



GOLF

HANDBOOK

2022 Revision

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 referred to the Violation of Rules and Penalties for consideration.

The purpose of this Handbook is to provide Members and Residents on the golf course rules but also the procedures and use of the golf course.

This manual is reviewed on a regular basis by the Golf Committee with recommendations for changes forwarded to the Association Board of Directors (“BOD”). The BOD is responsible for approving all changes to the Handbook.

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Introduction

The Golf Handbook is intended as a reference for both playing and non-playing residents of the Heritage Springs community.

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

The Rules listed in the Handbook are part of Heritage Springs Association Rule VII, which can be found on the Heritage Springs Member/Resident web site. The Golf Handbook clearly states the enforced Rules and any confirmed violation will follow the Rule and Penalties for that violation.

If any Member or Resident has a complaint or a suggestion, they should feel free to bring it to the Director of Golf or his or her staff. If the Member or Resident feels their issue has not been resolved to their satisfaction, they should follow the green sheet process and management will conduct a review and follow up with a response and a resolution.

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 Roger VanEtten, 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
 - Rental Clubs
 - GHIN Handicap Computer
 - Lost and Found
- Putting Green
- Chipping Green
- Driving Range and Balls
- Rental Golf Carts
- Golf Lessons with Club Pro
- Two on course restrooms with water and ice dispensers
-

C. Course Rating / Slope / Yardage

- Gold: 69.5 / 128 / 6024
- Blue: 68.6 / 124 / 5813
- White: 67.2 / 120 / 5516
- Green (Men): 64.5 / 116 / 5014
- Orange (Men): 63.4 / 114 / 4737
- Orange (Women): 68.1 / 114 / 4737
- Green (Women): 69.3 / 120 / 5014
- Terra Cotta: 66.3 / 112 / 4464
- Silver 62.5 / 104 / 3800

II. Golf Course Operations

Heritage Springs is a private course managed by a Director of Golf. Playing residents and their guests pay for the overall operating expenses and longer-term improvements like other amenities and maintenance are funded through the reserves.

- The Heritage Golf Staff consists of a Director of Golf, Assistant Golf Professionals, and Pro Shop Attendants.
- Starters and rangers monitor play and assist residents and guests. They also maintain the range and carts.
- The course employs full-time maintenance professionals. They maintain the course from 5:30 am to 2:30 pm.
- The Pro Shop is stocked with quality merchandise including clothing, hats, gloves, clubs and balls. Club repair and re-gripping is available. Hours of operation are 6:00 am to 5:00 pm.
- The driving range is open from dawn to dusk except for Thursday when it closes at 4:00 pm for maintenance. The ball dispenser uses tokens or an electronic key, both of which can be purchased in the Pro Shop.

III. Golf Lessons

Private and group instruction is available by signing up at the Pro Shop or by appointment with PGA Professional Roger VanEtten or Assistant Golf Professionals Kyle Tusing and James Coviello.



IV. Heritage Springs Community Golf Rules

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A. General Golf Rules - These are extensions of the Association Rules and Regulations

- 1) To play golf at Heritage Springs, you must be a Member or Resident and in good standing or the Guest of a Member, Resident or Director of Golf.
- 2) Show respect for rangers, starters, and other golf course employees. (See Personal Conduct Rule IX)
- 3) During prime time (7:00 to 11:00 a.m.) each group must be at least a threesome. Other group sizes are at the discretion of the Pro Shop.
- 4) Twosomes or threesomes, at the discretion of the starter, must allow waiting golfers to join them.
- 5) The driving range and putting green is open only to residents and their guests. Proper attire required.
- 6) Only Golfers are permitted on the golf course.
- 7) Designated restroom facilities must be used by golfers. Urinating is not permitted on the golf course.
- 8) Members and Residents 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 and Members, Residents and Guests play at their own risk. In the event of inclement weather (heavy rains, high winds, thunder or lightning), the players are to use caution, cease play, and take cover.
- 10) A Member, Resident or responsible adult must accompany individuals under the age of 22. Guests who are 22 years old or more are allowed to play without a Member or Resident. If requested, guests must show proof of age with a valid picture ID.
- 11) Golfers must be a part of the Heritage Springs GHIN handicap system to play in leagues or club competitions.
- 12) Pets, bicycles, mopeds, rollerblades, walkers, or joggers are not permitted on the golf course unless authorized by Heritage Springs Management. Golf course property is not to be used as a shortcut for residents riding to or from their homes.
- 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) In the case of shotgun starts (some tournaments), players will start at their assigned hole.
- 19) Starter/Pro/Pro shop employee can move your tee time up by 15 minutes.
- 20) If Players stop for lunch after completing 9 holes, they must see the STARTER to determine when they may resume play.

Tee Time Rules:

- 1) Unaccompanied Friends & Family can play provided the following Rules and procedures are adhered to:
 - A Member or Resident must make the tee time by calling the Pro-Shop and must tell the Pro-Shop that the reservation is for unaccompanied Friends & Family.
- 2) Members or Residents will have 7-day advance tee times. Tournaments will be handled based on what is in the best interest of the Members and Residents of Heritage Springs.
 - Tee times are available up to seven days in advance. A maximum of two tee times can be made when the Member or Resident does not play with their Friends & Family. Available tee times, as established by the Pro-Shop, are open to these Friends & Family.

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- A tee time must be filled by at least three persons unless approved by the Pro-Shop. Friends & Family can play either 9 or 18 holes.
- Players under that tee time will be charged a golf fee, as established by the Board of Directors, above the current Member rate for combined greens and cart fees.
- Tee times will be taken from Members or Residents who appear at the pro shop prior to 7 am. Then phone requests will be accepted.
- The Resident is responsible to ensure their guests obey the rules. If needed, copies of the Heritage Springs Golf Handbook will be provided at the Pro Shop.

3. League Reservations: The course may be reserved as follows for league play subject to approval by the Board:

- Mondays (Ladies)
- Wednesdays (Men)
- Other players will be accommodated during these times on a space available basis.
- The Director of Golf, in conjunction with the Member Leagues, may modify the above as needed (holidays, etc.).

C. General Golf Cart Rules

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

- Golf carts will be operated only by persons sixteen (16) years of age or older with a valid driver's license.
- No carts (power or pull) are permitted beyond out of bounds markers.
- Carts are not permitted in the retention areas.
- 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 or Resident in whose name the operator is playing at the time the damage occurs.

D. Private Golf Cart Rules

- 1) The right to use a privately-owned golf cart on the golf course is currently granted by the Association through a non-assignable annual license and is a personal right. The Association may revoke this license and right at any time.
- 2) The use of a Member or Resident owned golf cart on the golf course is not permitted until:
 - 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.
 - All private golf carts must be registered with the Pro Shop, display a current registration sticker, and have proof of insurance.
 - The Member provides proof that the operation of the golf cart is covered by a liability insurance policy and that said policy has a combined single limit of at least \$100,000 per occurrence for personal bodily injury, including death, and property damage coverage, and, the Member 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.
- 3) An identification number and a yearly decal will be issued by the Pro Shop for the cart when the release of liability, proof of liability insurance and payment are received. Members and Residents shall place the identification number and yearly decal where advised on the cart.

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- 4) The Association will hold the Member, Resident or Guests using a private golf cart, fully responsible for any and all damages caused by the misuse of the golf cart. The Member 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 the first year a Member or Residents pays it.
- 7) All Members or Residents who are not enrolled in the private golf cart program shall pay the currently applicable golf cart rates when they ride in a private golf cart. In addition, those who are enrolled in the private golf cart 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) Members or Residents with private golf carts that have paid annual trail fees may ride with each other and may loan their cart to another Resident 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 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.

E. Proper Attire Rules

- Proper attire is required for all players on the driving range, putting green, and golf course.
- 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.
- 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 or if they have sleeves they are not required to have a collar.
- 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.
- All men's shirts must have a collar, mock turtlenecks are acceptable with a collar at least 1 ¼" above the neckline. This is NOT a Tee Shirt.
- All Heritage Springs members and their guests must be dressed in appropriate golfing attire. 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 procedures.**
- 2) All 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) Play "Ready Golf." The first person that is ready should hit.
- 5) Divots should be filled with sand provided, repair ball marks, and rake bunkers.
- 6) Please observe the 90-degree rule at all times.
- 7) Keep carts on cart path around tees and greens.
- 8) Out of Bounds is defined by white stakes and/or fences on holes 5, 8 and 17.
- 9) Any hole designated as 'cart path only' due to course conditions, may be played as lift, clean and place in the fairway.
- 10) 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.
- 11) Pine Straw Beds are not a free drop. Play your ball as it lies or use unplayable ball rule with penalty.
- 12) All practice will be on the designated practice areas and not on the golf course.
- 13) Driving range balls and buckets are not to be removed from the range or used on the course.
- 14) Ball hawking, searching for multiple balls in water hazards is not allowed. It is considered removal of community property.
- 15) 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.
- 16) When a hole has been designated as "Cart Path Only" due to wet conditions, the ball in the fairway (only) may be lifted, cleaned and placed no closer to the hole.
- 17) During any type of club competition, all drop areas are out of play as determined by the tournament chair and the Pro Shop.
- 18) If a ball comes to rest in a washed out or eroded area in a bunker, the ball may be dropped in the bunker no closer to the hole.
- 19) If your ball comes to rest in the drainage ditch in the fairway on Hole 13, you may without penalty take a drop one club length from the ditch no closer to the hole.
- 20) 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.
- 21) Range finders and GPS devices are allowed as distance measuring devices.
- 22) Stones and gravel can be removed from bunkers.
- 23) Out of bounds is defined by white stakes. If you hit your ball out of bounds, the local rule applies. Your only option is to go back to the original spot of your stroke to play.
- 24) Golfers, Members or Residents shall not move tee markers.
- 25) Playing more than one (1) ball at a time is not permitted.
- 26) Placement of placards on the golf course is not permitted without Board approval.

- 27) 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.
 - 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 Board of Directors. 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, all golf carts shall not 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.
- 9) 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 the Head Golf Professional.

D. Handicap Flags

- 1) The Pro Shop extends to golfers needing assistance to play golf the Privilege of a Blue (permanent) or Yellow (temporary) flag. Golfers may attain a Handicap Flag by:
- 2) Produce a certificate from the Dept. of Highway Safety and Motor Vehicles (blue flag).
- 3) A statement from a physician stating a reason they are limited in their ability to walk long distances (yellow flag).
- 4) If a flag is granted a deposit of \$25.00 is required.
- 5) Violation of golf rules can result in loss of handicap flag privileges.
- 6) 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.
- 7) Carts with handicap flags may park in front of the green between “Cart Path Only” signs while players are on the green.

V. Tee Time Booking and Scheduling Procedures

- The Heritage Springs Golf Course employs a “First Come – First Serve” approach to booking tee times. Tee times are available up to a week in advance. They can be booked online, by phone after 6:45am or at the pro shop between 6:00am and 5:00pm.
- There are Allocated and Assigned tee times throughout the week pursuant to Golf Rules (listed above) adopted by the Board of Directors.
- The staff in the Pro Shop administers the booking of tee times. A waiting list is maintained for individuals or couples.

A. Tee Time Scheduling and Availability

- 1) The availability of tee times is a matter of supply and demand, varying by time of year and by season. The following sections are intended to provide residents with insight into the availability of tee times and the variation in availability due to the effects of seasonality.
- 2) Daily Tee Time Availability
- 3) Open Play refers to the ability for each resident to book a tee time. A number of daily tee times have limited availability for booking due to allocation by the Board of Directors. Those allocations include: the Women’s Leagues on Mondays, Men’s Leagues on Wednesdays, and Mixed Couples on Friday mornings. Check with Pro Shop or go to the Heritage Springs Website and book online.
- 4) Heritage Springs utilizes “Split Tee Times” scheduling. Split Tee Times 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. Split tee times are used on Tuesday, Thursday and Saturday. During the cross-over period (8:45 to 11:00), tee times are not available for resident booking.
- 5) Assigned, or “Preferred Tee Times”, are allocated on Tuesday, Thursday and Saturday mornings.
- 6) As seen by the following daily schedule, the amount of open play (or tee times available for booking) varies based on the day of the week.
- 7) Monday – Ladies League Play: 8:30 a.m. to 3:00 p.m. Open Play Golf starts at 3:00 pm. Check with Pro Shop for earlier availability.
- 8) Tuesday – Open Play Golf all day. Split Tee Times, Front and Back, 7:00 am to 8:45am and 11:00 am to 12:45 pm. Open Play starts again at 3:00 pm.
- 9) Wednesday – Men’s League Play: Shotgun 8:00 am. 9 Hole Men’s Golf starts on Front or Back at 12:30 pm. Open Play also starts at 12:30 pm opposite side from 9 Hole Men.
- 10) Thursday – Open Play Golf all day.
Split Tee Times, Front and Back, 7:00 am to 8:45am and 11:00 am to 12:45 pm. Open Play starts again at 3:00 pm.
- 11) Friday –Open Play Golf all day. Check with Pro Shop for a Tee Time or book online.
- 12) Saturday – Open Play Golf all day. Split Tee Times, Front and Back, 7:00 am to 8:45am and Front Only at 11:00 am.
- 13) Sunday – Open Play Golf all day. Check with Pro Shop for a Tee Time or book online.

B. Golf Preferred Tee Time (“PTT”) Procedures-Tuesday, Thursday and Saturday

1) DEFINITIONS

- a. Member: Those persons or entities entitled to membership in the Association as provided in the Declaration

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- b. Resident: Persons who reside in Heritage Springs and are registered with the Association as occupants for a period of greater than 8 weeks per year.
- c. Guest: Guests include any person temporarily occupying a residence in Heritage Springs (an 'Overnight Guest') as well as any person not staying overnight in a residence in Heritage Springs but who is authorized by a Member/Resident to utilize the Association facilities. An Overnight Guest's stay will not exceed eight (8) weeks in a twelve-month period.
- d. PTT Group: Four (4) or more Heritage Springs residents recognized by the Pro-Shop and the Golf Committee for the *privilege* of participating in the Preferred Tee Time Program.
- e. Permanent Player: A resident who belongs to a PTT group and is designated as one of the permanent members of the group.
- f. Alternate Player: A resident who belongs to a PTT group, is not a permanent group member, but is listed on the Group Roster for playing and tracking purposes.
- g. Substitute Player: A resident who plays with a PTT group but is not listed on the group roster as either a regular or alternate player.
- h. Pro Shop: The Director of Golf or a designated Golf Department employee.
- i. PTT Player Participation Rate: Is calculated based on the number of recorded POS (point of sale) players divided (by four (4) times (the number of assigned permanent tee times less credit for tee times returned at least 48 hours in advance)). Group credit shall also be made for inclement weather, course closure, tournaments, cart path it only, etc.

2) GUIDELINES FOR ACQUIRING OR CHANGING A PTT

- a. A formal letter requesting a new PTT must be submitted to the Director of Golf with a copy to the Golf Committee.
- b. The requesting group must meet the prerequisites for receiving a PTT, namely, Permanent and Part Time Residents must have played together for at least 75% of the last consecutive three (3) months using a tee time on Tuesday, Thursday and/or Saturday, excluding golf course non availability.
- c. The Director of Golf and the Golf Committee will review all requests for PTT's and verify that the prerequisites were met.
- d. The Director of Golf will work with the Golf Committee, to determine whether an individual qualifies for PTT approval.
- e. A dated PTT Wait List shall be maintained if needed and posted in the Pro Shop.
- f. The Director of Golf will update the Wait List as needed.
- g. Within 30 days of open tee times becoming available for use in the PTT program, the PTT Wait List will be utilized to fill said openings.
- h. The Pro Shop will make available at least two morning and two early afternoon tee times for Members who do not participate in the PTT program.
- i. If multiple PTT openings exist on a specific day of the week, the selected wait list group will have the option of selecting the time that best fits their requirements.
- j. If a group is offered and refuses a PTT, the PTT will then be offered to the next group on the Wait List. The refusing group shall be offered the opportunity to be placed at the bottom of the PTT Wait List for future consideration.
- k. A formal letter requesting a change in PTT start times, the splitting or merging of groups, or an increase in group size must be submitted to the Pro Shop with a copy to the Golf Committee. The Director of Golf shall have the authority to make changes that: improve course time of play, facilitate changes in a group size, or address group start times.

3) PTT GROUPS

- a. A group is defined as 4 to 32 golfers having no more than 8 tee times.
- b. Each group must have a Captain and an Assistant. Any changes to their Captain and/or Assistant must be reported in writing to the Pro Shop immediately.
- c. For each reserved tee time, a PTT group must have 4 (four) individuals identified in their roster as permanent members. No person identified as a permanent member of a PTT Group may belong to a second PTT Group on the same day.
- d. No group, after accepting a PTT, may merge, split, change their start times or acquire additional tee times without prior approval of the Director of Golf and Golf Committee.
- e. If a group chooses to stop playing in a Preferred Tee Time, that group cannot transfer or grandfather the time to another group or resident.
- f. Guests may not be permanent nor alternate members of a group.
- g. A resident PTT Group may turn in tee times May 1st through October 1st of each year.
- h. A resident PTT Group that turns in tee time(s) must get its original tee time(s) back upon request. Requests must be made in writing one week in advance by the group Captain.
- i. Members of the groups that voluntarily surrender tee times from May 1st through October 1st may combine with another group to enhance tee time utilization and availability.
- j. On a given day: A PTT group that does not have a minimum of 3 players may turn in their tee time and play with another PTT group provided that group has availability.
- k. Each PTT Group Captain or Assistant must turn in an updated roster to the Pro Shop listing the group's players and alternates as requested by the Pro Shop. Updated rosters will be posted (2) two times a year in the Pro Shop and on the HSCA website.
- l. PTT Captains or Assistants are required to submit their list of players a minimum of 48 hours in advance of playing by utilizing the HSCA website on-line booking application or by submitting an e-mail to the Pro Shop.
- m. PTT Captains, on the day of play, must submit a copy of their roster or adjust the list on line identifying their permanent and alternate players who are playing and listing by name any substitute players or guests who are also playing.
- n. If a PTT Captain or Assistant is not going to use all of its assigned tee time(s) as a result of unforeseen circumstances (i.e., illness, injuries, funeral, travel, etc.), they must notify the Pro Shop of the number of returned tee time(s) no later than 48 hours in advance of their PTT.
- o. The Pro Shop may then fill those times from a list of members readily available to play on short notice. Non-group members will have first access to turned-in tee times.
- p. If a PTT Group turns in a tee time 48 hours in advance, that unused PTT will not be counted against the group with respect to the 75% player participation requirements.

4) GUESTS

A guest may play with a PTT group an unlimited number of times as long as he/she does not prevent a resident from playing and the group has informed the Pro Shop that there is an opening for a non-group member.

5) FULFILLING TEE TIMES – THREESOME LIMITATIONS

The intent of the PTT Program is to maximize the use of the community golf course and generate revenue. Therefore, each group is requested to fill all four slots in a tee time. It is recognized that this may not

always be possible for a number of reasons. However, each PTT group is required to conform to the maximum number of threesomes based on their number of reserved tee times.

Number of Tee	Max. Number of Threesomes
1	1
2	2
3-8	3

More than three (3) threesomes are a violation of this procedure.

6) PTT MONITORING & ENFORCEMENT

- a. The Director of Golf along with the Golf Committee will be responsible for monitoring PTT utilization. The Pro Shop will maintain Group player participation reports on a weekly basis. Group player participation reports will be provided to the Golf Committee and the Board of Directors on a monthly basis, or when requested. Provided the IBS System is available to produce the required reports.
- b. The Pro Shop will maintain a list of non-group members interested in playing on Tuesday, Thursday and Saturday. The Pro Shop will call non-group members to fill any relinquished tee time(s). Non-group members may also access the HSCA website to obtain available open tee times.
- c. The Director of Golf/Golf Committee will notify a PTT Group in writing that it is non-compliant by failing to maintain a 75% player participation rate over a four (4) week period.
 1. The Director of Golf is available to assist the group Captain in identifying non-group members interested in joining the PTT group and thereby enabling the PTT group to meet its 75% player participation rate.
 2. If a non-compliant PTT group is not moving toward reestablishing a 75% rate of usage over the next four (4) week period, the Director of Golf/Golf Committee will again notify said group in writing of its continued non-compliance.
 3. Any group not reestablishing a 75% player participation rate over a third four (4) week period will lose one or more tee times. The Director of Golf or Golf Committee will notify the PTT Captain in writing of the PTT loss.
 4. If a group's PTT is eliminated, the same group may reapply for a PTT by following the PTT eligibility process as detailed in Section 2.
 5. Tee times turned in for the May 1st through October 1st period, and tee times not used due to weather conditions, maintenance, or other unplayable conditions as determined by the Director of Golf, will not be considered when enforcing the 75% player participation rate.
 6. The Pro Shop (at their discretion) will account for club or league tournaments, holiday periods and other specific days when monitoring and enforcing the 75% player participation rate.
 7. The Golf Committee shall deal with any and all violations of this program and shall apply corrective actions as defined within this policy.
 8. When the following infractions occur, the Golf Committee shall have the right to issue warnings and temporarily suspend one or more PTTs:
 - Failure to provide an updated Roster.
 - Failure to notify the Pro Shop of tee time cancellations at least 48 hours in advance of their PTT.
 - Improper use of threesomes:
 - Improper use of players from another PTT group.
 - Improper use of non-residents in a PTT group.
 - Inability to arrive at the starters at least 10 minutes before the scheduled tee time

- Improper sportsmanship by PTT group members on or near the golf course or its facilities.

VI. 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 in the Pro Shop, or online at www.GHIN.com by selecting "Post a Score" tab. Scores should be posted 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.

VII. 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) No more than 4 players per group and no more than 2 carts per group are allowed on the course unless approved by the Head Golf Professional.
- 4) Some Association tournament events require Members or Residents 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.

VIII. Course Closing

When it is deemed necessary, a portion or all of the golf course will be closed to perform maintenance or if conditions are unsafe for play. The course is playable during the hours established by Director of Golf. In his absence, the Assistant Superintendent or Head 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.

