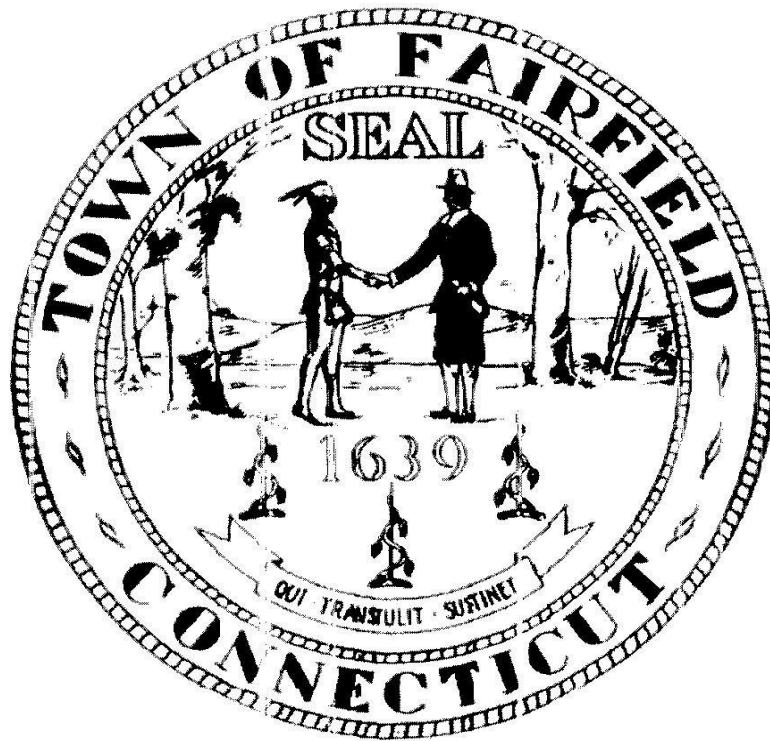


**Town of Fairfield Golf Courses
Policy and Procedures**



**Approved by the
Town of Fairfield Golf Commission
January 13, 2025**

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I. Introduction

- a 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.
- b 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.
- c 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.
- d 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 golf 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

- a. **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 golf shop, a snack bar and a restaurant. Golf Fees are paid in the golf shop.
- b. **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, are 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. Only players are allowed on the courses during hours of operation. The use of the course for practice is prohibited at all times.

b. Minimum Age

- 1. Players using the H. Smith Richardson golf course 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.
- 2. At the Carl J. Dickman Par 3 players age 12 and older can play unaccompanied. Players between the ages of 6 and 11 must be accompanied by a responsible adult. No one under the age of 6 will be permitted on the golf course.

c. Equipment

- 1. 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 Golf Shop if needed.

d. Residency

- 1. Fairfield golf courses are open to both residents and non-residents. Resident rates, however, are available only to individuals having purchased a Golf ID. Physical ID cards are not provided. The qualifications and means of acquiring a Golf ID are covered in Section IX on page 9.

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 golf 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 golf 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.

Riding carts at Carl J. Dickman are for handicapped players only.

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

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.

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 license **and** be 18 years of age to qualify for operation of riding carts and must present it to the sales person on request.

4. Occupancy

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.

5. Golfers with Disabilities Golfers with disabilities may receive permission from the Golf Shop staff to deviate from these rules.

D) Speed of Play

A round of 18 holes should not exceed 4 ¼ hours under normal conditions. The following actions are encouraged to minimize delays that would prevent achieving the 4 ¼ hours objective:

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.

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.

Allowing faster groups to play through

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

IV. Golf Season

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

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

V. Hours of Operation

A. Golf Shop/Locker Area Hours

The Golf 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

- a. 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. This information will be available on the website.
- b. Holiday rates and procedures are the same as weekend rates and procedures and will be in effect on:
 1. Memorial Day
 2. July 4th (or 3rd or 5th if July 4th falls on a weekend)
 3. Labor Day
- c. **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 during the delay will be void and not honored when the course opens. Please plan accordingly.
- d. **Course Closure after the Start of Play** - The course may be closed temporarily during normal operation hours because of thunderstorms or other emergency by the Superintendent or Pro/Manager, or in their absence, by

the Starter or pro shop staff by sounding the closing signal of three long blasts on the course siren. After three long blasts on the course siren, golfers **must immediately leave the course or seek safety**. The all-clear signal is one long blast.

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.

C. 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.

D. Driving Range

The driving range is located at 500 Hoyden Lane near the H. Smith Richardson Golf Course North of the 11th – Fairway. Hours of operation are available on the website.

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 an acceptable credit card.

Rain Checks

No rain checks will be given for 9 hole tickets and season pass holders.

- a. A rain check good for 9 holes of play will be given if the course closes and a player has played 9 holes or less.
- b. The physical rain check must be presented in the golf shop for redemption,
- c. Rain checks will expire at the end of the season.

At Carl J Dickman Par 3, no rain check will be given once a player has begun play.

E. 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. **All such individuals must check in at the Golf Shop and provide proper identification if requested**

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. Employees of the Fairfield Golf Courses and driving range.

VII Tee Times Reservations

Weekday, weekend and holiday tee times may be reserved using the automated tee time system through the internet at WWW.HSRGOLF.COM Reservations cannot be made over the phone.

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.

Patrons without a valid membership card may obtain a tee time starting at 5am, 6 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

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 at the Golf shop (or the starter shed at CJD Par 3) 20 minutes prior to the registered tee time. Failure to register on time may result in forfeiture of your position and your groups reserved 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.

Shirts are required (T-shirts, tank tops, halter-tops are not permitted).

Shorts and skirts should be appropriate golf attire.

- ii. This dress code will be enforced at all times.

IX. Golf Course Passes

Golf course passes must be purchased annually in order to get reduced rates and may be used at both the H. Smith Richardson and the Carl Dickman courses. They are available to individuals who can demonstrate that they qualify for each specific type shown 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:

Resident Adult, Senior and Junior

Resident Season Pass – Adult, Senior and Junior

Non-Resident Season Pass – Adult and Senior

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. Players must accept warnings by HSR and CJD staff pertaining to rule violations and slow play without challenge.
- C. Observers for special events are allowed only with permission of the Pro/Manager. No other spectators are allowed on the course.
- D. Maximum number of players in group is four (4).
- E. Tee off between markers.
- F. Replace all divots, repair ball marks on green, and rake and smooth sand traps.
- G. Play one ball except where provisional ball rule in effect. Practice on the course is not allowed.
- H. Loud or profane language is not permitted on the properties.
- I. 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.
- J. Use of course by anyone obviously impaired by drugs or alcohol is not permitted.
- K. Play shots only when players are out of your range.
- L. Give the warning 'FORE' if your ball is in danger of hitting someone.
- M. A single player has no standing on the course and must yield to foursomes.
- N. Music is allowed but not be so loud as to be heard outside of your own golf cart/foursome.

XII. . 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.

XIII. 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.

XIV. 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.

XV. Phone Numbers

- **HSR Pro Shop and Carts** 203-255-7300
 - **Superintendent** 203-255-7302
 - **Driving Range** 203-255-7313
- **CJD** 203-254-5113
- **Boca Grille and Raw Bar** 203-292-5768