

## Annex E - Golf SOP Rules and Etiquette

### 1. Rules

a. US Advanced Greens Fee patrons, Honorary Club Member Punch Card Patrons as well as all daily fee players will need to sign an acknowledgment that they have read the Golf SOP and understand the Rules and Etiquette for play at RBGC.

b. The starter will speak to each group before playing to remind them of the Rules, Etiquette and Discipline Table which will also be posted at the Starter building so there are no surprises.

### 2. Discipline

a. A log will be created for each player in the group that is spoken to and the following will occur in the progressive discipline process for the player or players involved.

b. 1st offense verbal warning from the course marshal

c. 2nd offense counseling by a manager

d. 3rd offense 1 week suspension

e. 4th offense 2 week suspension

f. Further offenses can constitute further suspensions up to the remainder of the golf season. The process does not start over for any player. All actions taken will be in accordance to the discipline table by the General Manager and must approved by the Director of Family and Morale, Welfare and Recreation.

### 3. Refunds

a. No refunds will be given for these disciplinary actions. If a complete suspension for the remainder of the golf season is implemented, then no refund will be given regardless of PCS or any other official reason. This will be a totally inclusive policy for any and all cumulative violations of the Golf SOP, not individual infraction types or an individual days' infractions.

b. Advanced Green Fee patrons who request and are granted a refund for any other reason will not be able to buy back in for that golf season and must pay as a daily fee patron.

c. Refunds will not be done for any patron for medical issues unless the surgery or restriction is Command directed for an Active Duty Soldier which limits or eliminates the

Soldier's ability to play golf. Medical documentation will be required to process a refund.


#### 4. Tee Time Drawing Card

- a. Below is a sample of the Tee Time Lottery Card that is referenced in Section 2 d (3) for reference. All information must be completed for all players including name and ranks of all players.
- b. Cards containing incomplete information will be placed at the end of the lottery in the remaining space available.

#### 5. Etiquette

- a. As outlined in 5 d (USGA document), each player shares the responsibility of keeping the golf course in good playing condition on the tee, through the green and on the putting greens.
- b. Players must keep carts, push/pull carts and golf bags off of the putting greens, tee boxes, bunkers and roped off areas to minimize the chance of damage to the golf course.
- c. Pace of play for RBGC has been initially determined to be 4 hours 20 minutes during normal playing conditions. Weather, events, high volume play and/or player level can impact this and will be monitored by the RBGC staff.

d.



# Etiquette Guidelines

---

## On the Tee:

- Always be on time and prepared to play.
- Choose a tee that best matches your ability.
- Avoid taking divots with practice swings.
- Remain silent as other players hit their shots.

---

## Through the Green

- Replace your divots or fill with soil/seed mixture.
- Smooth footprints and displaced sand after playing from bunkers.
- Avoid taking divots with practice swings.
- Follow the daily rules for golf cart regulation and access.
- Estimate yardage and select several golf clubs before walking to your ball.

---

## Greens

- Keep golf carts at least 30 yards away and parked in direction of next hole.
- Learn how to repair a ballmark. When time allows repair other player's marks.
- Keep golf bags off the putting surface.
- Remove golf balls from the hole with your hand, not the head of a putter.
- Stay off other player's line of putt.
- Be careful not to damage the hole when removing or placing a flagstick.

---

## Avoid Slow Play

- Limit or eliminate practice swings.
- Play a provisional ball when it is likely yours is lost.
- Park golf carts and bags in direction of next hole.
- Know yardage for the course and plan the next shot before you arrive at the ball.
- Keep a brisk pace. Do not allow your group to fall more than a hole behind the players in front of you. Know the course's pace rating for total expected playing time.