



## **BELMAR GOLF CLUB** **Policies and Procedures**

### **HOURS OF OPERATION**

The Club is open in all areas Tuesday through Sunday. The Club is closed on Mondays with the following exceptions:

1. Any special outings or events approved by the Club in advance.
2. The Club will be open on Labor Day and Memorial Day and closed the following Tuesday.
3. The entire Club is closed on Thanksgiving Day, Christmas Day, and New Year's Day.

The regular hours of operation for the Club are as follows:

#### **Belmar Cantina**

Tuesday - Friday 11am - 9pm

Saturday - Sunday 8am - 9pm

#### **Belmar Bar & Patio**

Tuesday - Thursday 8am - 10pm

Friday - Saturday 8am - 11pm

Sunday 8am - 10pm

#### **Golf Shop:**

Monday: Closed

Tuesday – Sunday: 7:30am – Dusk

Closing time will be extended only if more usage of the Club by Members and special events is more than enough to cover the cost of extended hours. Hours may vary by season.

### **CLUB TELEPHONE & EXTENSIONS**

Main: (405) 364-0111

Golf Shop: Ext. 1

Cantina: Ext. 2

Marketing & Events: Ext. 3

Pool House: Ext. 4

Controller: Ext. 6

Head Golf Professional: Ext. 7

Food & Beverage: Ext. 8

Course Maintenance: (405)329-3302

Fax: (405) 364-0522

Website: [www.belmargolfclub.com](http://www.belmargolfclub.com)

## **GUESTS**

Members are encouraged to introduce guests to the Club at any time; however, use of recreational facilities requires payment of a guest fee. Guest fees and policies vary per activity. All guests must be accompanied by a Member, unless otherwise approved by the Head Golf Professional.

## **CONDUCT**

Conduct becoming to ladies and gentlemen shall be required of all persons while at the Club. The Club reserves the right, and Club management is instructed and authorized, to refuse service to any Member or guest who violates these rules. Matters of indiscretion and conduct unbecoming will be reviewed by the management team and ownership.

## **MEMBER PARKING**

The Club provides an adequate number of parking spaces for Members and their guests. Members utilizing the swimming pool are asked to use the south parking area. Parking in designated areas is requested, and parking within a fire lane or handicapped space is prohibited. Members may use the circle drive to drop-off and pick-up passengers and golf clubs when necessary. Unattended vehicles should not be left in this area and will be towed at the vehicle owner's expense.

## **DRESS CODE**

We ask that all Members and guests be aware of and adhere to Belmar Golf Club's dress code policy. Members should inform their guests of the dress code requirements prior to their arrival at the Club. Club staff has been directed by management to advise Members and guests if their dress code is not considered in compliance with the following dress code, and to deny access or service to them if the infringing dress is not remedied immediately.

The dress code applies to all areas of the clubhouse, golf course, practice areas, banquet facility and swimming pool. Members and guests must use the appropriate locker room to change shoes and attire.

## **MEN'S DRESS CODE**

Collared shirts are required on Club grounds and are expected to conform to what is sold in the Pro Shop. Turtlenecks and mock turtleneck shirts tailored for golf are acceptable shirts. Although not required, we recommend that all shirt tails be tucked-in.

Men's Bottoms Policy: Men may wear appropriate slacks or shorts for golf and in the clubhouse at any time of the year. Appropriate shorts include knee-length

Bermuda shorts tailored for golf and tailored cargo shorts. No other types of shorts, including camping, tennis, athletic or cutoffs of any kind may be worn. Jeans or denim of any type will not be considered appropriate golf attire and will not be permitted on the golf course or practice facility. Jeans will be permitted in the clubhouse; however if they appear overly baggy, worn, torn, ripped, unclean or with holes, they will not be permitted. Only short golf socks (no higher than ankle length, such as peds or ankle cuff socks) may be worn with the shorts. No other types of socks, including knee-length or sweat socks may be worn.

Headgear (hats and caps of any kind) are to be worn with the bill facing forward. Caps are permitted in the Clubhouse and it is recommended that caps be removed while dining in the Cantina and banquet facility.

### **WOMEN'S DRESS CODE**

Collared shirts (sleeved & sleeveless) are required on Club grounds and are expected to conform to what is sold in the Pro Shop. Turtlenecks, mock turtlenecks and fashion t-shirt tops tailored for golf are also acceptable shirts. Although not required, we recommend that all shirt tails be tucked-in.

Ladies' Bottoms Policy: Ladies may wear appropriate slacks, shorts or skorts for golf and in the clubhouse at any time of the year. Appropriate shorts & skorts include those tailored for golf and all shorts & skorts must fall no higher than three inches above the knee. No other types of shorts, including camping, tennis, athletic or cutoffs of any kind may be worn. Jeans or denim of any type will not be considered appropriate golf attire and will not be permitted on the golf course or practice facility. Jeans will be permitted in the clubhouse; however if they appear overly baggy, worn, torn, ripped, unclean or with holes, they will not be permitted. Only short golf socks (no higher than ankle length, such as peds or ankle cuff socks) may be worn with the shorts & skorts. No other types of socks, including knee-length or sweat socks may be worn.

Headgear (visors and caps of any kind) are to be worn with the bill facing forward. Visors and caps are permitted in the Clubhouse and it is recommended that visors and caps be removed while dining in the Cantina and banquet facility.

### **FOOD & BEVERAGE SERVICE**

Food & beverage service is available at the Club during normal hours of operation Tuesday through Sunday. Food & beverage service is available in the Cantina, fine dining room and at the swimming pool. No food or beverage shall be allowed on property other than those served by the Club, with the exception of an occasion cake.

The Club will not serve any alcoholic beverages to a person who is under the age of twenty-one (21) or who cannot produce a valid ID. Belmar Golf Club maintains a

conservative policy concerning the service of alcoholic beverages to a member or guest who appears to have had too much to drink. The Club is directly liable if an intoxicated individual causes damage, injury or death as a result of too much to drink. So please understand if we politely refuse to serve anyone a drink and allow us to provide a safe ride home, if needed. Alcoholic beverages may not be brought onto Club grounds, stored in lockers or be taken off Club grounds.

### **RESERVATIONS**

Although adequate seating is normally available in the Club dining facilities, Members are encouraged to make reservations when planning to dine at the Club. Dining reservations are required for groups of eight (8) or more. All dining reservations can be made by calling the Cantina. If you are unable to honor the reservation, kindly inform the Club at the earliest possible time. Table reservations cannot be held longer than 15 minutes beyond the specified time. Certain social events may require invoking the cancellation policy, i.e., if not cancelled 24 hours prior to the event, all fees will be charged. There are specific rules pertaining to golf tee times. These specific rules are included in the golf section of the Club policies and procedures.

### **PRIVATE FUNCTIONS**

Private dining and meeting rooms capable of serving groups from twelve (12) to two hundred fifty (250) persons are available for breakfasts, luncheons, dinners and meetings. They are available on a reserved basis for business meetings, conferences, wedding ceremonies, wedding receptions, and private parties. Reservations and special arrangements can be made by contacting the Marketing & Events Manager.

Members may also reserve use of the swimming pool area at any time. Arrangements for special functions involving the pool area can be arranged by contacting the Marketing & Events Manager.

### **MEMBER PROGRAMS**

A wide variety of social and recreational programs are offered to members and their guests on a regularly scheduled basis. Instructional and competitive programs are also available to juniors and adults in golf and swimming. Members should telephone the Golf Shop or Head Golf Professional for specific details.

### **LOCKER ROOM SERVICES**

The Clubhouse locker rooms are available for the convenience of members and their guests. Private lockers may be rented in both the men's & ladies locker rooms by contacting the Head Golf Professional. An annual charge is billed for private lockers at the time rental arrangements are made. Members may not keep golf clubs or any alcoholic beverages in their lockers. The Club is not responsible for the loss of private belongings in the locker room. Anyone under the age of eighteen (18) must be accompanied by a member or staff member that is eighteen (18) years of age or older.

## **BILLING**

Between the 1<sup>st</sup> and 5<sup>th</sup> of each month, each member will receive a statement of his/her account showing all dues & charges, as well as a copy of any and all charges placed on the Member's account. If there are any discrepancies, it is the Member's responsibility to inform the Controller. Otherwise all payments are due on the 15th of each month. If payment is not received by the end of the month, a late charge of 5% will apply.

## **TIPPING & SERVICE CHARGES**

The general policy of our Club is that there are times when the giving of gratuity is appropriate and recommended. To warrant the dedication and service provided by our staff, we must make sure that they are properly compensated. As is tradition in the golf club service industry, the salaries of many of our employees are established with an assumption that they will be supplemented by gratuities.

As always, the entire staff of Belmar Golf Club is here to ensure that your time at the Club is as enjoyable as possible. While the giving of gratuity will always be an individual decision, we ask that you consider the following guidelines and policies for gratuities.

## **OUTSIDE SERVICES**

For Golf Operations personnel it is generally the practice to give gratuities during the golfing season. Please consider providing them with a nominal gratuity (at least \$2) upon completion of your round.

## **FOOD & BEVERAGE PERSONNEL**

A standardized 15% gratuity is recommended in the Cantina in addition to your bill. All tips are entered into a gratuity pool for distribution to employees who worked during the pay period and allocation will be based on hours worked during the pay period in which the money was collected. Large groups (8 or more) will have a 20% gratuity added to the final bill.

## **SMOKING**

The Clubhouse is a non-smoking facility. Smoking is only permitted outside the building and on the patio area. Please discard all cigarette & cigar butts in the provided ashtray receptacles.

## **CLUB PROPERTY**

No Member or guest shall take any article belonging to the Club from the Club premises. Members will be held liable for loss or damage to Club property caused by themselves or their guests.

## **PERSONAL PROPERTY**

The Club shall not be held responsible to any Member or guest for the loss of property of any kind. Articles not claimed within 30 days will be disposed of or awarded to an appropriate charitable organization at the discretion of the management team.

## **OUTSIDE ENTERTAINMENT**

No entertainment of any kind shall be brought onto the Club premises unless approved in advance by the management team.

## **USE OF GROUNDS**

The lake and creeks within the Club boundaries are considered dangerous areas and shall not be used for any purpose, including fishing, boating, sledding, walking, jogging or wading.

The responsibility of lifeguards is limited to the pool area. Parents should remain especially vigilant to assure that their children do not wander, without supervision, outside the confines of the pool's fence.

The management and staff of Belmar Golf Club are committed to the implementation of policies and procedures that will maximize the safety of all Members and guests who use all of our facilities. We ask for your cooperation in the enforcement of those policies and adherence to those practices.

## **USE OF VEHICLES**

Vehicles are permitted in authorized parking areas only. Bicycles, motorized scooters, mini-bikes, sleds, mopeds, go-carts, skateboards, roller blades, and motorcycles may not be used or driven within the Club grounds or on the golf course at any time, unless they are used to transport Members or their guests to the club and must be parked in the designated parking areas.

## **PETS**

Domestic pets are not allowed on the premises, with the exception of service animals.

## **PERSONAL TELEPHONE USAGE**

In order to preserve the peaceful and relaxing atmosphere of the Club and golf course, please set ringers to silent or vibrate at all times while at the Club. Please limit cell phone usage while dining in the Cantina.

## **SOLICITING AND SALES**

The sale of any product or service not belonging to the Club or the canvassing for funds is not permitted on Club property without permission from the management team. No posters, advertisements, publications or notices shall be displayed or distributed on Club premises without permission of the management team.

### **SAFETY AND ACCIDENTS**

The Club is concerned about the safety and well-being of all of its Members and their guests. If a Member should happen to see an act, situation or circumstance that is unsafe, they are asked to notify the management team of the Club and report the incident, accident or unsafe environment. If a Member should experience an emergency of any kind, please call 911, tend to the person and seek help from the staff. If a Member should be hurt or have an accident on the premise, they should immediately notify the Club so that an accident report may be completed.

**Belmar Golf Club does not allow concealed weapons of any type on Club property.**

# **GOLF POLICIES AND PROCEDURES**

These policies and procedures are for the purpose of providing an enjoyable golf experience for all golfers at Belmar Golf Club. It is expected that all Members and guests shall be subject to and abide by the following rules:

1. The Rules of Golf as approved by the U.S.G.A. will govern all play except when modified by local rules. When necessary, changes in the local rules will be posted in appropriate places throughout the Club. The Golf Professional and the professional staff will determine the rules of all Club sponsored tournaments. All information regarding Club sponsored tournaments will be provided in writing to all competitors prior to play.
2. The golf course will be open for play starting at 8:00 a.m. Tuesday thru Friday and at 7:30 a.m. Saturday, Sunday and holidays during the months of June through August. The golf course will be open for play starting at 8:00 a.m. Tuesday through Sunday and holidays during the months of January through May & September through December. The golf course will close at dusk. The golf course and its facilities will be closed on Mondays, with the exception of a Club approved outside event and the following Monday holidays: Memorial Day, 4th of July and Labor Day. The course will be open on these holidays and will be closed on the following Tuesday. On the day that the golf course is closed, the practice facilities are also closed.
3. Tournament play or scheduled activities shall take precedence over regular play.
4. The Golf Professional shall have full authority to regulate play on the golf course. The Golf Course Superintendent or his designated representative shall have full authority to restrict or prohibit play due to weather, course conditions or general maintenance.
5. All Members and their guests must register with the golf shop before beginning play or using the practice facilities. Each player's name must appear on the daily tee sheet.
6. Each player must have their own set of golf clubs or make arrangements for rental equipment with the Golf Shop.
7. Acceptable golf attire, as stated in the Club's policies and procedures, is required at all times while on the golf course, practice range or putting green. Each golfer must



wear soft spikes or soft-soled athletic shoes. No player, Member or guest, will be permitted on the golf course, practice range, putting green or allowed to ride along with a player if not properly attired.

8. Practice will be limited to designated areas only. The practice facility will open thirty (30) minutes prior to the first starting time and will close one (1) hour before dusk, except when maintenance functions are being performed or when inclement weather dictates closure. Practice on the golf course is prohibited. Use of practice areas by guests of members is allowed with prior approval by the professional staff. Range balls are made available for practice only and must remain on the practice facility. Members or guests found playing with range balls on the golf course or short course will be subject to fine and/or revocation of membership.

9. Starting times are required for all players. Starting times may be reserved one week (7 days) in advance and may be reserved in person or by calling the golf shop. All players are to be ready to play at their group's scheduled tee time. Groups who arrive late for their scheduled tee time will be given the next available time. Members without starting times will be accommodated by the professional staff on a first-come, first-serve basis provided there is an available starting time and Members with scheduled tee times are not inconvenienced.

10. All play will commence from the #1 tee box unless otherwise authorized by the professional staff. Starting on a hole other than #1 does not guarantee the right to immediately begin on the first tee at the turn. Players starting on a hole other than #1 are asked to check in with the Golf Shop before making the turn. Players who stop at the turn for a lengthy amount of time may forfeit their position on the #10 tee if there is a delay.

11. All players are encouraged to play ready golf and keep up with the group in front of them. It is expected that a round of golf shall not exceed four hours and 15 minutes. If a group falls out of position, the course marshal or professional staff will ask the group to exercise one of the following options: (1) close the gap and maintain that position (2) step aside and allow faster groups to play through (3) skip the next tee shot, move forward and begin play at the 150 yard marker. No mulligans or hitting more than one ball from a location is allowed.

12. Threesomes, foursomes and fivesomes are permitted at all times when the golf course is open. Singles and twosomes have no priority on the golf course in terms of pace of play. No sixsomes will be allowed unless approved by the Head Golf Professional.

13. Juniors under the age of sixteen (16) in order to be qualified to play or practice without being accompanied by an adult must possess the skills to maintain the pace of play and must adhere strictly to the Club's golf policies and procedures. Juniors under the age of ten (10) will be allowed on the golf course, practice range or putting green if they are accompanied by an adult. Juniors under the age of sixteen (16) will be restricted from teeing off between the hours of 11:00 a.m. and 2:00 p.m. unless approved by the Head Golf Professional. A junior under the age of eighteen (18) will not be allowed to play in Club sponsored tournaments unless the event is sanctioned as a Junior Tournament.

14. Handicaps are determined under the guidelines of the U.S.G.A. and managed by the Head Golf Professional and his staff. Every Member in the interest of fair play shall return a scorecard for every golfing round (9 or 18 holes) played. The card should be completed with full name, date and tees played. The card should be returned as soon as possible after completion of play. If a Member does not turn in all scores or does not observe the spirit of the handicap system, a handicap may be arbitrarily reduced or increased. Golfers participating in Club handicap events must have a U.S.G.A. handicap. The maximum handicap allowed in such an event will be 36 for men and 40 for women. Some events may, according to U.S.G.A., require a reduction of handicap. The golf professionals have the right to adjust handicaps for the purpose of equity.

15. A course marshal shall be utilized, as needed, to expedite play, to enforce golf etiquette and general golf policies and procedures. It is the obligation of each golfer to comply with these directions.

16. In case of lightning please suspend play and return immediately to the clubhouse. The golf staff will notify you to clear the course by: (1) one prolonged horn blast (2) notification of inclement weather through the GPS system located on the golf cart. Please avoid trees, open spaces and golf carts.

17. Any Member in good standing may bring a guest. An individual as a guest on the golf course may play a maximum of four (4) times per calendar month and no more than twelve (12) times per calendar year, if residing within a 75-mile radius of the Club. Guest fee prices can be obtained by calling the golf shop. At all times, a Member or spouse must accompany guests, unless other arrangements are made with the professional staff. Dependents may not have guests unless authorized by their parents. Members may not bring more than 4 guests at a time, unless otherwise approved by the Head Golf Professional. Members who bring guests are directly responsible for their conduct, demeanor, appearance and financial obligations.

18. It is the duty of each Member and guest to diligently assist in keeping the golf course in great condition. Divots should be carefully replaced or filled with sand provided, ball marks on greens should be repaired and, upon completion of a shot, bunkers are to be raked and smoothed.

19. Conformity to the policies and procedures is mandatory if Club Members and guests are to enjoy play. The responsibility of all golfers begins on the practice tee and continues through the end of the round. Consideration of others is the most important rule in golf. Offensive language or actions unbecoming of a golfer will not be tolerated and may result in suspension of a member's playing privileges.

20. Only food and beverage provided and sold by the Club are allowed on the golf course.

21. Pets are not permitted on the golf course or other Club property.

22. For your safety, walking, jogging, or bicycling is not permitted on the golf course.

23. The Club shall not be responsible for any loss, theft, or damage to any property of any kind belonging to Club Members or their guests.

24. Club sponsored events and outside events approved by Club management may be scheduled from time to time. Check your newsletter calendar, the Club website, or call the Golf Shop for more information on these events.

## **GOLF CART POLICIES AND PROCEDURES**

1. Golf carts are provided for the convenience of Members and guests registered to play golf. Only Members and guests who are 16 years of age and possess a valid driver's license may operate a Club owned golf cart. A Member or guest operating a golf cart is responsible for its use and must adhere to all golf cart rules and regulations. For safety purposes and to avoid damaging the golf cart, no more than two individuals shall ride on a golf cart.
2. Members and guests operating a Club owned golf cart will be held fully responsible for any and all damages to the golf cart or golf course while it is in their use. A Member wishing to restrict dependent children from operating carts should do so by notifying the Club in writing. Otherwise the member is responsible for the actions of dependent children.
3. The 90 degree rule shall be enforced at all times when golf carts are allowed to drive off the cart path. Members who are physically handicapped must provide a letter from a physician which certifies that the member must use a golf cart each time that he/she plays golf. This member may be granted permission to have his/her golf cart set to handicap status that allows him/her to use the 90 degree rule at times when carts are required to remain on the cart path.
4. The 90 degree rule requires the Member or guest to remain on the cart path until opposite the golf ball, then drive from the cart path at a 90 degree angle to the golf ball and return to the cart path after playing the shot. Golf carts must remain on the cart path on all par three holes and around all tee boxes and greens. Golf carts are not to be driven in the native grass areas. Physically handicapped individuals must use the 90 degree rule and their carts should remain on the cart paths on all par three holes and around all tees and greens whenever possible.
5. Golf Carts are not permitted in the residential community.
6. Please avoid all wet areas and newly sodded areas, so as to prevent damage to the golf course.
7. Personal golf carts are not permitted on the golf course at any time. Members living in the residential area may bring their personal golf cart to the Club but are required to use a Club owned golf cart during their round. Only Members and guests who are 16 years of age and possess a valid driver's license may operate a personal golf cart on Club property.

8. Failure to observe and obey Club golf cart policies and procedures may result in forfeiture on their use.

9. Members and guests are asked to use no more than (1) cart for a twosome, (2) carts for a threesome & foursome and (3) carts for a fivesome, in order to save wear & tear on the golf course.

Violations of Belmar Golf Club golf policies and procedures, as well as, repetitive slow play are subject to penalty of suspension or loss of Club privileges as determined by Club management.

## **SWIMMING POOL POLICIES AND PROCEDURES**

1. Each person entering the pool area will be required to sign in with the pool attendant, giving name of Member and all guests. A Member must accompany all guests. The Member is to identify and register their guests each time they use the pool and must sign a charge ticket for the guest fee.

2. Children 12 years old and under must be accompanied by an adult 16 years of age and older in swim attire.

3. All persons are required by health code to take a cleansing shower before entering the pool.

4. Proper swim attire is required at all times. No street clothes, cut-offs, golf shorts, tennis shorts are allowed.

5. Beverages are allowed poolside, but all food must be consumed in the snack bar area. No bottles or glass containers are allowed in the pool area. No food or drink will be allowed in the pool at any time.

6. No excessive horseplay (running, pushing, wrestling, etc.) or abusive language will be allowed. Repeat violators will be denied access to the pool facility.

7. No pets are allowed in the pool area.

8. No floats, rubber or plastic toys are allowed in the pool except for personal flotation devices.

9. As required by law, swim diapers must be worn by pre-school children, children in diapers and children who are not potty-trained.

10. During electrical storms and other hazardous conditions, patrons will be asked to get out of the pool and take cover under the snack bar area. The head lifeguard or manager on duty will make this decision. All Members and guests must comply with this decision immediately.

11. No loud radios or music players allowed.

12. No throwing of objects will be allowed in the pool area.

13. Sections of the pool are available for private use. Fees are based on the number of persons, hours of use and lifeguard requirements. Members are asked to adhere to the Club food and beverage policy, with the exception of an occasion cake & ice cream. Members will be responsible for all clean up afterwards. Failure to do so will result in a charge of a cleanup fee to the Members account. Food and beverage personnel will not be present for private parties unless food, beverages or alcoholic beverages are required. For more details, contact the Marketing & Events Manager.

## **BELMAR GOLF ASSOCIATIONS**

### **Belmar Men's Golf Association**

Belmar has great participation from the members of the MGA. Throughout the playing season, (April through September) the MGA will have scrambles every Wednesday night which start at 6pm, culminating with a skins game at the end of the year. Additionally, throughout the playing season MGA will have 4 tournaments that range from 80 to 120 players. The formats for these tournaments change for each event.

Becoming a member of the MGA is very encouraged, as it is the best way to meet the membership. The dues are \$105 per year and includes the handicap fee. During the cold months, the MGA will host poker nights in the fine dining room. Poker night occurs every Wednesday at 6pm during those months.

## **Belmar Ladies Golf Association**

Belmar has a very strong and active ladies contingency. Throughout the playing season, (April through September) the LGA will have scrambles every Tuesday night that start at 6pm. They also host the very popular Solo Cup Invitational tournament. Dues are \$90 per year and include your handicap fee.