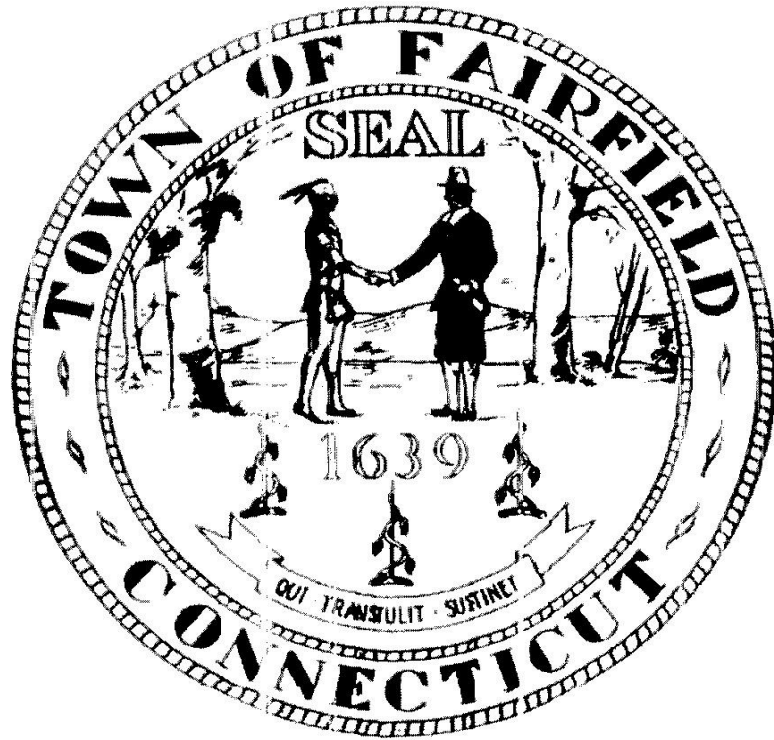


**Town of Fairfield Golf Courses  
Policy and Procedures**



**Approved by the  
Town of Fairfield Golf Commission  
July 10, 2017**

# TABLE OF CONTENTS

<b>I.</b>	<b>INTRODUCTION.....</b>	<b>3</b>
<b>II.</b>	<b>FAIRFIELD GOLF COURSES.....</b>	<b>3</b>
<b>III.</b>	<b>BASIC RULES OF GOLF COURSE USE.....</b>	<b>4, 5</b>
	A. CASH REGISTER RECEIPT REQUIRED FOR USE OF COURSE.....	
	B. MINIMUM AGE.....	
	C. EQUIPMENT.....	
	D. RESIDENCY.....	
	E. GOLF CARTS.....	
	F. SPEED OF PLAY.....	
<b>IV.</b>	<b>GOLF SEASON.....</b>	<b>6</b>
<b>V.</b>	<b>HOURS OF OPERATION.....</b>	<b>6,7</b>
	A. PRO SHOP/LOCKER AREA HOURS.....	
	B. COURSE HOURS.....	
	C. HOLIDAYS.....	
	D. DELAYED OPENING OR UNSCHEDULED COURSE CLOSINGS.....	
	E. RESTAURANT.....	
	F. DRIVING RANGE.....	
<b>VI.</b>	<b>FEES.....</b>	<b>7,8</b>
	A. ESTABLISHMENT OF FEES.....	
	B. PAYMENT OF FEES, REFUNDS AND RAIN CHECKS.....	
	C. FREE USE OF THE COURSE.....	
<b>VII.</b>	<b>Tee Times Reservations.....</b>	<b>8</b>
	A. CJD PROCEDURES.....	
	B. HSR PROCEDURES IN GENERAL.....	
	C. HSR SINGLE'S LIST.....	
	D. HSR STARTER'S TIMES.....	
	E. HSR FIRST-COME FIRST-SERVED RESERVATION PROCEDURES.....	
	F. OBTAINING STARTING TIMES ON DATE OF PLAY.....	
<b>VIII.</b>	<b>DRESS CODE.....</b>	<b>9</b>
<b>IX.</b>	<b>IDENTIFICATION CARDS.....</b>	<b>9,10</b>
	A. TYPES OF ID's.....	
	B. "RESIDENT" QUALIFICATIONS.....	
	C. REQUIRED DOCUMENTATION FOR "RESIDENT D's.....	
	D. REQUIRED DOCUMENT. FOR "JR/SR", RESIDENT OR NON-RES. ID's.....	
	E. RETURN OF FEES FOR REVOKED ID CARD PRIVILEGES.....	
<b>X.</b>	<b>TOURNAMENTS.....</b>	<b>10</b>
<b>XI.</b>	<b>GENERAL RULES AND REGULATIONS FOR PLAY.....</b>	<b>10 XII.</b>
	<b>LOCKERS.....</b>	<b>11</b>
<b>XIII.</b>	<b>CADDIES.....</b>	<b>11 XIV.</b>
	<b>COMPLAINT PROCEDURE.....</b>	<b>12</b>
<b>XV.</b>	<b>APPEAL PROCEDURE.....</b>	<b>12</b>
<b>XVI.</b>	<b>PHONE NUMBERS.....</b>	<b>12</b>

## **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 Carl J. Dickman 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. Golf Fees are paid in the pro shop.

**Carl J. Dickman Par 3 Golf Course (CJD)** 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, as well as toilet facilities, is located in a Town building across Old Dam Road. Practice and putting areas are located behind the Ticket Office. Rounds may be purchased in the Ticket Office adjacent to the first tee.

### **III. Basic Rules of Golf Course Use 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 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, pro-shop 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 the golf rules and etiquette. The Pro/Manager may require that the underage child is accompanied by a golfing parent or an adult known to the child. Children younger than age 6 will not be permitted to play or be sold a golf I.D.

#### **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 non-residents. 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 non-riding versions of manual pull carts. Pull carts are also available for rent in the pro shop. The suitability of a player-provided non-riding cart is subject to the approval by the Starter. Non-riding 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 gas-powered 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 man-made 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-Non-Riding Golf Carts**

Non-riding 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 90-degree 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      (5) Golfers with Disabilities**

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

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 1<sup>st</sup> and 10<sup>th</sup> 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.

Carl J. Dickman PAR 3 (CJD) Period	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 Months	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 4<sup>th</sup> (or 3<sup>rd</sup> or 5<sup>th</sup> 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 the 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 at 500 Hoyden Lane near the H. Smith Richardson Golf Course North of the 11<sup>th</sup> – Fairway. Hours of operation are: 7:00 am to dusk (except Monday where it closes early and opens late on Tuesday for mowing).

### **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 Carl J Dickman Par 3, 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](http://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 5am 6 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 12 hours of the tee time reservation. Failure to make changes or cancellations within the 12 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.

- The use of any computer program, bot, offline reader, tool or process to circumvent the site itself and/or site search/retrieval application for obtaining a tee time at any golf course in the Town of Fairfield is prohibited. Violations of this policy will result in tee time cancellations and, at the discretion of the Golf Commission, loss of playing privileges. The Golf Commission’s goal is to make the booking process fair to all golfers who wish to play at the Town of Fairfield’s courses.

**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 CJD Par 3. (8/08/05)
- Shirts are required (T-shirts, tank tops, halter-tops 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:**

	<b>ADULT</b>	<b>Junior/Senior</b>
Resident	X	X
Resident Season	X	X
Non-Res Season	X	X

**B. “ Resident” Qualifications**

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

- 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 February meeting.

## **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 CJD 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 on the properties.
- J. No alcoholic beverages are permitted anywhere on the courses except for those purchased from the H. Smith Richardson Course concessionaire in accordance with the regulations of the Connecticut Liquor Control Commission. Coolers will be subject to search. Any violation of this rule will result in the immediate removal from the course without refund and the possible suspension of future playing privileges as determined by the Golf Commission.
- K. Use of course by anyone obviously impaired by drugs or alcohol is not permitted.
- L. Play shots only when players are out of your range.
- M. Give the warning 'FORE' if your ball is in danger of hitting someone.

N. A single player has no standing on the course and must yield to foursomes.

## **XII. Lockers**

Lockers 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 Town's Park N Recreation department.

## **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 anywhere on the properties 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**

	<b>HSR</b>	<b>CJD Par 3</b>
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	

