



(908) 604-2582

A Robert Trent Jones Sr. Design

Membership Handbook

2019 Season

Located at the VANJ Health Care System

Lyons Campus on Knollcroft Road

Managed and Maintained by

Bernards Township Parks & Recreation

1 Collyer Lane, Basking Ridge NJ

908-204-3003, golf@bernards.org

In Season Course Phone/Tee Times

908-604-2582

MEMBERSHIP POLICIES

Full membership includes use of the course all days the course is open during the operating season. The College Student Summer membership is limited use.

Membership Requirements

- Members must be at least 12 years of age or turn 12 years of age during the operating year. Proof of age is required.
- Bernards Township residents, current or retired employees, outpatients and volunteers of the VA Medical Center, Lyons, and Township municipal employees are eligible for all membership categories.
- Non-residents are only eligible for non-resident membership.

Membership Categories

- **Regular Membership** - Ages 18 to 59
- **Student Membership** - Ages 12 to 23
- **Senior Membership** - Ages 60 or older or will turn 60 during the operating year.
- **College Student Summer Membership** - Enrolled college students up to age 23. Membership is valid seven days per week, Memorial Day weekend to Labor Day weekend only.
- **Non-Resident Membership** - Ages 12 & up

Proof of VA or Student Status

- VA affiliates must provide documentation or a valid ID to verify status as an employee, outpatient or volunteer.
- Individuals age 18 and older who wish to obtain a student membership must provide proof of student status. Proof may include a current valid student ID, report card or receipt of enrollment. Proof of student status is not required for individuals age 12 to 17.

*Memberships are sold individually.
There are no family memberships.*

MEMBERSHIP POLICIES

Initiation Fees

- Resident members are required to pay a one time non-refundable initiation fee the first year they join the course.

First Family Member in Household, \$300

Includes 6 Guest Credits, \$150 Value

Second Family Member in Household, \$150

Includes 3 Guest Credits, \$75 Value

- Second Family Member in Household initiation only applies to members of the immediate family only, living at the same address.
- There is no initiation fee for college student summer memberships.
- Non-residents are charged a higher annual membership fee, in lieu of a separate initiation fee.
- The initiation (irrigation) fee was charged to all those who held membership in 2003 and those who joined thereafter.

Renewals

- Renewal invoices with payment deadlines will be sent in January. Payments are accepted online, in-person at the Parks & Recreation office and by mail.

Transfer of Membership

- Membership may be transferred from one individual to another in the same immediate family living in the same household.
- Membership may only be transferred once during the operating season.
- Membership eligibility requirements will apply.
- Should a transfer result in a membership category change, refunds will not be issued but additional fees may apply.

MEMBERSHIP POLICIES

Membership Cancellations & Refunds

- Full refunds, minus a \$10 processing fee, will be issued if a cancellation request is received in writing prior to opening day for the season. Email golf@bernards.org.
- A 50% refund will be issued if received after opening day but before April 30th or within 30 days of purchase of membership if joining after course opening.
- Refunds will not be issued after April 30th or more than 30 days after payment.

Lapse of Membership

- A membership not renewed for one season or more is considered lapsed.
- Lapsed members who previously paid the initiation fee and wish to rejoin the course will be charged a \$100.00 re-registration fee and receive *3 Guest Visit Credits*.
- Former members who wish to re-join the course must meet all current eligibility qualifications.

Medical Suspension

- Members who are unable to play due to medical reasons may request a suspension in writing by submitting a letter from their physician. Email golf@bernards.org.
- If notification is received by April 1, membership fees paid for the current season will be refunded, minus a \$10 processing fee. A 50% refund will be issued if received after April 1 but before June 30.
- The member will be offered a membership the following year. To continue the suspension of membership, an updated letter from the member's physician must be received before the Course closes for that season.

Moving Out of Bernards Township

- Resident members who move out of town may continue to renew their membership at the current resident rates.
- In the case of a membership lapse, current residency restrictions, rates and fees will apply.

VA INPATIENT/OUTPATIENT PLAY

Inpatients

- VA Inpatients are entitled to play the course whenever they choose free of charge.
- Inpatients in need of therapeutic care shall be certified and given an identification card marked “TP” that will be kept at the course.
- Priority will be offered to inpatients over the play of other members when necessary to provide therapeutic care. If there is no tee time available during any particular hour, the inpatient wait will not exceed 30 minutes.
- Loaner clubs are available for inpatient use.

Outpatients

- Outpatients using VA services may present their current outpatient ID card to play the course without member accompaniment, Monday-Thursday from 8:00am until two hours prior to the posted closing time for the day.
- Non-member outpatients will be charged the weekday guest rate for a 9-hole round as well as any other applicable gate fees.

TEE TIME RESERVATIONS

- Members may make a tee time reservation up to 7 days in advance by calling 908-604-2582.
- At the time of reservation note how many are in your group, if you are bringing any guests, if someone in your party is 8-12 years of age, if you will be playing 9 or 18 holes and if you need use of the single rider car.
- Sign in 10 minutes prior to your tee time. Late arrivals may not be accommodated.
- Call to cancel if you cannot make your tee time.
No-shows may result in loss of tee time privileges:
 - 1st Offense: Written Warning
 - 2nd Offense: 30 days loss of Tee Time privilege
 - 3rd Offense: Loss of Tee Time privileges for remainder of the season.

GUEST POLICIES

- Members are permitted to bring guests with them to the course Mondays—Fridays from 7:00am and Saturdays and Sundays from 8:00am until 2 hours prior to the posted closing time for the day.
- Guests must play in a group accompanied by a member.

Guests Under 12 Years Old

- The minimum age to play as a guest is 8 years old. A document or ID with the child's date of birth must be presented for age verification.
- Guests under the age of 12 must be supervised by a chaperone at least 15 years of age or older playing in the same group.
- Guests under 12 are not permitted to play the course prior to 1PM on Saturday or Sunday.

Pre-Paid Guest Visit Credits

Members may purchase guest visit credits in advance, eliminating the need to have cash or check payment on hand when you visit the course.

- Pre-Paid Guest Visit Credits are sold in any quantity at regular guest rates or in bulk quantities at a discount and can be purchased online or at the Parks & Recreation Office.
- Credits are loaded directly onto your membership ID card immediately after purchase.
- To redeem, simply notify course staff when you present your membership ID that you wish to use guest visit credits. Credits will deduct as you use them.
- Pre-Paid Guest Visit Credits are non-refundable once purchased and only valid for the current operating season.

Members are Responsible for their Guests

- Members are required to remain with their guests at all times and are responsible for their conduct.

COURSE RULES

- All USGA rules are in effect.
- All players must sign in at the starter building, present their membership ID and pay any applicable guest or rental fees before going out on the course.
- All players must have their own bag with a minimum of three clubs. There are no rental clubs available.
- No more than 4 golfers per group.
- No singles play on weekends or holidays.
- Always start at Hole #1, unless approved by staff.
- Players should play at a good pace. It is a group's responsibility to keep up with the group in front. Slower groups should allow faster groups to play through, if the hole ahead is open or if directed by a course employee.
- Players should repair their ball marks, replace their divots and pick up broken tees.
- Pull carts are not allowed on greens, tees or fringe areas.
- All players are responsible for any damage/injury they may cause while on the golf course.

Prohibited at Coakley-Russo Memorial Golf Course:

- Alcoholic beverages
- Walkers or Caddies
- Mulligans!

Dress Code

- Proper golf attire and footwear must be worn.
 - Men must wear a shirt with a collar, turtle neck or mock neck collar.
 - Women must wear a shirt with a collar or a shirt with sleeves.
- Tank tops, T-shirts, undershirts, halter tops, cut-off shorts, short shorts, ripped or torn jeans, playing without a shirt or other such apparel are not permitted.
- No metal spikes; soft spikes and rubber-soled shoes only.

SOLORIDER ADAPTIVE GOLF CAR

Donated by the USGA's Employee Giving Program

The SoloRider golf car is equipped with hand controls and a patented 350-degree, hydraulic swivel seat that elevates a player to a standing position allowing an individual with a disability the opportunity to access the course and assist while playing the game.

How to reserve the single rider car for use:

- When making your tee time reservation, note that you are requesting use of the SoloRider car for either yourself or a member of your group.
- We suggest a minimum of 24 hours advance notice to reserve the car. However, same day or walk in requests will be accepted as long as the car is available for a minimum of 2.5 hours prior to the next reservation.
- Please arrive 15 minutes prior to your tee time for car orientation.

Upon Arrival:

- Check in at the starter building and sign in.
- A staff member will walk you through an orientation on proper use and ask you to perform a test drive.

During Use:

- The course ranger will observe car use throughout their regular monitoring of the course.
- The car is designed to be used on most areas of the golf course including tees and greens. It should not be driven in the deep rough.
- Staff reserves the right to prohibit use if improper operation or unsafe behavior is observed.

Restriction on Use due to Course Conditions:

- Staff reserves the right to restrict the use of the car during wet course conditions when use may result in damage to the course.

WEATHER & FACILITY CLOSURES

- Call 908-604-2582 before you visit!
- The best way to determine if the facility is open on a cloudy or rainy day is to call the facility directly.
- We reserve the right to delay opening or close early due to inclement weather or low attendance.
- When thunder is heard or lightning is seen, golfers will be instructed to exit the course to their vehicles.
- At least thirty minutes must pass after the last thunder clap is heard or flash of lightning is seen in order for golfers to be let back on the course.
- Rain checks will be issued to members at the discretion of course staff. Cash refunds will not be issued.

ALL PLAYERS MUST SIGN IN

By signing in, I agree as a condition of my and my guest(s) being accorded golf privileges to hold the Veterans Administration and Bernards Township and their authorized agents harmless against any and all claims that might arise as a result of my sustaining injury to myself and/or damage to my property and/or my injuring someone else and/or damaging someone else's property as a result of my activities on the Coakley-Russo Memorial Golf Course.

I also agree to ensure my guests will abide by the rules established for the use of the Coakley-Russo Memorial Golf Course.

DISCIPLINARY POLICY

Every employee has the authority to advise a member or guest if they are in violation of a rule or regulation.

The rules and policies outlined in this handbook apply to all members and their guests. Failure to comply will result in disciplinary action which may include:

- a written warning
- a 30 day suspension of playing privileges
- suspension of membership for the rest of the season

MEMBERSHIP PHOTO ID CARDS

All members are required to obtain a membership photo ID card and present it upon each visit to the facility.

Obtaining a Membership Photo ID

- Visit the Parks & Recreation Department during regular business hours to obtain an ID. Evening hours will be offered on select dates leading up to opening day.
- Save your membership ID at the end of the season. Cards are activated each season upon renewal.

Updating Your Photo

- Members up to the age of 23 are asked to update their photo every three years. Members over 23 years of age are asked to update their photo every five years.
- Turn in your current ID card at the time of update to avoid replacement charges.

Replacing a Lost Photo ID

- Lost IDs may be replaced at a cost of \$10.00 per card.
- Replacement cards will be issued at no charge in January and February with paid membership.

Access Your ID on a Smartphone

- Visit <https://www.bernardsrec.org> and log in with your user name and password. Then select “My Membership ID” to view your bar code for scanning.

Fraudulent Use

- ID cards are not transferable. Any person found loaning his ID card to another person will be suspended in accordance with our disciplinary policy.
- If an ID card is obtained by fraudulent statement, the membership will be cancelled without refund.

2019 FEES

*Refer to pages 3 & 4 for information
on initiation fees and re-registration fees.*

Membership Category	Purchased on or before 02/28/19	Purchased on or after 03/01/19
Resident/VA	\$460.00	\$510.00
Resident/VA Student (12-23)	\$385.00	\$425.00
Resident/VA Senior (60+)	\$415.00	\$465.00
College Student Summer	\$250.00	\$250.00
Non-Resident	\$600.00	\$650.00

Pull Cart Rental \$3.00
 USGA Handicap Registration \$30.00*
 *No Fee for Students 18 years old or younger

Guest Fees

Monday–Thursday, 9 holes \$20.00
 Friday–Sunday & Holidays, 9 holes \$25.00
Students Age 8-23, with valid ID, receive \$5 discount.
 Second 9-Hole Round (consecutively) \$7.00

Discounted Guest Visit Credits

10 Rounds, Monday—Thursday \$150.00
 10 Rounds, Friday—Sunday & Holidays \$200.00

Holidays

Memorial Day, Independence Day, Labor Day,
 Columbus Day, Course CLOSED Thanksgiving Day

Groups/Teams/Outings

Call 908-204-3003 for more information.

OPERATING SEASON: March 30—December 1, 2019
Closed Thanksgiving Day

OPERATING HOURS: 7AM - Sunset, Daily
On/About October 1 opening is at 7:30AM

Last member allowed out one hour prior to closing.
The horn will sound 15 minutes prior to closing to call golfers in. All players must be off the course and in the parking lot by the posted closing time (sunset).

GUEST HOURS: Monday—Friday from 7:00am and
Saturday-Sunday from 8:00am until
2 hours prior to the posted closing time for the day.

HOLD HARMLESS STATEMENT

By accepting membership, I hereby accept membership privileges for myself and family members listed on the membership and agree that this is a voluntary choice. I acknowledge that there are certain risks inherent with being a member, and I agree to accept all of the consequences and assume the risks involved with membership. I give permission to the Township to provide emergency care as necessary for the well being of myself and my family until such time as a designated emergency contact may be reached. I understand and acknowledge that Bernards Township is not responsible for any loss, damages or injury to any person or property for any reason associated with my and/or my child's/dependent's participation in the activities associated with this membership. In light of the above, I hereby agree to indemnify and hold harmless and release Bernards Township from any and all liability for any and all injuries that I and/or my child/dependent may sustain as a result of participation in this activity. This includes, but is not limited to, responsibility for the payment of any and all doctor, medical or hospital bills resulting from any and all injuries to me and/or my child/dependent. I grant Bernards Township the right to use any and all photographs of myself or my child participating in a Department sponsored activity for future media promotion. I confirm that I have read and understand the rules outlined in the Membership Handbook and the Recreation Department's registration policies and procedures.