancellation of non-resident membership for one year for extenuating circumstances should be made in writing to the Gardner Golf Commission for its action and determination of future consideration based on Policy #27.
7. Any resident member who moves from Gardner can still retain their membership and not be affected by the quota system. Such members would pay only the current non-resident rate.

COMMISSION POLICY #14
PROPER DRESS CODE

OBJECTIVE

To ensure that proper dress is maintained at all times by all persons at the Gardner Municipal Golf Course.

DEFINITION

1. A “common sense” dress code is to be maintained out of courtesy to all members and players at the Gardner Municipal Golf Course.
2. A dress code shall be in effect on January 1, 1994 with the following guidelines:
 - Shirts must be worn.
 - No tank tops or halter tops. Neckline should be of conservative nature.
 - No formfitting clothes. i.e.: spandex, swimsuits, athletic shorts.
 - Shorts must be no shorter than halfway between the hip and the knee and no cutoff jeans.
3. The dress code and its enforcement is the responsibility of the golf pro, the assistant pro, rangers, and superintendent.

ANY VIOLATION OF THE ABOVE CODE WILL BE DEALT WITH AS FOLLOWS:

1st Offense gets a VERBAL Warning

2nd Offense gets a WRITTEN Warning from Golf Commission (CERTIFIED MAIL)

3rd Offense gets a TWO WEEK SUSPENSION of Play from the Date of Infraction

COMMISSION POLICY #15
DISCONTINUED

COMMISSION POLICY #16
SCAVENGING GOLF BALLS ON COURSE

OBJECTIVE

To alleviate scavenging of golf balls on golf course property at any time.

DEFINITION

1. Neither members nor non-members will be allowed “to look or hunt for golf balls” on golf course property when not playing. (See Policy #17)
2. The Commissioners purpose for enforcing this policy is to eliminate confrontation or liability between players and persons hunting for golf balls.
3. Any playing member, green fee player, playing guest has every right to look for his ball before deeming it lost.
4. This policy will be enforced by the golf pro, his assistant, the superintendent or the working foreman.

COMMISSION POLICY #17
UNAUTHORIZED PERSONS ON GOLF COURSE

OBJECTIVE

To eliminate unauthorized persons roaming the property of the Gardner Municipal Golf Course during the regular hours that the course is open for play—from Sunrise to Sunset.

DEFINITION AND REGULATIONS

1. Any person who is not a member, a greens fee player, or working personnel is deemed to be an unauthorized person.
2. Caddies, spectators at golf matches (approved by golf pro) and persons taking lessons are not subject to this policy.
3. This policy is to protect the city, members, green fee players, and working personnel. It is also necessary for the safety of unauthorized persons who could be hurt or maimed unintentionally as a result of normal play.
4. This rule is to be enforced by the Golf Commission, the Golf Pro, the Assistant Golf Pro, and the Golf Course Superintendent so as to protect our members, guests and working personnel. Any confrontation resulting from the enforcement of this policy will necessitate legal action for the protection of the Gardner Municipal Golf Course.
5. Any person not playing golf or not covered by #2 is considered an unauthorized person.

OBJECTIVE

To eliminate unauthorized persons roaming the property of the GMGC during certain hours from sunset to sunrise.

DEFINITION AND REGULATIONS

1. April 1 – October 31
 - No person is allowed on the property between 11:00 p.m. and sunrise other than employees of the golf course.
 - There shall be no fires on the premise.
 - No motor vehicles other than golf course maintenance equipment shall be on the premise.
 - No trash or refuse may be left on the premise.
 - Alcohol must be purchased from the golf club restaurant.
2. November 1 – March 31
 - No person is allowed on property between 10:00 p.m. and sunrise other than employees of the golf course.
 - No motorized vehicles other than golf course security equipment are allowed.
 - No fires are allowed on premise.
 - No alcohol is allowed.
 - No trash or refuse may be left on premise.
3. Policy #17 is to deter vandalism and to protect the safety of people on the property at Gardner Municipal Golf Course.
4. The City of Gardner and the Gardner Municipal Golf Course assumes no responsibility from persons violating Policy #17.

COMMISSION POLICY #18
HITTING MORE THAN ONE GOLF BALL

OBJECTIVE

To eliminate practicing on the golf course at any time.

DEFINITION

Practice is defined as hitting more than one golf ball except as allowed under the rules of golf.

This policy definitely eliminates or prohibits anyone from hitting more than one golf ball or practicing on the course at any time.

This policy does not apply to any designated practice area or to people taking lessons.

This rule is to be enforced by the golf commission, the golf pro and the golf superintendent. Violation of this rule will or can result in suspension of golfing privileges.

COMMISSION POLICY #19
GUIDELINES FOR PAYMENT OF OVERTIME

OBJECTIVE

To establish guidelines for the superintendent and golf commission on payment of overtime to golf course employees.

DEFINITION AND REGULATIONS

1. Employees shall not work overtime unless authorized by the golf course superintendent.
2. The assistant golf superintendent may authorize overtime in the absence of the superintendent.
3. Overtime is defined as 1 ½ times the employees hourly rate.
4. Overtime shall be paid on an over 40 hours per week but not in excess of eight hours per day.
5. Employees working any of the city's legal holidays shall be paid time and one-half regular hourly pay for the hours worked.
6. The superintendent is responsible to the golf commission concerning authorization of overtime and must account periodically for cost of overtime against budget allocation.
7. Golf course overtime guidelines are not necessarily governed by city ordinance or negotiations.
8. The golf commission will add or delete from this policy whenever it is necessary to do so.

COMMISSION POLICY #20
RULES COVERING SLOW PLAY

OBJECTIVE

To institute a policy which will help curb and eliminate slow play on the Gardner Municipal Golf Course.

DEFINITION AND REGULATIONS

1. Any person, twosome or foursome deemed to be playing at a slow pace can or will be warned by either, our Golf Pro or Assistant Pro, Superintendent or Ranger.
2. A flagrant violation or any continued problem will be referred to the Golf Commission for disciplinary action, or suspension if necessary.
 - First suspension will be for 15 days, and second suspension will be at the discretion of the Golf Commission.
3. All people must have a reasonable time to play a round of golf and unfounded charges will not be addressed.
4. New golfers must be given some latitude and it is suggested that they allow faster players to play through.
5. An optimum golf round will be completed in approximately 4 hours, and everyone should plan on this time for play.

COMMISSION POLICY #21
BUDGET POLICY AND PROCEDURE

OBJECTIVE

To maintain a consistent policy in setting our fiscal year budget, and uniformity in requesting monies for the operation of the GMGC.

DEFINITION

1. Golf Commission should prepare a budget during the months of November and December, preceding the fiscal year involved. This is necessary so that it can be submitted to the Mayor by January 1, six months before the fiscal year begins.
2. From time to time requests for special projects, equipment, and or the need to add money to line items in the budget to cover shortages will be made to the Mayor and City Council as needed.
 - Special requests from surplus should be made separately from regular budget transfers.
 - All special requests for money are made from the surplus account. An explanation covering the need for each appropriation should accompany the request.
3. At the end of each fiscal year, coverages in each account will be returned to the Golf Course Surplus Account. OTOM accounts may be encumbered for use the following year.

COMMISSION POLICY #22
DISCONTINUED

COMMISSION POLICY #23
GOLF COURSE RANGERS

OBJECTIVE

To establish the part time positions of Rangers for the GMGC.

DEFINITION

1. Positions are to be part time for approximately 20 hours per week. Hours can increase during peak season by approval of the Golf Commission.
2. Time worked, procedure and regulation of the Ranger is under the jurisdiction of the Golf Commission and the Golf Professional. The Pro shall have control and use best judgment in allocating and utilizing Ranger time.
3. Rangers should report any major problems to the Golf Professional for immediate action. The Golf Commission will become involved only when invited to do so by the Golf Professional.
4. The Rangers position can at any time be discontinued at the discretion of the Golf Commission.
4. The Rangers position shall be filled on a year to year basis upon recommendation from the Pro.

COMMISSION POLICY #23 – AMENDMENT #1
DISCONTINUED

COMMISSION POLICY #24
TEE TIMES

OBJECTIVE

To establish a policy for obtaining and utilizing tee times on Saturday, Sunday and Holiday.

DEFINITION

Tee times will be utilized on Monday, Tuesday and holidays from the hours of 6:00 A.M. until 2:00 P.M. from Memorial Day thru Labor Day, and 7:00 A.M. to 2:00 P.M. at all other times available.

A number of three people is required to obtain a tee time. Groups with three people could have a single assigned to them by the pro shop.

Individuals will be allowed to sign up on the tee time waiting list on an individual basis or in twosomes. The Pro Shop staff will attempt to get all players on the waiting list a tee time.

- Available online at 7:30 a.m. and by telephone at 8:00 a.m.
- At 7:45 a.m. all multiple tee times will be removed by golf pro shop manually.
- Only one tee time is allowed per person.
- Tee times will be spaced out every 8-9 minutes allowing for two every seventeen minutes.
- Every effort will be made to fill any open times with walk on players.
- Every player must check in the pro shop at least 15 minutes before assigned time.
 - a. Any player failing to do so will forfeit time.
 - b. Forfeited time will be deemed open (see above.)

COMMISSION POLICY #25
FUNDRAISING TOURNAMENTS
(REFER TO PAGE 17)

COMMISSION POLICY #25 - AMENDMENT #1
LOCAL CLUB TOURNAMENTS

COMMISSION POLICY #26
PARKING – REAR OF 1772 HOUSE

OBJECTIVE

To set rules and regulations regarding the parking of motor vehicles in the rear of 1772 House to the old Maintenance Building.

DEFINITION

There will be three (3) designated parking spaces:

- 2 spaces reserved for Golf Commissioners
- 1 space reserved for Pro Shop Staff

The ranger will be allowed to park in that area while he is on duty. All other parking spaces in this area will be reserved for restaurant customers while they are in the restaurant.

Anyone going to the restaurant directly (before playing golf or not) may park in this area. Once they leave the restaurant, they must remove their vehicle from this area. Also, anyone finishing golfing and going to the restaurant may at that time, park in this area.

RESPONSIBILITY

Restaurant Lessee to Enforce.

COMMISSION POLICY #27
LEAVE OF ABSENCE
SUSPENDED INDEFINATELY

The purpose of this policy is to outline criteria in which a person may apply for a leave of absence for up to 3 years from the Gardner Municipal Golf Course.

A leave of absence shall be granted to a member in good standing for a minimum of 2 years, only if at least one of the following conditions is met.

- Health
- Financial
- Personal

The reason for withdrawing shall be in a letter form, requesting a leave of absence as well as accompanying support material as follows:

- Health – shall require a doctor's certificate stating person is unable to play.
- Financial – shall state reason, such as lost job, building house etc.
- Personal – shall require explanation of why this application should be approved.

A maximum of 3 years from date of withdrawal application shall be granted if the conditions listed below are followed.

- A letter is sent to the Golf Commission reapplying for the withdrawal by application date for each year in which a withdrawal is being sought.
- Private cart owners and those on the waiting list may take a leave of absence for three years subject to the above conditions.
- Only members that have paid the deposit set for the upcoming season by January 15, may take a Leave of Absence. If you no longer owe a surcharge the \$200.00 deposit made may be applied to the Leave of Absence fee. Prior to March 15, if you are presently paying a surcharge, you must pay \$200.00 non-refundable fee plus the current surcharge along with each withdrawal application. If you are a non-surcharge member, prior to March 15, a check in the amount of \$200.00 must be sent along with each withdrawal application. After March 15, if you are presently paying a surcharge you must pay \$300.00 on refundable fee plus the current surcharge along with each withdrawal application. If you are a non-surcharge member, after March 15, a check in the amount of \$300.00 must be sent with each withdrawal application.
- New member nonrefundable surcharge are due and payable in addition to item C above.

If after using the 3 year maximum withdrawal time period the applicant does not become a full member in good standing, the fourth year he/she will be deemed no longer a member of the G.M.G.C. He/she shall be classified as a new member and subject to all rules and regulations applying to new members such as, but not limited to, proof of residency, surcharge, waiting list, if applicable, etc.

COMMISSION POLICY #28
GOLF COURSE CART RENTAL FEES AND TOURNAMENT PRIZES

The purpose of this policy is to set tournament fees for golf carts and prizes. Also to set rates for single rider cart fees and seasonal golf cart rate.

1. Tournament Golf Cart Rental Fee
 - \$20.00 per player.

2. Tournament Prizes
 - A \$ 5 minimum pro shop credit per participant and, tournament organizers, at their discretion, can negotiate additional prizes with the Golf Pro. If scoring is not required by the tournament organizers, the \$5 fee is waived for the weekend club events.

3. Seasonal Golf Cart Rate
 - Seasonal golf cart rate from opening of the course to the closing is \$600.00 per rider (single rider only).
 - The rate is 9 holes per day – week days only.
 - Does not include holidays, weekends or special events.