

GOLF

HANDBOOK

2026

NOTICE

This Golf Handbook is an extension of the Association Rules and Regulations document and is referred to under the *Golf Rule*. Any violation of the Golf Rules will be subject to sanctions under the Violation and Penalties Rule.

The purpose of this Handbook is to provide Members, Residents and Tenants (Heritage Springs Players) with general golf course rules and procedures for use of the golf course.

This Handbook is reviewed on a regular basis by the Golf Committee. Recommendations for changes are forwarded to the Association Board of Directors ("BOD"). The BOD is responsible for approving all changes to the Handbook.

TABLE OF CONTENTS

I. Heritage Springs Golf Course

A. Course Information
B. Amenities
C. Course Rating / Slope / Yardage

II. Golf Course Operations

III. Golf Lessons

IV. Heritage Springs Community Golf Rules

A. Definitions
B. General Golf Rules
C. Tee Time Rules
D. General Golf Cart Rules
E. Private Golf Cart Rules
F. Proper Attire Rules

V. Course Playing Procedures

A. Local Play Procedures
B. Golf Cart Procedures
C. Handicap Flag Procedures

VI. Tee Time Scheduling and Availability

A. Tee Times Scheduling
B. Preferred Tee Times (PTT)
1) Guidelines for acquiring or changing a PTT
2) PTT Groups
3) Guests
4) Fulfilling Tee Times– Threesome Limitations
5) PTT Monitoring & Enforcement

VII. Golf Fees Prepaid Polices

VIII. Golf Course Violation Reporting and Policy

IX. Golf Course Memorial Trees and Plaques

X. GHIN Handicap System

XI. Tournaments and Clinics

XII. Course Closing

Introduction

The Golf Handbook is intended as a reference for both playing and non-playing Members, Residents and Tenants of the Heritage Springs Community.

This handbook provides information on the Golf Course Rules, Procedures, its operations, information on tee time booking and scheduling methods and their effect on the availability of tee times.

The Rules listed in the Handbook are considered an extension of the Heritage Springs Association Rules and Regulations, found on the Heritage Springs Member/Resident web site. Violations of the Golf Handbook Rules will be subject to the Violations and Penalties Rule found in the Rules and Regulations.

All complaints or suggestions should be brought to the Director of Golf or their staff. If a Member/ Resident/Tenant feels their issue has not been resolved to their satisfaction, they should follow the green sheet process, so that management can be made aware and conduct a review and provide a response.

I. Heritage Springs Golf Course

A. Course Information
- Located at 11345 Robert Trent Jones Parkway, Trinity, FL 34655 (Pasco County)
- Heritage Springs is an 18 Hole private course managed by a Director of Golf
- Pro Shop Hours of Operation: 6:00 am to 5:00 pm
- Pro Shop Telephone Number: **(727) 372-5281**
- Grass Fairway: Bermuda
- Grass Greens: Mini Verde Ultra Dwarf Bermuda
- Number of Bunkers: 60+
- Holes with Water: 17

B. Amenities
- Golf Professionals
- Fully Stocked Pro Shop with:
    - Club Fitting
- Putting Green
- Chipping Green
- Driving Range and Balls
- Two on course comfort stations with water and ice dispensers

II. Golf Course Operations

Heritage Springs is a private course managed by a Director of Golf, open to Members, Residents, Tenants and their Guests, who help support the overall operating expenses through golf fees. Longer-term improvements and maintenance are funded through the Association's reserves.

- The Heritage Springs Golf Staff consists of a Director of Golf, Assistant Golf Professionals, and Pro Shop Attendants.
- Starters and rangers monitor play, assist golfers, and maintain the range and carts.
- The course employs full-time maintenance professionals who maintain the course from 5:30 am to 2:30 pm.
- The driving range is open from dawn to dusk except for Thursday when it closes at 12 pm (noon) for maintenance. The ball dispenser uses tokens or an electronic key fob, both of which can be purchased in the Pro Shop.

III. Golf Lessons

Private and group instruction are available by signing up at the Pro Shop or by appointment with the PGA Professional or one of the Assistant Golf Professionals.

IV. Heritage Springs Community Golf Rules

A. Definitions:

1) Member: Those persons or entities entitled to membership in the Association by virtue of being the Owner of record of a lot
2) Resident: An individual who resides in Heritage Springs and is *registered* with the Association as a non-Owner occupant for a period of greater than 8 weeks per year.
3) Tenant: An individual that rents a property within Heritage Springs.
4) Pro: The Director of Golf or a designated Golf Department employee.
5) Guest: Individual permitted same-day or multi-day access to Heritage Springs Golf Course *by invitation* of a Member/Resident/Tenant.
6) Single: Single resident in Heritage Springs
7) Couple: Two individuals (consisting of a married couple or significant others, regardless of marital status or gender) who live together and hold themselves out as a single household unit.
8) PTT: Preferred Tee Time
9) PTT Group: Four (4) or more Heritage Springs Players recognized by the Pro-Shop and the Golf Committee for the *privilege* of participating in the Preferred Tee Time Program.
10) Heritage Springs Player: Members, Residents and Tenants of Heritage Springs who use the course.

11) Permanent Player: A Heritage Springs Player who belongs to a PTT group and is designated as one of the permanent members of the group.
12) Alternate Player: A Heritage Springs Player who belongs to a PTT group, is not a permanent group member, but is listed on the Group Roster for playing and tracking purposes.
13) Substitute Player: A Heritage Springs Player who plays with a PTT group but is not listed on the group roster as either a regular or alternate player.
14) PTT Player Participation Rate: Is calculated based on number of recorded POS (Point of Sale) PTT players divided by four (4), multiplied by the number of assigned permanent tee times, less credit for tee times returned at least 48 hours in advance. Group credit shall be made for inclement weather, course closure, tournaments, cart path only, etc.

B. General Golf Rules:

1) Only Members, Residents, or Tenants in good standing, or the Guest of a Member, Resident, Tenant or Director of Golf, may utilize the golf course or golf amenities (driving range and putting green) at Heritage Springs.
2) All golfers are expected to display respectful and courteous treatment toward all rangers, starters, and other golf course employees. (See Personal Conduct Rule).
3) During prime time (7:00 to 11:00 a.m.) each group must consist of at least three individuals. Other group sizes are permitted at the discretion of the Pro Shop.
4) Twosomes or threesomes may be required to allow waiting golfers to join them, at the discretion of the starter.
5) Proper attire is required both on the course and in the driving and putting areas.
6) Only golfers are permitted on the golf course.
7) Urinating is not permitted on the golf course or surrounds. Two designated restroom facilities are provided for this purpose.
8) Golfers may bring their own coolers on the golf course provided they do not contain alcoholic beverages.
9) The course is not equipped with an inclement weather notification system. All golfers play at their own risk. In the event of inclement weather (heavy rains, high winds, thunder or lightning), players are advised to use caution, cease play, and take cover.
10) A Member, Resident, Tenant or responsible adult Guest thereof must accompany individuals under the age of 22. Guests may be required to show proof of age with a valid driver's license picture ID.
11) Golfers must be a part of the Heritage Springs GHIN handicap system to play in leagues or club competitions, unless approved by the director of golf.
12) Pets, bicycles, mopeds, rollerblades, walkers, or joggers are not permitted on the golf course or cart paths. Golf course property, including cart paths, is not to be used as a shortcut for residents riding to or from their homes, except for the Clubhouse Bridge.
13) The retrieving of golf balls from private property is a privilege, not a right. Please do not abuse this privilege. Hitting balls from private property is not permitted.
14) Glass containers are not permitted on the golf course.
15) All players must check in at the Pro Shop with proper identification at least 15 minutes before their tee time, or they may be placed on the waiting list.
16) Players may not tee off until their assigned time unless approved by the Pro Shop or a Starter.
17) All play will start on #1 tee unless otherwise designated by the Pro Shop.
18) Starter/Pro/Pro shop employee may adjust tee times by up to 15 minutes, if necessary.

19) If players stop for lunch after completing 9 holes, they must see the STARTER to determine when they may resume play.

C. Tee Time Rules:

1) Unaccompanied Guests are permitted to play either 9 or 18 holes, provided the following Rules and procedures are adhered to:

a) A Member, Resident or Tenant must make the tee time for their unaccompanied Guest by calling the Pro-Shop and indicating that the reservation is for an unaccompanied Guest.

b) Members, Residents and Tenants may reserve tee times for unaccompanied Guests no earlier than 7 days in advance.

c) Tournament tee times will be scheduled based on the best interests of the Heritage Springs Players.

d) A maximum of two tee times can be made for unaccompanied Guests. The Pro-Shop will determine which tee times are open to Unaccompanied Guests.

e) A tee time must be filled by at least three individuals unless approved by the Pro-Shop.

f) Unaccompanied Guest will be charged the Guest golf fee.

g) The Member, Resident or Tenant is responsible for ensuring that their Guests comply with all rules. Copies of the Heritage Springs Golf Handbook are available at the Pro Shop or on the Heritage Springs website.

2) League Reservations: The course may be reserved for the following league play subject to approval by the Director of Golf:

a) Mondays (Ladies)
b) Wednesdays (Men; Mixed Couples, PM-monthly)
c) Friday (Mixed Couples, AM-monthly)
d) Other players will be accommodated during these times on a space available basis.
e) The Director of Golf, in coordination with the Member Leagues, may modify the above as needed (holidays, etc.).

D. General Golf Cart Rules

Only golf carts provided by the Association or carts registered to operate on Association Property will be permitted on the course.

a) Golf carts must be operated only by persons sixteen (16) years of age or older with a valid driver's license.
b) No carts (power or pull) are permitted beyond the 'out of bounds' markers.
c) Carts are not permitted in the retention areas.
d) Golf carts are operated at the risk of the operator. The cost of repairing any damage resulting from improper operation to golf carts or to the golf course will be charged to the Member, Resident or Tenant in whose name the operator is playing, at the time the damage occurs.

E. Private Golf Cart Rules

1) The right to use a privately-owned golf cart on the golf course is granted by the Association through a non-assignable annual registration. The Association may revoke this registration and right at any time.
2) The use of a Member, Resident or Tenant-owned golf cart on the golf course is not permitted until:

a) The golf cart is approved by the Director of Golf for appearance and for compliance or other standards as set by the Director of Golf.
b) The golf cart is registered with the Pro Shop and displays a current registration sticker
c) Proof of Insurance is provided showing combined single limit of at least $100,000 per occurrence for personal bodily injury, including death, and property damage coverage.
d) The Member, Resident or Tenant has signed a release of liability, which holds the Association harmless as a result of any loss or damage relating to the operation of the private golf cart.
e) The registration Fee is paid.

3) An identification number and a yearly registration decal for the cart will be issued by the Pro Shop once the above requirements are met. Members, Residents and Tenants shall apply the identification number and yearly decal in the designated area on the cart.
4) The Association will hold the Member, Resident, Tenant or the Guests using a private golf cart, fully responsible for any and all damages caused by the misuse of the golf cart. The Member, Resident or Tenant shall reimburse the Association for any and all damages the Association may sustain due to misuse, including without limitation, damage to other golf carts and property of the Association.
5) Privately owned golf carts must have four wheels; be battery powered and have rear wheel drive.
6) An annual trail fee for privately owned golf carts will be established by the Association. This fee is billable and payable in advance and is non-transferable. The annual trail fee shall not be prorated except for new Members, Residents or Tenants.
7) All Heritage Springs Players who are not enrolled in the annual private golf cart pre-paid program shall pay the currently applicable daily golf cart rates when they ride in a private golf cart on the course. In addition, those who are enrolled in the annual private golf cart pre-paid program shall pay the current applicable golf cart rates when using an Association owned golf cart, while their private cart is already in use.
8) Heritage Springs Players with private golf carts that have paid annual trail fees may ride with each other and may loan their cart to another Heritage Springs Player who has also paid annual trail fees.
9) No privately-owned golf carts will be stored, recharged or maintained by the Association.
10) When a Member, Resident or Tenant is no longer paying the annual trail fee for a private golf cart, all club decals must be removed from the golf cart.
11) Privately owned golf carts shall not be driven on the golf course when the golf course is closed for inclement weather.
12) Privately owned golf carts that become disabled or immobile on the golf course will be removed only by authorized Pro Shop personnel.
13) **Please refer to the Golf Cart Specifications on the website.**

F. Proper Attire Rules

1) Proper golf attire is required for all players, including Members, Residents, Tenants and their Guests, on the driving range, putting green, and golf course.
2) Only soft-spiked golf shoes or other approved shoes may be worn on the golf course and in the practice areas. The Pro Shop must approve any shoes other than golf shoes.
3) Women shall wear dresses, skirts, slacks, Capri style pants, or walking shorts. Ladies may wear sleeveless shirts as long as they have a collar and cover the entire shoulder. Ladies shirts with sleeves are not required to have a collar.
4) Bermuda shorts are permitted for men and women; knee length is preferred for both men and women, not to exceed 5” above the knee; Golf skorts and skirts not to exceed 5” above the knee.

5) All men's shirts must have a collar. Mock turtlenecks are acceptable with a collar at least 1 ¼" above the neckline. NO Tee Shirts – long or short sleeve are permitted.
6) The following items are considered **inappropriate**, and will **not** be permitted on either the golf course or on the practice range:
    - Tank-tops
    - T-shirts
    - Jeans
    - Cut-offs
    - Short shorts
    - Gym Shorts
    - Jogging attire
    - Metal spikes
    - Yoga/sweat pants

V. Course Playing Procedures

A. Local Playing Procedures

1) **USGA RULES GOVERN ALL PLAY except when modified by local rules.**
2) All 18-hole groups are expected to play in 4 hours or less. Keep pace. When the group ahead is out of sight, your group is too slow.
3) Slower groups are required to skip a hole and get back into the position they should be, based on their pace of play.
4) Divots should be filled with the sand provided, repair ball marks, and rake bunkers.
5) Please observe the 90-degree rule at all times.
6) Keep carts on cart path around tees and greens.
7) Out of Bounds is defined by white stakes and/or fences on holes 5, 8 and 17.
8) Any hole designated as 'cart path only' due to course conditions, may be played as lift, clean and place in the fairway.
9) Free Relief (stance & swing) is allowed for Restrooms on holes 5&13, cart paths, staked trees and the Weir on the 17th hole. (Rule 24-2 Immovable obstructions) The weir (wall) on Hole 17 is not in the hazard. If it interferes with your swing or stance, you are entitled to total relief. If your ball is in the hazard there is no relief.
10) Pine Straw Beds are not a free drop. Play your ball as it lies or use unplayable ball rule with penalty.
11) All practice will be on the designated practice areas and not on the golf course.
12) Driving range balls and buckets are not to be removed from the range or used on the course.
12) Ball hawking, searching for multiple balls in water hazards is not allowed. It is considered removal of community property.
13) No more than 4 players per group or more than 2 carts per group are allowed on the course unless approved by the Director of Golf.
14) During any type of club competition, all drop areas are out of play as determined by the tournament chair and the Pro Shop.
15) If your ball is embedded in its own pitch mark anywhere on the golf course (except in a hazard), you may lift, clean and drop your ball as close as possible to the pitch mark - no closer to the hole - without penalty.

16) Stones and gravel can be removed from bunkers.
17) Out of bounds is defined by white stakes.
18) Golfers shall not move tee markers, out of bounds or hazard stakes. .
19) Every player must have a set of golf clubs (a minimum of 3 clubs) and a golf bag. No sharing of golf clubs shall be permitted. Rental clubs are available in the Pro Shop.
    - Walkers are not allowed on the course before 1:00 pm, unless "Cart Path Only" conditions apply to the entire course, or if approved by the Director of Golf.
    - All walkers must carry a rake and sand.
    - After crossing the bridge on Hole 9, all carts must stay on the cart path.
      All carts, including those with handicap flags, are prohibited between the cart path and the lake on Hole 17

Violation of Golf Course Rules and Procedures will be reported to the Pro Shop, Golf Committee, and General Manager. Penalties may include warnings, loss of PTTs, and suspension of playing privileges.

B. Golf Cart Procedures

1) No more than two (2) persons and two (2) sets of golf clubs per golf cart are permitted at any time.
2) All carts must carry a rake and sand. All divots are to be filled.
3) Golf carts shall remain on cart paths when required by the Pro Shop. Unless on a golf cart path, no golf carts shall be driven within the designated boundaries of any tee, bunker, green or hazard. Golf carts should be driven across fairways only at right (90 degrees) angles, avoiding soft areas. Golf cart traffic and directional signs must be obeyed at all times.
4) Please obey all cart path signs when applicable.
5) Before play inquire in the pro shop as to cart path restrictions.
6) Observe handicap flag rules and regulations. Handicap Flag Policy and Forms are available in the Pro Shop.
7) Carts with handicap flags must park at blue markers and stay at least 30 feet from the front of all greens. All par 3's (2, 5, 11, 15) are always cart paths only.
8) The use of golf carts on the golf course is mandatory at certain times for all players. The Pro Shop shall assign golf carts at the time of registration when a player does not have a private cart.
   Rented golf carts are restricted to use on the golf course and practice areas. No rental golf carts shall be removed from the Golf Course properties at any time without prior approval from Director of Golf or General Manager.

C. Handicap Flags

1) Golfers may obtain a Permanent (Blue) or Temporary (Yellow) Handicap Flags from the Pro Shop by submitting:
   a. A certificate from the Dept. of Highway Safety and Motor Vehicles (blue flag); or
   b. A statement from a physician certifying the player's limited ability to walk long distances (yellow flag).
   c. A deposit of $25.00.
2) Violation of golf rules may result in loss of handicap flag privileges.
3) Carts with handicap flags must park at Blue Markers and stay at least 30 feet from the front of all greens. All par 3's (holes 2, 5, 11, 15) are always cart paths only.

4) Carts with handicap flags may park in front of the green at the designated post between "Cart Path Only" signs while players are on the green.

VI. Tee Time Booking and Scheduling Procedures

Tee Time Scheduling and Availability

1) The Heritage Springs Golf Course employs a "First Come – First Serve" approach to booking available tee times.
2) Tee times are available up to 7 days in advance, and can be booked online, by phone after 6:45am or at the pro shop between 6:00am and 5:00pm.
3) Certain Tee times may be allocated and assigned to Leagues, PTT groups or other groups throughout the week, as listed above.
4) The Pro Shop staff and Director of Golf administer the booking of tee times. A waiting list may be maintained.
5) Heritage Springs utilizes "Split Tee Times" or "Double Start" scheduling on Tuesday, Thursday and Saturday. This refers to the practice of starting golfers simultaneously on the 1st and 10th tees for the first hour and forty-five minutes. At the end of two hours each group will "cross-over" to the remaining front or back nine. During the cross-over period, tee times are not available for other bookings.
6) Assigned, or "Preferred Tee Times", are allocated on Tuesday, Thursday and Saturday mornings.
7) Tee times availability varies based on the day of the week, based on the following schedule:
    a) Monday – Ladies League Play: 8:30 a.m. to 3:00 p.m. Open Play starts at 3:00 pm.
    b) Tuesday – PTT Play: Split Tee Times, Front and Back, 7:00 am to 8:45am and 11:00 am to 12:45 pm. Open Play starts at 3:00 pm.
    c) Wednesday – Men's League Play: Shotgun 8:00 am. 9 Hole Men's starts on Front or Back at 12:30 pm. Open Play also starts at 12:30 pm opposite side from 9 Hole Men's.
    d) Thursday – PTT Play: Split Tee Times, Front and Back, 7:00 am to 8:45am and 11:00 am to 12:45 pm. Open Play starts at 3:00 pm.
    e) Friday – Open Play Golf all day. Check with Pro Shop for a Tee Time or book online.
    f) Saturday – PTT Play: Split Tee Times, Front and Back, 7:00 am to 8:45am and Front Only at 11:00 am. Open Play Golf begins after 12:00.
    g) Sunday – Open Play Golf all day. Check with Pro Shop for a Tee Time or book online.

B. Preferred Tee Time ("PTT") Procedures and Rules

Please refer to the PTT Policy posted on the website

VII. Golf Fees Prepaid and Refunds

Management will review refund requests on a case-by-case basis. Refunds will be considered only for medical or life-changing events and will be prorated based on usage at the time of the request.

Refer to Addendum I, the Annual Prepaid Golf Participation Agreement for more information,

VIII. Golf Course Rules and Violation Reporting

A. Violations: Violations of any Rule in this Handbook, or in the HSCA Rules and Regulations, may be reported by:

1) Golfers on the course.
2) A Member, Resident or Tenant.
3) A ranger or starter.
4) A security guard.

The following procedure is to be used in reporting violations:

1) Call the Pro Shop at (727) 372-5281.
2) Provide name of caller, date, time and location of the violation.
3) State the violation.
4) Give name or description of the golfer(s) and the golf cart(s).
5) Provide the cart number(s) if possible.

Upon receipt of the complaint, the Pro Shop shall:

1) Immediately send a ranger or security to the location of the alleged violation.
2) Ranger will talk to the alleged violator(s) and let them know what has been reported to ensure that the golfer is aware of the rule(s).
3) The ranger will obtain/confirm the name(s) of the violator(s), the cart number(s) and the names of the other golfers in the group.
4) The ranger will complete the violation form and turn it into the Pro Shop by the day's end.
5) The ranger or starter will not ask anyone to leave the golf course.
6) Within 48 hours of receipt, the Director of Golf shall review all submitted golf violation reporting forms, provide recommendations for action, and forward to the Golf Committee for review.

The Director of Golf

1) Will review the submitted golf violation reporting form and shall take appropriate actions for the violations of the rules as stated in this document and further defined in "Golf Course Rules" of the HSCA Rules and Regulations. Non-golf-related violations will be forwarded to the General Manager for review and action.
2) If the incident is a first violation for the individual involved, and it does not involve property damage and/or injuries, the Director of Golf may issue a warning letter to the violator(s) informing them of the violation and advising that future violations may result in restrictions and/or fines.
3) If the incident is a repeat violation, the Director of Golf shall strongly consider restrictions and/or fines against the violator.

Any punitive action recommended by the Director of Golf and General Manager must be sent to the Board of Directors for approval and final disposition through the Dispute and Resolution process set out in the Violations and Penalties Rule found in the Rules and Regulations.

IX. Golf Course Memorial Trees & Plaques on the Golf Course

Members interested in planting a memorial tree for a loved one or a friend must first obtain a recommendation from the Golf Course Beautification Committee and Golf Committee. The Golf Course Beautification Committee and Golf Committee shall determine the size, species and location of the tree to be planted on the golf course.

The final approval will come from the **Heritage Springs Board of Directors after consideration at a Board meeting.** If approved by the Board of Directors, the tree must be purchased through the Golf Course Beautification Committee and paid in full prior to the tree being ordered.

Plaques may NOT be placed on the golf course. A Member who was approved by the Board of Directors for the placement of a memorial planting will have a memorial "name plate" placed on the "**Golf Course Beautification Plaque**" that is on display in the clubhouse.

X. GHIN Handicap System

1) GHIN is the World Handicap System used at Heritage Springs and all over the world. It is the golfer's responsibility to accurately post all scores in the GHIN system. Scores can be posted online at www.GHIN.com, or by using the mobile GHIN app on their phone, by selecting the "Post a Score" tab. Scores should be posted on the day of play. Golfers must be a part of the Heritage Springs GHIN system to play in HSLGA, HSMGC, Fun Niners and club competitions.
2) If you have an established Handicap Index, the maximum score for each hole played is limited to a net double bogey, equal to double bogey plus any handicap strokes you are entitled to receive based on your Course Handicap.

XI. Tournaments and Clinics

1) The Association reserves the right to make the golf course and practice range available for tournaments and clinics, at which time use by non-participants may be restricted.
2) Except during special events, only members of the Golf Professional Staff are permitted to render golf instruction at the Association. Lessons and related golf instruction must be scheduled through the Pro Shop.
3) Some Association tournament events require players to have a USGA Golf Course approved handicap to be eligible to participate in the event. Some tournaments do not require handicaps; however, this is at the discretion of the tournament leader.

XII. Course Closing

When necessary, a portion or all of the golf course will be closed for maintenance or if conditions are unsafe for play. The course is playable during the hours established by the General Manager, Director of Golf or Golf Course Superintendent. In his absence, the Assistant Superintendent or Assistant Golf Professional will establish "hours fit for play".

Definition of "fit for play:"

- No standing water on the green.
- When walking on the green, no water comes to the surface.
- No freeze or frost conditions exist.
- No posted hurricane or inclement weather warnings, including winds in excess of 30 mph.
- Maintenance practices requiring application of fertilizers, herbicides, etc., and watering are not being performed.
- No construction, major repairs or other unsafe conditions exist.

If none of the above is present, then and only then, will the course be open for play. In some cases, individual holes may be closed when the rest of the course is open.

When play is cancelled due to weather conditions, the players scheduled to play during that time will lose their starting times. When play is resumed, players scheduled in the remaining tee times will be permitted to play.