

# TRAILS WEST GOLF COURSE RULES AND OPERATING PROCEDURES

## SECTION I

### GENERAL INFORMATION

1. TRAILS WEST GOLF COURSE (TWGC). TWGC is a Non-appropriated Fund (NAF) Instrumentality operating under the provisions of pertinent Army Regulations (ARs). TWGC is open to the public and exists for the enjoyment of, and participation in, the sport of golf and related social activities for all patrons. In addition, TWGC seeks to foster the development of all golfers at Fort Leavenworth.

2. This Handbook describes the TWGC rules and operating procedures and prescribes patron responsibilities while using the facilities.

a. Facilities. The TWGC consists of a clubhouse, Pro Shop, 18-hole golf course, a lighted driving range, two practice putting greens, ladies and men locker rooms, and the Fairway Grill.

b. Management. The TWGC Business Manager has the day-to-day operational responsibility for the golf course, the Fairway Grill, and the clubhouse. The TWGC Business Manager is charged with enforcing all rules and procedures in this Handbook and is responsible to the Chief, Business Operations Division, Family, Morale, Welfare and Recreation (FMWR), Fort Leavenworth.

c. Hours of Operation. Hours of operation are established to provide convenience of use to the TWGC patrons. However, to optimize service and operational efficiency, the hours of operation will vary with the seasons and available sunlight and are subject to change according to the weather conditions. The course will be closed when the clubhouse is closed. Contrary to the operating hours specified below, any or all the golf facilities may be closed when existing conditions of maintenance or weather require closing. In such cases, appropriate notice will be posted. The Fairway Grill hours will be determined by the TWGC Business Manager and may not necessarily coincide with the hours of the clubhouse/pro shop.

(1) November - March  
0830 – 1700  
First Tee Time 0900

(2) April - May  
0700 – 1730

First Tee time 0730

(3) June, July, August  
0630 – 1900  
First Tee Time 0700

(4) September, October  
0700 - 1730  
First Tee Time 0730

d. Services. The following services are available at TWGC on a fee basis:

(1) Golf Instruction. Private and group lessons are available at varying times according to the season. Clinics are also given during the spring and fall for beginning golfers.

(2) Golf Carts. Motorized and pull carts may be rented at the Pro Shop. Patrons must be 16 years of age and possess a valid state driver's license to operate a motorized cart. Driver permits are not accepted. Motorized and pull cart rentals are on a first come, first served basis. No more than two players and two golf bags are allowed per motorized cart.

(3) Driving Range. Tokens for the ball machine may be purchased in the Pro Shop during operating hours.

(4) Golf Merchandise. The Pro Shop stocks a wide variety of merchandise, such as balls, clubs, bags, and golf apparel. Special orders can be placed at the Pro Shop.

(5) Locker Rooms. The locker room consists of a bathroom, showers, and lockers. Full size lockers may be rented on a first come, first served basis. Storage of alcoholic beverages in the lockers is prohibited. TWGC is not liable for any equipment stored in a locker.

(6) Club Rental. A limited number of golf club sets are available for rent for 9 or 18 holes on a first come, first serve basis at the Pro Shop.

(7) The Golf Handicap Information Network (GHIN) System is available for patrons. The GHIN System is administered locally through Central Links Golf in conjunction with the United States Golf Association (USGA). Patrons may initiate, renew, or transfer their GHIN from a previous course through the Central Links Golf website (<https://centrallinksgolf.org>). If interested in using this service, please see the Pro Shop staff for additional information. The season for the GHIN Handicap System runs from March to October each year.

(8) The Fairway Grill. The Fairway Grill provides food and beverage service. Only food and beverage purchased in the grill may be consumed on the premise or on the golf course. The grill dining area may be rented for evening events. The grill also provides catering service. Contact the grill staff for details (651-7893).

## SECTION II

### FEES

1. **ANNUAL FEE PATRONS.** Persons may join the TWGC on an annual basis and pay an individual or family fee as appropriate.

a. Fee Schedule. The fee schedule is set by the FMWR Director.

b. Billing Procedures. Annual fees may be paid in full or on a monthly basis at the choice of the patron. FMWR will bill the patron no later than the 10th of each month to the credit card number provided by the patron.

c. Delinquent Account Procedures.

(1) Upon becoming 30 days delinquent, the patron will be notified by FMWR of the account status and requested to make the appropriate payment.

(2) Upon becoming 60 days delinquent, the patron will be notified by the FMWR by formal letter privileges are suspended until payments are made.

(3) Upon becoming 90 days delinquent, the patron will be notified by the FMWR. Payment of fees owed remains a valid debt and collection procedures will be enacted.

d. Relief from Payment-Annual Fees. On a case-by-case basis, annual fee patrons may be relieved from payment of monthly fees for valid reasons, examples are extended hospitalization, serious health reasons, disability, extended temporary duty (TDY). The FMWR Director, may grant relief upon receipt of a written request from the patron. Patrons may be carried in a medical or other relief status for a period up to one year.

e. Relief from Annual Fees. Patrons may terminate annual fees by presenting a written request (accompanied by permanent change of station (PCS) or expiration term of service (ETS) orders as appropriate to the Pro Shop or FMWR Financial Services Office. All past charges must be paid in full.

f. Reinstatement. Patrons who resign from TWGC may be reinstated within 12 months from time of resignation by payment of all fees that would have accrued from the date of resignation.

g. Individuals who attempt to play without paying green fees will be reported to the Military Police.

2. **PUNCH CARDS.** Players may purchase a 10-round punch card in the pro shop. The punch card may be used for any combination of 10 full rounds.

3. **DAILY GREEN FEE PATRONS.** Players may play on a daily basis by paying daily greens fee at the Pro Shop. The daily green fee schedule is determined by the FMWR Director.

### **SECTION III**

#### **TRAILS WEST GOLF COURSE GOLF ADVISORY COUNCIL**

1. The Trails West Golf Course Advisory Council (TWGCAC) represents the golfers of TWGC and will, on behalf of the patrons, make recommendations on the activities, services, and facilities desired by the patrons.

2. The TWGCAC will consist of, as a minimum, the following representatives:

- a. Chairman
- b. Active-Duty Officer Representative
- c. Active Duty Enlisted Representative
- d. Intermediate Level Education (ILE) Student Representatives
- e. Department of Army Civilian Representative
- f. Department of Defense Employees Representative
- g. Retired Officer Representative
- h. Retired Enlisted Representative
- i. Female Patron Representative
- j. Family Member Representative
- k. General Patron Representative
- l. TWGC Business Manager(Non-voting member)
- m. TWGC Superintendent (Non-voting member)
- n. DCA Representative (Non-voting member)

3. TWGCAC representatives, except for the ILE Student Representative who is appointed by the Command and General Staff College (CGSC), are nominated, and elected by the TWGC patrons to serve a two-year term. In the event a representative cannot serve their full term, the TWGCAC will accept nominations and recommend a new representative to the GARC to fulfill the vacant position for the remainder of the council's term.

4. The TWGCGAC will meet monthly (last Wednesday of each month) and at such other times as deemed necessary by the Chairman. TWGCAC minutes will be prepared and staffed through the TWGC Business Manager for approval. Upon the approval of the minutes, they will be posted in the TWGC clubhouse.

5. The TWGCAC Chairman may appoint standing committees as necessary to serve at their pleasure.

## **SECTION IV**

### **TOURNAMENTS**

**1. TWGC TOURNAMENTS.** Golf tournaments at TWGC are scheduled and managed by the TWGC Business Manager pertaining to:

a. Rules, fees, and procedures governing course-sponsored and non-sponsored tournaments.

b. Development and publication of a tournament schedule is available and kept up to date in the Trails West Golf Course Pro Shop.

### **3. TWGC GIFT CERTIFICATES.**

a. TWGC gift certificates are used for prizes in TWGC sponsored tournaments and may be used as prizes in non-TWGC sponsored tournaments. TWGC gift certificates presented as prizes are redeemable **for merchandise only** in the TWGC Pro Shop until the expiration date of the certificate. Gift certificates will not be redeemed for driving range tokens, green fees, golf lessons, club rentals, or golf cart rentals. TWGC gift certificates expiration dates will remain in effect and will not be extended.

b. TWGC gift certificates purchased through the pro shop as personal gifts may be redeemed for merchandise, driving range tokens, green fees, golf lessons, club rentals, or golf cart rentals in the TWGC Pro Shop until the expiration date of the certificate.

### **4. NON-TWGC SPONSORED TOURNAMENT FOOD AND BEVERAGE POLICY.**

a. Food. Tournament sponsors may contract for catered food at the clubhouse before, during, and after their tournament. All food must be purchased through FMWR.

(1) Food may be donated, however if donated, an outside vendor fee will be paid to the TWGC.

b. Beverages (Beer/Soda).

(a) Sponsored beverages must be obtained through FMWR commercial sponsorship program.

(b) Beverages not sponsored must be purchased from FMWR.

(c) Individual players are not permitted to bring personal alcoholic beverages (beer, or other types of alcoholic beverages) or soft drinks to be consumed on the golf course or at the clubhouse or Fairway Grill.

5. **EXCEPTIONS.** Any exceptions to the rules listed in this section must be approved by the FMWR Director with a recommendation from the TWGC Business Manager.

## SECTION V

### TWGC LEAGUES

1. **GENERAL INFORMATION.** TWGC Weekly Leagues will be established upon approval by the TWGC Business Manager.

2. **LADIES GOLF LEAGUE.** The TWGC Ladies Golf League is open to all TWGC female patrons. The league will be conducted every Tuesday during the period March-October (weather dependent) of each year. The Ladies Golf League patrons have priority for tee times during this period. The Ladies Golf Association, in conjunction with the TWGC Business Manager, is responsible for the administration and operation of the league. A set of by-laws governing the Ladies Golf League will be developed by the Ladies Golf Association, in conjunction with the TWGC Business Manager. A copy of the by-laws will be available in the Pro-Shop.

3. **WEDNESDAY GOLF LEAGUE.** The TWGC Wednesday Golf League is open to all TWGC patrons. The league will be conducted every Wednesday from 1600-1800 during the period April-September (weather dependent). The Wednesday Night Golf League patrons have priority of tee times during this period. League play is limited to nine holes. The TWGC Business Manager is responsible for the administration and operation of the Wednesday Golf League. A set of by-laws governing the Wednesday Golf League will be developed through the TWGCAC, in conjunction with the TWGC Business Manager. A copy of the by-laws will be available in the Pro-Shop.

**5. INTRAMURAL LEAGUE.** The TWGC Intramural League is open to all TWGC Patrons. The Intramural League is conducted twice a year in the Spring (Apr-Jun) and in the Fall (Aug-Oct) and is a two person 4-Ball format. League dates are Monday evenings from 1700 until complete. League patrons have priority of tee times during this period. League play is limited to nine holes. The TWGC Business Manager is responsible for the administration and operation of the Intramural League. A set of by-laws governing the Intramural will be developed through the TWGCAC, in conjunction with the TWGC Business Manager. A copy of the by-laws will be available in the Pro-Shop.

## SECTION VI

### COURSE OPERATING PROCEDURES, PLAYING, RULES & ETIQUETTE

**1. COURSE OPERATING PROCEDURES.** Operating procedures have been developed to protect the golf facility and patrons and to make play more enjoyable for all. The TWGC Business Manager and their representatives (starters, course marshals, and TWGC employees) are responsible for enforcing these procedures. Individuals in violation of the procedures listed below are subject to loss of their golf privileges.

a. The Clubhouse, Pro Shop, and golf course are available for use by all patrons and their guests during the announced operating hours.

**b. All players must check in for their assigned tee time in the Pro Shop prior to play.**

c. Failure to pay for a round of golf is considered larceny. Violators will be reported to the military police.

d. A player under the age of 13 must play with an adult and have supervision at all times.

e. All play must begin on hole number 1 unless approval to start elsewhere has been granted by the TWGC Business Manager or authorized staff.

f. TWGC staff will be used, as required, to assist in the play on the course. All players must obey directives from the staff. Failure to do so may result in loss of golf privileges.

g. All golf course patrons must wear the appropriate clothing while golfing at Trails West Golf Course. Objectionable clothing is not permitted. Objectionable clothing refers to clothing that is undesirable, offensive, or depicting actions, statements, or behaviors that are considered morally or ethically problematic

based on widely accepted standards of decency and appropriateness. For example, objectionable clothing would include items that are deemed inappropriate or offensive by societal norms and may include but are not limited to hats or clothing associated with drugs, sex, obscenity, discrimination, gangs, or violence. Outer clothes must completely cover underclothes and tank tops, mesh tops, strapless tops and cut-out designs that reveal any body parts, tops that bare the midriff at any time, and see through or sheer clothing are also prohibited. In the case of disagreement, the Pro Shop staff will make a final determination of what is appropriate and not appropriate for wear on the golf course.

h. All golf shoes must be soft spikes or spikeless. Golf shoes with metal spikes are not permitted on the course at any time.

i. Players will not interfere with maintenance personnel in the performance of their duties. Complaints concerning the conduct of maintenance personnel should be reported to the TWGC Business Manager.

j. Fivesomes will only be allowed when approved by the Golf Pro.

k. Groups which are playing slow will be instructed by the TWGC staff to pick up their pace of play. The proper position on the golf course is within one shot of the group in front of you. If the slow play continues, the slow group may be moved forward into position or possibly removed from the course.

l. Holes will be played in numerical order. Unless a back 9 start is needed for the day.

m. Policy at Trails West Golf Course will be that all golf carts used on the property of TWGC will be those that are owned, and then rented, from TWGC to eligible players for every round that is played.

n. Golf carts, either motorized or pulled, are not permitted on the teeing areas or in the areas between greens and adjacent sand bunkers. Also, motorized carts must be kept at least 30 feet from the fringe of the greens; pull carts must be kept at least 15 feet from the fringe of the green. Motorized cart operators will enter and exit the fairways between the designated markers. Motorized carts will be parked on the cart paths when a patron reaches the green to putt or the next tee to tee off. Motorized cart operators must have a valid state driver's license.

o. The golf course is OFF LIMITS to everyone except golfers. Joggers, walkers, bicyclists, skiers, fishermen, etc. are prohibited. Everyone is asked to help enforce this rule by notifying the golf course staff of any violators.

p. Warning devices (bells) on holes 3 and 13 should be used to signal clearance for the following players.

u. Any deficiencies on the golf course should be reported to the Pro Shop. Common deficiencies are missing flagsticks, missing tee markers, broken or missing rakes, leaks in the watering system, and damaged greens.

## **2. PREFERRED TEE TIMES.**

A. Tee times may be made 7 days in advance for all patrons of Trails West Golf Course.

- a. All groups are required to report to the pro shop no later than 15 minutes prior to their tee time.
- b. Tee time complaints will be directed to the TWGC Business Manager. All complaints should be submitted either vocally or in writing within 24 hours.
- c. Tee time cancellation must be made a minimum of one hour prior to the tee time by calling the Pro Shop. "No shows" will receive one warning. Repeated documented "no shows" will lose their advanced tee time reservation privilege for one month.

**3. COURSE PLAYING RULES.** Playing rules have been developed to make play more enjoyable for all patrons. The TWGC Business Manager and their representatives are responsible for enforcing these rules.

a. When a player has lost a ball, other players of the group should, after locating their ball, assist in the search. If, after a three-minute search, the ball is not located, another ball must be placed into play. If, during the search, the hole in front is free from play and the following group is waiting, the following group should be permitted to play through. Once the signal is given to play through, they should continue to play through even if the ball is found.

b. Players wishing to eat at the Fairway Grill after completing 9 holes may lose their priority on number ten/one tee.

**4. GOLF ETIQUETTE.** Players should follow these points of golf etiquette to make the game more enjoyable for themselves and others.

a. Players are responsible for knowing their scheduled starting time and should be ready to play at that time.

b. No one should move, talk, or stand too close or directly behind the ball or when a player is addressing the ball or making a shot.

c. No player should play until the players in front are out of range (do not hit into other players).

d. Players must replace and press down any turf or divots that have been cut or displaced. Any damage to the green made by a ball or player will be carefully repaired. Also, dispensers on the golf carts and par three tees should be used as well.

e. Carts and bags should be moved to a point between the green and next tee after the player has reached the green and before the player's putt.

**5. LIGHTNING SAFETY RULES.** All players, in the event of lightning, should follow these rules:

a. Seek shelter in a building if possible.

(1) Stay away from open doors and windows and items that can conduct electricity (radiators, stoves, metal pipes, sinks, and plug-in appliances).

b. In the event of a thunderstorm, an airhorn will be blown and that is the signal for the golfers to come in off the golf course and seek safety in the clubhouse.

**6. BASIC RULES.** The basic rules of golf are relatively uncomplicated, but many things may happen between the tee and the hole. To cover most situations, there are fixed rules established as the "Rules of Golf" (U.S.G.A.). Golf is the only game that relies on the honesty and integrity of the individual player to uphold the rules and ensure fairness of play. The rules of the U.S.G.A. are to protect, as well as penalize. Know the rules.