



121 Buffington Road, Dover, NJ 07801  
(973) 724 - 4653

## **Picatinny Golf Club Player's Guide**

### *~ Mission ~*

Our goal is to provide all our patrons with a unique, competitive, and enjoyable golfing experience. We strive to create a welcoming environment, and to exceed expectations in all aspects of the golf operation by providing the highest level of customer service.

### **Golf Course Hours of Operation:**

1. The Golf Course will tentatively be open from April – November, weather and course conditions permitting.
2. In the off-season, the golf course is available for “WALKING ONLY” after 9:30AM. Players must always use the temporary greens and temporary tees.
3. The Golf Course will be closed every Monday for maintenance or scheduled private outings, with holidays being the exception.
4. The short game practice facility is available to all members and anyone with a scheduled tee time.
  - a. The practice facility does not open until 10:00AM on Monday mornings.

### **Tee Times and Golf Course Accessibility:**

1. Tee times may be made by the following individuals:
  - a. Active U.S Military, Retirees, Department of Defense (DOD): Including military personnel, civilian employees, and contractors, Veterans, and Annual Fee Members of Picatinny Golf Club.
2. Active Duty & Annual Fee Members: Reserve tee times 10 days in advance.
3. Active DOD civilians, Retired DOD civilians, Contractors & Veterans: Reserve tee times 2 days in advance.
4. Reciprocal Base Golf Course Annual Fee Members and Retired Military: Reserve tee times 5 days in advance.



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5. Tee times can be made online by Annual Fee Members only. All other tee time reservations can be made by calling the Golf Pro-Shop.

**Annual Fee Memberships:**

1. Annual Fee Membership is available under each of the following classifications:
  - a. Active-Duty Military
    - i. Ranks E1 – E5
    - ii. Ranks E6 – O3
    - iii. Ranks O4+
  - b. DOD Civilian
  - c. DOD Contractor
  - d. Veteran
  - e. General Public
  - f. General Public Twilight
  - g. Junior (17 and under)
  - h. Corporate Membership
2. Annual Fee Membership Pricing will be available prior to the start of every golf season.
3. All golfers without an Annual Fee Membership must pay their applicable daily Greens Fees each time they play Picatinny Golf Club. Greens Fees are determined on your rank or employment at the time of purchase.
  - a. Active-Duty Military
    - i. Ranks E1 – E5
    - ii. Ranks E6 – O3
    - iii. Ranks O4+
  - b. DOD Civilian
  - c. Veteran
    - i. Veterans have two options to play at Picatinny Golf Club:
      1. Annual Fee Membership
      2. A Season Pass is available at an additional seasonal fee and gives the patron eligibility to pay the Daily Greens Fee Rate.
  - d. Daily Guest of any of the above categories
4. Proper Military, DOD or Veteran ID is needed to receive the respective Membership or Greens Fee rate.



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5. Annual Fee members only pay their respective 9-Hole or 18-Hole Trail Fee in place of a Greens Fee, each time they play Picatinny Golf Club.

### **Twilight Membership and Greens Fees:**

1. General Public Twilight Annual Fee Members have restricted access to the Golf Course.
  - a. Twilight Members may not use the course prior to 1400 hours.
  - b. The only exception to this is if they are playing as the Guest of another Member, and then they are responsible to pay the respective Greens Fee at that time.
2. Twilight Daily Greens Fees are available only after 1400 hours.

### **Membership Payments and Cancellations:**

3. Membership payments can be made with Cash or Credit Card directly to the Billing Department.
4. There are two options for Membership Payments:
  - a. Monthly Credit Card Payments
  - b. Annual Credit Card Payments
5. Memberships cannot be cancelled in the first year. Members are responsible for the full dues of their first year. After one full year, they may cancel their membership at any time. Upon cancellation, management may review for any outstanding dues owed.
  - a. After a membership has been cancelled, there may be a ten-month waiting period assessed at manager discretion before you may reapply for Membership.

### **Medical Leave:**

1. Medical Leave is available to our Annual Fee Members.
2. If Medical Leave is taken within the first year of Membership, the Member is still responsible for the full year of dues.
3. When Medical Leave is taken, membership payments may be paused during that time, with no access to the Golf Course or Member Privileges. Upon resuming membership, missed dues may still be required to reactive the membership.



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### **Member Services and Equipment:**

5. Lockers
  - a. Annual fee with respective pricing for Members and Non-Members.
6. USGA Handicaps
  - a. Annual fee with respective pricing for Members and Non-Members.
  - b. A verified USGA Handicap is needed to compete in any handicapped club event.
7. PGA Professional Golf Lessons
  - a. Available to all Members and Non-Members.
  - b. Golf Lessons and Clinics are provided by a certified PGA Professional.
  - c. Lessons and Clinics are by appointment only and can be set up by contacting the PGA Professional directly.
  - d. Lesson gift certificates expire one year from the date of purchase.
  - e. Lesson gift certificates can be gifted or transferred to anyone other than the original purchaser.
8. Rental Clubs
  - a. Rental Clubs are available for a fee to any patron who plays Picatinny Golf Club. To help speed up pace of play, all players must have a set of clubs and a golf bag. A credit card must be left with the golf shop staff while renting clubs, and any damage to the set will be at the responsibility of the renter. Rental Clubs do not come with any golf balls or golf tees. Rental clubs are available for a 9-Hole or 18-Hole rental.
  - b. The Pro-Shop closes at 1800 hours. No 18-Hole rentals after 1400 hours, and no 9-Hole rentals after 1500 hours.
9. Demo Golf Clubs
  - a. The latest line of Golf Equipment is available to demo and can be arranged through the PGA Golf Professional. Rented equipment may only be taken out for a single round of Golf at a time and returned immediately after use. A credit card must be left with the golf staff while demoing clubs, and any significant damage to the equipment will be at the responsibility of the renter.



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#### 10. Annual Cart Package Program

- a. Members have the option to purchase the annual cart package program for a seasonal fee. Anyone with the annual Cart Package will have unlimited use of the golf carts at no additional daily cart fee.

#### 11. Pro-Shop Discounts

- a. Annual Fee Members earn an additional discount off all Pro-Shop Merchandise.
- b. Picatinny Golf Club logoed apparel can be custom ordered for any Annual Fee Member.

#### 12. The Practice Facility

- a. Open only to Members or individuals on the day of their scheduled tee time.
- b. The practice facility does not open until 10:00AM on Monday mornings.

### **Pro-Shop Etiquette, Policies and Procedures**

#### **Pro-Shop Policies:**

1. Picatinny Golf Club only accepts credit card payments.
  - a. There is no longer a service fee for credit card transactions.

#### **Tee Time Policies:**

1. It is the player's responsibility to inform Picatinny Golf Shop Staff of **any changes** to their reserved tee time(s).
  - a. For example, if a player books two (2) consecutive tee times, it is their responsibility to fill all eight player slots. Any changes to this must be communicated to the Pro-Shop staff as soon as possible.
  - b. For example, if a player has a 12:30PM tee time, it is their responsibility to have their group ready, on the tee, and teeing off no later than 12:30PM.
  - c. Consistent repeat offenses may result in the player / group losing tee time privileges, at the discretion of the PGA Golf Professional.



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## 2. Tee Times govern the order of play.

- a. The start of play will follow established tee times and will begin on Hole #1 and end on Hole #18 unless otherwise determined by Picatinny Staff.
- b. Players may play more than 18-Holes under the following conditions:
  - i. There must be an available tee time on the tee sheet.
  - ii. Trail Fees and Greens Fees are waived for the second round, but all players must pay an additional cart fee charge if they are taking a golf cart.
- c. Picatinny Golf Shop Staff will make every effort during peak hours to ensure there are four (4) golfers in every group.
- d. There is a maximum of four (4) players per group, including on the tee box.
- e. During peak hours, we require two riders in every golf cart. Players may not take individual carts unless first cleared with Pro-Shop Staff.
- f. Once a group has been paired together, we ask that they remain together for the entirety of the round.

## 3. "Walk On" Reservation Procedures

- a. Walk-On Tee Times are always accepted and welcome at Picatinny under the following guidelines:
  - i. Always check-in with the Golf Shop Staff and we will do our best to guarantee you a spot on the golf course.
  - ii. Walk-On tee times are on a first come, first served basis.
  - iii. During peak hours, all singles and twosomes will be required to pair up with another group.

## 4. Check-In Policies

- a. Valid ID needs to be presented to Golf Shop Staff to receive respective greens fee rates (For example, Active Duty, Retired Military, Veteran, or DOD Civilians). Failure to provide proper identification may result in paying full greens fee rates.
- b. We ask that golfers check-in at with Pro-Shop Staff 15 minutes prior to their tee time. This allows us to create a smooth check-in process, and it helps keep the tee sheet running on-time or ahead of schedule.
- c. Failure to check-in at least 10 minutes prior to your tee time may result in your tee time being given to the next scheduled tee time group of four (4) players.
- d. Members may be responsible to pay any outstanding dues before being able to check-in for their tee time.



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### **Rain Checks:**

1. Rain checks are available to our Patrons at Picatinny Golf Club when the golf course is deemed unplayable by the Golf Course Superintendent / Picatinny Management, or if there is inclement weather in the area.
2. Rain checks will be given by Golf Shop Staff based on the number of holes played.
  - a. An 18-Hole Rain check will be given to golfers that have paid for an 18-Hole Round of golf and have only played four (4) or less holes of golf.
  - b. A 9-Hole Rain check will be given to those golfers that have paid for an 18-Hole Round of golf and have played five (5) holes or more holes of golf.
  - c. No rain checks will be given to those golfers who have played fourteen (14) holes of golf or more.
  - d. All rain checks need to be signed and dated by Pro-Shop Staff
  - e. Rain checks may only be used in the same calendar year.
  - f. Original rain check must be presented to the Pro-Shop Staff member prior to their round.

### **Dress Attire:**

1. Each golfer is expected to follow the proper dress code guidelines at Picatinny Golf Club.
  - a. Clothing with offensive, suggestive or derogatory statements is not permitted.
  - b. Gym clothes and beachwear are not permitted.
  - c. All shirts for Men must have sleeves and a collar, no tank tops.
  - d. Cut-off Jeans or any clothing with holes or tears in them are not permitted.
  - e. Denim jeans and cargo pants are not permitted.
  - f. Sandals and Flip-Flops are not allowed, all golfers must have golf shoes or tennis sneakers. Only shoes with soft spikes are allowed on the golf course, no metal spikes are permitted.
  - g. Golf shorts or golf slacks are recommended.
2. The Golf Shop Staff at Picatinny have the right to determine what is considered acceptable dress or shoes. Inappropriately dressed patrons must meet these standards, or they may be asked to leave the golf course.



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## **Golf Course Etiquette, Policies and Procedures**

### **Golf Carts:**

1. Only golfers with a valid driver's license are allowed to operate the golf carts.
2. All damage to the golf carts will be at the responsibility of the renter.
3. Every player that rides in the golf cart is responsible for paying the cart fee.
4. Only two (2) riders are permitted per golf cart. Riders must remain seated while the golf cart is moving.
5. For safety reasons we do not allow any golf carts in the parking lot, unless approved by Picatinny Golf Shop Staff.
6. Patrons renting golf carts must follow all golf course rules and any cart path restrictions that day.
  - a. Cart Path Only: Golf Carts may not leave the path under any circumstances.
  - b. 90° Rule: Golf Carts stay on the path until they reach their ball, then they are permitted to drive 90° across the fairway to their ball, and then directly back to the path.
  - c. Players with multiple offenses may be asked to leave the property with no refund.
7. Golf Carts must **always** stay 30 yards away from the Greens. Under no circumstances should the golf cart be off the path next to the green.
8. Golf Carts must remain on the cart path on all Par 3's.
9. For safety reasons, we ask that all golf carts be returned to the staging area by Sunset.

### **Pace of Play:**

1. Acceptable pace of play for Picatinny Golf Club is 4 hours and 15 minutes.
  - a. All golfers are entitled to their round at this pace of play rate.
2. Players should wait until the group ahead of them reaches the first green before teeing off on Hole #1.





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3. According to the Rules of Golf, players have 3 minutes to look for a lost ball, to help maintain good pace of play, please play a provisional if your ball may be lost and move on to the next shot after looking for 3 minutes.
4. If a group begins to fall behind pace of play, the golf course ranger may ask a group to pick up the pace or move a group entirely until they are back within our pace of play guidelines.
5. General course etiquette suggests that if there is an open hole(s) in front of you to allow the group behind you to play through or speed up your pace of play.

### **Taking Care of the Golf Course (Golf Course Procedures):**

1. Always leave the Golf Course in better condition than you found it. All patrons at Picatinny Golf Club are responsible for their guests.
2. Bunker / Sand Trap
  - a. Bunkers should ***always*** be carefully raked before leaving the area. Footprints and ball marks should all be filled in and smoothed over. If a bunker is missing a rake, please notify Pro-Shop Staff.
3. Divots
  - a. The player is responsible for any divot created during the swing or practice swing.
  - b. All players should use the seed/sand mixture on the golf cart to fill in all divots made in the fairway / rough. If the original divot is still intact, it can be placed on top of the sand / seed mixture and pressed down with your foot.
  - c. If a Sand bottle runs out, there are replacement bottles on the 1<sup>st</sup> and 10<sup>th</sup> tee. If those bottles need to be refilled, please notify the Pro-Shop Staff.
4. Ball Marks
  - a. The player is responsible for any damage to the green created by their ball mark.

### **Policy & Procedure Infractions:**

1. All members are directly responsible for their guests in the group.
2. Membership privileges may be impacted by repeat offenses to our policy and procedure guidelines at the discretion of the DMWFR.



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### **Golf Etiquette and Consideration for other Players:**

1. Please respect everyone else that is using the Golf Course and/or Facilities.
  - a. There should never be any negative interactions with anyone here for a wedding, outing, or outside event. If there are any issues, please first contact a member of the Pro-Shop Staff.
2. Prior to making a stroke or practice swing, all players should ensure that no one is in a close enough position to be hit by the club or golf ball.
3. No one should move, talk, or stand close to or directly behind the ball or hole while another player is addressing the ball or making a stroke.
4. No player should hit until the golfers in front are well out of their range.
5. When on the greens, players should not walk “in the line” of another player’s putt.
6. Walking players should keep all golf bags and pull carts off of the green.
7. Do not drag your feet across the putting green surface.

### **Frost Delays:**

1. In the instance of a Frost Delay, all Patrons are asked to stay off **all** areas of the Golf Course and Practice Area until approval is given by the Grounds Crew Staff.
2. Once the Frost Delay has lifted, the start of play will always follow the order of established tee times.
3. Starting on the “Back” or “Opposite” 9-Holes can only be done if the players are only playing nine (9) holes and approval is given from Grounds Crew Staff.

### **Outings and Sponsorship Opportunities:**

1. Anyone interested in hosting an Outing at Picatinny Golf Club should contact the Head Golf Professional at: (973) 724 - 2131 for further details and information.
2. Anyone interested in sponsoring an event or a Golf Hole at Picatinny Golf Club should contact the Head Golf Professional at: (973) 724 – 2131 for further details and information.



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### **Food and Beverage:**

1. Outside food and beverage are strictly prohibited on **all** grounds, including the parking lot.
2. All food and beverage items must be purchased from Picatinny Golf Club.
3. No outside coolers are allowed to be brought in to Picatinny Golf Club without prior approval from Pro-Shop Staff.
  - a. Only the manager on duty may grant an exception for any health reasons.
4. In order to maintain good pace of play, when ordering food from Gunpowder Grill, please pick up your food and proceed to the 10<sup>th</sup> tee. If you stop to eat, you lose your place on the course and must wait until the next opening.
5. The Beverage Cart only accepts credit card payments, no cash will be accepted for any items.
6. No 'tailgating' will be permitted in the parking lot.