

# Frye Island Golf Club



## Operations Policy Handbook

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## **1. GENERAL**

This *Frye Island Golf Course Operations Policy Handbook* is a collection of all of the standing rules of operation for the Frye Island Golf Course. Frye Island Golf Course is owned and operated by the Town of Frye Island. The Town Manager is responsible for all day-to-day operations of the Frye Island Golf Course. The Executive Committee of the Board of Island Trustees is responsible for establishing Golf Course policies and budgets. A Golf Committee has been established to assist the Town and the Town Manager in Golf Course operations.

## **2. FROM RUNNING HILLS TO RUNNING PROFITABLY**

The Frye Island Golf Course was first named Running Hills. An 18 hole course was one of the amenities in the original plans drawn by the development company, Leisure Living, who purchased the Island in 1964. Clearing for roads and building lots was started in 1965. However, it was 1970 before the Golf Course project got underway. Geoffrey Cornish designed the course and the preliminary work for all eighteen holes was accomplished by 1971. Many of the 50 or so property owners of that time were becoming impatient with the developer, so a decision was made to concentrate on the completion of nine holes in order to allow play to start. What was to have been the second nine was completed in 1972 and the course opened for play on Memorial Day weekend of that year. In subsequent years, Leisure Living experienced financial problems and no further work was ever done on the first nine holes.

Rolling Hills struggled along for a few years and then began to take shape. In recent years, under the guidance and expertise of various skilled and dedicated greens keepers the course is now considered one of the finest in the area.

One very serious handicap for Running Hills was the complete lack of any of the facilities normally associated with a Golf Course. The makeshift Pro Shop was a shed, left from a boy's camp on the Island. It served as a place to collect green fees and had a few golf supplies available for sale. The shed is currently used by the greens keeper to store equipment.

On March 11, 1979, the Frye Island Incorporated (FII) Board of Directors voted to change the name from Running Hills to Frye Island Golf Course. The course itself had reached the stage of being a quality facility. A golf committee had been formed earlier and this group has to be credited in large part for the steady improvement in the course. They, along with several other Island golf enthusiasts, performed many chores, i.e. brush cutting, raking traps, making signs, benches, etc. Though the play at Frye Island had been increasing each season, it had still not reached the point of being self-sufficient financially. Being an Island amenity, this meant that the costs for operating the course had to be augmented by FII and therefore included as part of the annual fees billed to all the Island property owners. There were some owners who did not consider the Golf Course as being important to the Island and they strongly advocated shutting it down in order to lower the annual fees.

At the annual FII meeting on September 1, 1980, Paul Lyons, on behalf of the golf committee, made a presentation and plan for a new golf club house. Most Islanders in attendance recognized the dire need for such a facility, but decided that not enough favorable votes could be obtained to place the costs for this unit in the annual budget. In the May and August 1981 meetings, Paul Lyons again urged the FII Board to budget funds for a club house and once again it was deemed too large a sum to be included in the annual fees. After this last rejection, a core group of persistent and determined Frye Island golfers, spearheaded by Paul Lyons and Joe Andrews, came up with a plan to voluntarily raise the money needed to build the club house and to assist in the actual construction. Joe Andrews managed the financing by securing \$1000.00 loans from about 15 golfers and many others donated cash in varying amounts. This positive action convinced the FII Board and they approved the offer at their meeting on November 11, 1981.

Frye Island architect John Riley, donated his time and services to assist in designing the clubhouse building and construction commenced in the Spring of 1982. Islander Don Theriault and his crew were contracted to install the foundation and septic system and to build the shell. From that point on, a dedicated group of 35 to 40 golfers, led by experienced builder Paul Lyons, gave up their vacation time and week-ends to install equipment, wiring, build wall partitions and a bar and accomplished all of the other chores required to completely finish what is today our very attractive and utilitarian Frye Island Golf Club House.

In 2003, the Town of Frye Island leased the Golf Course from FII, and the Executive Committee of the Board of Island Trustees assumed operational control. At the July 3, 2004 Town of Frye Island meeting, the FII stockholders voted to transfer ownership of the Golf Course to the Town of Frye Island, subject to a covenant that clearly requires the Town of Frye Island to give sole final control and budgeting responsibility to the Town of Frye Island Board of Island Trustees and the sole control and responsibility for the operations of the golf Course to the Town of Frye Island Board of Island Trustees Executive Committee. The Board of Island trustees concurred, and the Town voters voted to accept the transfer.

Much of the unqualified success of the Frye Island Golf Course must be credited to a devoted and dedicated group of golfers led by a hard working golf committee. Their voluntary accomplishments of the past are readily discernible in the condition of the course. They still continue to donate their time and skills to scheduling activities, setting rules and rates, and to maintaining and upgrading the overall property to make it more convenient and enjoyable for all of us. It would be difficult to name and thank each individual, but a perusal of the plaque at the club house listing the charter members would serve to honor most of those who have been deeply involved.

Today's Frye Island Golf Club is one of the finer recreational facilities in the Sebago Lake area, as well as being one of the prime assets of Frye Island itself. The play

and popularity of our course has steadily increased since the waning beginnings of a Running Hills that had to be subsidized annually to what now represents a profitable operation. See the Frye Island home page at <http://www.fryeisland.com> for more information.

### **3. GOLF COMMITTEE DESCRIPTION**

The Golf Committee makes the rules and decisions governing the operation of the Frye Island Golf Club, including the Club House and its facilities. The actions taken by the Committee is subject to the approval of the Executive Committee of the Board of Island Trustees.

The Golf Committee has nine elected members. Immediately after the Golf Committee elections the Committee will appoint one of their members as Director and the Executive Committee of the Board of Island Trustees will appoint a member as the liaison to the Golf Committee. The elected Committee members will serve three year staggered terms. An election for three openings on the Committee will be held annually. All active Members (see Section 4 for definition of Active Member) will be qualified to run for the Committee and to vote in the election. The Golf Committee may approve its minutes via email by a majority vote of those present at the meeting.

In the event of a vacancy in the Golf Committee, other than the Director, the position shall remain open until the next annual election at which time an Active Member will be elected to fill the balance of the vacated term.

In the event that the Golf Committee Director's position becomes vacant, the Golf Committee can appoint a replacement to fill the position until the next election. This appointment requires concurrence by the Executive Committee of the Board of Island Trustees before it is official.

The Golf Committee has organized itself into sub-committees and coordinators to divide up the operational responsibilities and to allow participation by other Golf Club members as follows:

- A. Liaison with Board of Trustees Executive Committee
- B. Maine Golf Association Liaison
- C. Pro Shop and Lounge Coordinator
- D. Golf Course Coordinator
- E. Handicap Coordinator
- F. Workdays Coordinator
- G. Sunday Scramble Coordinator
- H. Tournament Coordinator

The Golf Course Coordinator is the Golf Committee's liaison with the Course Superintendent and provides supervisory guidance and implements Committee priorities and policies for the operation of the golf course. The Course Superintendent manages the day to day operations of course maintenance. The Pro Shop/Lounge Coordinator is the Golf Committee's liaison with the Pro Shop/Lounge Manager and provides supervisory guidance and implements Committee priorities and policies for the operation of the Pro Shop and Lounge. The Pro Shop/Lounge Manager manages those areas day to day. Any suggestions and/or complaints about the Course or the Club House should be directed to the Golf Course Coordinator or the Pro Shop/Lounge Coordinator, as appropriate.

#### **4. GOLF CLUB MEMBERSHIP**

Membership in the Frye Island Golf Club is open to the public. A table indicating the rights for the various memberships is detailed below:

Charter Member (Not necessarily Active Member) -, In order to become annual members, an individual(s) must become a Charter Member by paying an initiation fee. The initiation fee is the same for an Individual or Family Membership.

Individual Membership (Active Member) – Green Fees for one Individual and additional rights as detailed in the table below.

Family Membership (Active Members) – Green Fees and additional rights as detailed in the table below for parents and children 21 years old and younger) To be eligible for a Family Membership, the applicants must have a domestic partnership and meet the following criteria: There must be an ongoing and committed spouse-like relationship intended to exist indefinitely, which has existed for at least six months. The partners are not related by blood to a degree of closeness that would prohibit legal marriage in the state in which they reside. Both have shared the same residence for at least six months, are responsible to each other for the direction and financial management of their household, and are jointly responsible for each other's financial obligations. In the case of a domestic partnership, both partners are considered Active Members with the payment of the Family Membership Initiation and Annual Family Greens Fees.

Children of family Members 21 years old and younger are granted certain privileges under their parent's membership as described below. After turning 22 (on or before May 15), individuals must obtain their own membership. For an individual in a Member Family becoming 22 years of age, no Initiation Fee is required provided membership is continuous for five continuous years. After becoming a Member, some additional services are available.

Employee Membership (Active Members) - Town Employees who work 20 hr/wk or more are allowed free green fees (carts not included) and are permitted to play in all Club Tournaments during the period of employment.

Golf Superintendent is allowed free Family Membership without voting rights and a free Trail Fee for one cart during the period of employment.

**15. TABLE: Membership Rights Summary**

<u>Rights</u>	<u>Family Member</u>	<u>Individual Member</u>	<u>Charter Member</u>	<u>Town Employee</u>
To Vote	Yes	Yes	No	No
To Purchase a Trail Fee for Cart	Yes	Yes	Yes	No
To Use a Cart with Paid Trail Fee	Yes	Yes	Yes	No
To Purchase Annual Membership	N/A	N/A	Yes	No
To play in Member-Guest, President's Cup, and Club Championship Tournaments	Yes	Yes	No	Yes

**5. FEES**

Play on the Golf Course is open to the public.

The Fees will be set annually by the Golf Committee and will be subject to approval by the Executive Committee of the Board of Island Trustees.

Initiation Fee: - One-time fee, payable in three annual installments.

Single Greens Fee – One individual

Family Greens Fee – Family as defined above

Trail Fee - Registers a Member to use a personal golf cart on the Golf Course; if the Member has more that one golf cart, a Trail Fee is required for each golf cart

The above fees must be paid in full by Memorial Day, or the member will be charged retroactively for rounds played. Annual Membership Fees (Single or Family Greens Fees), Trail Fees, and Initiation Fees may not be paid by credit card.

Week Days Youth 18 Hole Green Fees (16 years old or younger)

Weekend Days and Holidays Youth 18 Hole Green Fees (16 years old and younger)

Week Days Adult 18 Hole Green Fees

Weekend Days and Holidays Adult 18 Hole Green Fees

3-Weekday Pass (18 holes per day; not good holidays; not transferable; no rain checks)

Week-Long Unlimited Golf Pass

Twilight Green Fees (after 4 PM in May, June, September and October; and after 5PM in July and August)

Authorized Weekend Scrambles and Night Golf

Authorized Weekday Scrambles

Use of Pull Cart per 18 Holes (9 Holes, same price)

Use of Rental Clubs per 18 Holes (9 Holes, same price)

Use of Golf Course Gasoline Cart per 18 Holes

Use of private Gasoline Cart with no trail fee per 18 Holes

Use of Golf Course Gasoline Cart per 9 Holes

Use of private Gasoline Cart with no trail fee per 9 Holes

The age limitations for children are based on the age of the child on May 15.

## **6. BUDGETS**

The draft budget for golf will be prepared by the Golf Committee annually and submitted to the Executive Committee of the Board of Island Trustees for their consideration when preparing the Municipal budget.

Each year the Golf Committee must operate within the framework set by the golf budget included in the approved municipal budget as administered by the Executive Committee and Town Manager.

## **7. GOLF CART USAGE**

The safe and courteous operation of golf carts on the Frye Island Golf Course is a requirement. The following rules are to be observed by all powered golf cart operators:

- a. A golfer has the right of way; all carts must stop while a shot is being played.
- b. Golf carts must obey all signs and stay at least 30 feet from a green.
- c. When golf carts are used for travel to the Club House or home, travel must be in the direction of play; and to show proper etiquette the golf cart must be kept far away from anyone preparing to play a shot on the hole being used by the golf cart for transit passage.
- d. Rental golf carts are limited to two people, and must be rented and operated by a person at least 16 years old.
- e. Upon payment of Trail Fee and signing of waiver, a decal will be issued for privately owned golf cart if owned by a Charter Member.
- f. A privately owned golf cart with a paid Trail Fee (see Section 4) can only be operated by the Member, spouse or child (12 to 21 years of age); or another Member, spouse or child (12 to 21 years of age); or a Charter Member. 12 and 13 year old child operators must be accompanied by an adult.
- g. No other individual, including a guest of a Member may use a private golf cart on the course without paying the cart fee, even if a Trail Fee has been paid for the golf cart.
- h. Failure to comply with the regulations related to golf cart operation may result in the suspension of golf cart and green fee privileges. In such instances no money will be refunded.
- i. All privately owned golf carts must be registered in Maine.

## **8. TEE TIMES**

Tee times can be reserved at all times. The following regulations apply:

- a. Tee times can be reserved by contacting the pro shop.
- b. Tee times will be assigned for both the front and the back nines.
- c. The Golf Course will combine groups to maximize play.
- d. Golfers should be at the tee at least ten minutes prior to their tee time.

## **9. CLUB TOURNAMENTS**

The Golf Committee will develop a list of Club Tournaments, and assign a Tournament Coordinator. Individual Tournament Organizers will be responsible to coordinate and run a specific event. The following general rules apply to Club Tournaments:

- a. Only the Night Golf Tournament and the Sunday Morning Scrambles are allowed to be shotgun starts. All other tournaments must go off the first tee unless otherwise approved by the Golf Committee (or Golf Director upon unanticipated and appropriate circumstances).
- b. The Sunday Morning Scramble will shot gun in reverse order starting at No. 1. That is, the first group will start on No. 1, the second group will start on No. 9, the third group will start on No. 8, etc. This will allow the first tee to be open in as short a time period as possible.
- c. Any misunderstandings about a tournament will be settled by the specific Tournament Organizers.
- d. All prizes will be Frye Island Golf Pro Shop credit only, i.e. no cash prizes.
- e. All Pro Shop credits not expended by the end of the golf season shall expire.
- f. Prize money for Sunday morning Scrambles will be split between first place (70%) and second place (30%) when there are greater than 25 golfers. All prize money goes to the winning team if there are less than or equal to 25 golfers. The method for breaking ties will be determined by the Sunday Scramble Coordinator.
- g. Scrambles must be authorized by the Golf Committee (or Golf Director upon unanticipated and appropriate circumstances).
- h. All tournaments and golf outings, except for the night golf event described in the following paragraph, will insure that a greens fee (as defined in Section 4) is paid for each golfer playing the course.

## **10. OUTSIDE TOURNAMENTS**

Tournaments hosted by groups other than the Frye Island Golf Club must be booked with the Manager of the Pro Shop and Lounge after the tournament has been approved by the Tournaments Coordinator and must use assigned tee times. The following rules apply to Outside Tournaments:

- a. Ample time must be made available for Frye Island Property Owners to play golf.
- b. All tee times for Outside Tournaments must be posted in the FINS, at the Club House and at the bulletin board by the Island Ferry Landing. Any changes in Tournament tee times must be called into the Administration Office by 3:00 PM on the Tuesday before the tournament to ensure changes can be made in the FINS.

## 11. GENERAL COURSE RULES

The following paragraphs highlight the general rules of the Frye Island Golf Course. These rules should be followed by all people playing the course, i.e. members of the Frye Island Golf Club, Frye Island property owners and the general public.

- a. Only soft spikes will be allowed on the course.
- b. The Director of Golf or the Golf Course Coordinator, at his discretion, can close any hole, stop the usage of a cart, or make any other changes necessary due to weather or course conditions.
- c. When tee times are not assigned, groups coming on the first tee beginning their first nine holes of golf for the day and groups coming off of the ninth hole desiring to play a second nine holes will alternate. When tee times are being assigned, starting times on the first tee will be set up for both the front and back nine.
- d. Slower groups must allow faster groups to play through.
- e. All players must have their own set of clubs.
- f. Replace all divots and rake sand traps after use.
- g. Shoes and shirts must be worn at all times. Tank tops and bathing suits are not allowed.
- h. All golfers shall adhere to the directives of the Course Marshalls and Golf Committee Members.
- i. No bicycles are allowed on the golf course.
- j. Minimum age to play golf on weekends is 12 years old. Children between 6-12 must be accompanied by an adult on weekdays.
- k. Rain Policy: In the event of a downpour or lightning, a golfer within one hour of paying, may request a raincheck. No cash refunds will be given. Numbered passes will be issued as rainchecks. Rain checks will be given for green fees, rented carts and rented clubs. Rainchecks are only good for similar or less expensive time periods (For example, a weekday raincheck cannot be exchanged for weekend play). Rain checks are only good for the same season.
- l. Handicaps: All members will receive a GHIN handicap card upon payment of dues. A sticker will be issued every two weeks to be placed on the back of the card. For a fee, non-members can receive a card. Scores must be

posted into the computer by each individual following each round. The Handicap Sub-Committee will be in charge.

- m. Persons of any age are not allowed on the course for the purpose of retrieving lost golf balls.
- n. To promote quick play and fairness in reporting scores for the Golf Club handicap system, the following special rules (different from USGA rules) should be followed when any ball is hit into the Golf Course woods:
  - (1) A provisional ball should be hit if a lost ball in the woods is probable.
  - (2) If a ball is found in the woods and the lie is unplayable (the golfer is the sole judge as to whether or not a ball is unplayable), by the rules of golf, the player has three options:
    - a) The ball can be dropped no more than two club lengths from the location of the ball, no closer to the hole. The penalty incurred for the dropped ball is one stroke.
    - b) The ball can be dropped as far back in a straight line as desired, as long as the object is kept directly between the ball and the pin.
    - c) The ball can be dropped at the location of the previous hit.

In each option above there is a penalty of one stroke.

- (3) As a local rule, the player also has the option of dropping the ball laterally in the fairway within two club lengths of the woods. This option has a two stroke penalty.
  - (4) If the ball is declared lost in the woods, by the rules of golf the provisional ball will be used with a one stroke penalty. If a provisional ball was not hit, the golfer returns to the previous spot and hits another ball with a one stroke penalty.
  - (5) As a local rule, if a ball is lost and no provisional ball has been hit, a ball can be dropped laterally in the fairway within two club lengths of the woods. The penalty incurred for the dropped ball is two strokes.
- o. To promote quick play and fairness in reporting scores for the Golf Club handicap system, the following special rules (different from USGA rules) should be followed when any ball is hit on a cart path:
    - (1) If the ball comes to rest on a cart path, it may be moved one club length into the fairway with no penalty.

- (2) There is no relief from having to stand in the cart path unless the ball is also on the path.
- p. Visiting Golf Pros and/or Golf Course Owners will be given complimentary green fees. The visitor must present PGA identification.
- q. No dogs are allowed on the golf course or in the clubhouse.
- r. Two concurring members of the Golf Committee or the Golf Superintendent may authorize complimentary greens and cart use for consultants and golf professionals who have contributed (or who exhibit the prospect of contributing) value of the Golf Course exceeding the complimentary value authorized.
- s. Failure to comply with course rules may result in the suspension of green fee privileges. In such instances no money will be refunded.
- t. Walking by non-golfers is allowed on the golf course before 7:30 AM and after dusk. Walkers must abide by golf etiquette if any golfers are playing and shall not abuse the golf course in any manner.

## **12. CREDITS AND CHARGE ACCOUNTS**

The following paragraphs describe the rules concerning payment of expenses at the Club House, for both the Pro Shop and the Lounge. These rules should be followed by all people using the Club House, i.e. members of the Frye Island Golf Club, Frye Island property owners and the general public.

- a. Most credit cards are accepted at the pro shop and lounge.
- b. Tabs may be run on Friday and Saturday nights and during special events. The tab must be paid in full before leaving the lounge.
- c. Credits in the Pro Shop earned as a part of a club sponsored scramble or tournament can only be used to pay for all or part of a purchase for Pro Shop merchandise. Credits cannot be used for any other course fees or in the Lounge. If credits do not cover the full cost of the purchase, cash payment will have to be made to cover the outstanding balance. See Section 9f for additional requirements.

## **13. MEETINGS**

The Golf Committee Director must call a winter/spring committee meeting to establish plans for the coming season. In general, Golf Committee Meetings will be held monthly in season. Other committee meetings may be called by the Island General Manager or any Golf Committee member for a specific reason. One summer general membership meeting will be held at the Frye Island Golf Club House on the Sunday of Labor Day Weekend. All items from the suggestion box at

the Club House or the internet mailbox must be addressed at a Golf Committee meeting. The minimum quorum for a valid Golf Committee meeting is five Committee members.

The right of voting at a Frye Island Golf Club meeting will be extended to all Active Members of the Frye Island Golf Club. The quorum for a valid Frye Island Golf Club membership meeting is 25% of the Active Members.

#### **14. PURCHASES**

All merchandise and services for the Golf Course must be processed with the use of a properly authorized Purchase Order. If a golf club member believes a purchase would benefit the club, he/she should first discuss it with the Golf Committee Director. It can then be brought to the General Manager for his approval. There will be no reimbursement for purchases made without the appropriate approvals. Major purchases will be discussed with the entire Golf Committee and then brought before the Executive Committee of the Board of Island Trustees.