

# FORT BUCHANAN GOLF CLUB



## Protocol & Procedures

Bldg. 171, Depot Road East  
(787) 707-3980/3852



## TABLE OF CONTENTS

	PAGE
SECTION 1 FACILITIES	2
SECTION 2 HOURS OF OPERATION	2
SECTION 3 GREEN FEES & MEMBERSHIP	3
SECTION 4 GUESTS AND CHILDREN	5
SECTION 5 TEE TIMES & SIGN-IN	6
SECTION 6 RAINCHECKS	8
SECTION 7 GOLF CART USE	8
SECTION 8 PACE OF PLAY	11
SECTION 9 COURSE & CLUB ETIQUETTE	11
SECTION 10 DRESS CODE	12
SECTION 11 PRACTICE AREAS	12
SECTION 12 GOLF ADVISORY COUNCIL	13



## **WELCOME TO FORT BUCHANAN GOLF CLUB.**

This booklet contains a short summary of our rules as prescribed by the USGA, PGA of America and the U.S. Army. Management reserves the right to waive/alter rules according to circumstances that may arise at a specific moment.

As an Army Golf Facility, we have some unique rules, such as observance of Reveille & Retreat (raising/lowering of flags). All play **MUST** stop while the bugle plays. Our weather and safety policy states that if lightning is sighted, we will close the golf course and wait for it to pass. Golf staff will make this known by a horn blast. Three short blasts indicate you may finish the hole before discontinuance of play. One long blast indicates that all players must vacate the course immediately for their safety. Resumption of play will be announced by staff. Rainchecks will be authorized if player does not wish to wait.

Our goal is to provide players a first-class facility consistent with the established standards of the USGA, PGA and the U.S. Army Family and Morale, Welfare and Recreation (MWR) program.

Please abide by the information listed herein and keep courtesy as a first rule of your game. Persons violating rules or etiquette may face sanctions and possible loss of playing privileges.

Happy Golfing!



## **SECTION 1:** **FACILITIES**

The Fort Buchanan Golf Club is located at the east side of the installation just inside the Vega Gate.

### **Facilities & services include:**

- a. 9-hole, par 36 golf course over 3200 yards long
- b. Snack Bar
- c. Full-service Pro Shop
- d. Practice areas including driving range, putting/chipping green and practice par 3 hole
- e. Golf instruction by PGA Golf Professional
- f. Lockers available for rent
- g. Handicap services

## **SECTION 2: HOURS OF OPERATION**

### **Sunday through Saturday:**

- a. Pro Shop: 0800 to 1700
- b. Snack Bar: 0600 to 1900
- c. Golf Course: 0700 until dark
- d. Driving Range: 0700 until dark. Sundays until 1700
- e. Administration office: 0800 to 1600

Hours may change at the discretion of management based on weather, course conditions, business volume or other circumstances.

Facilities are closed on Thanksgiving, Christmas and New Year's Day. Shortened hours/limited services may be observed on other Federal or Local Holidays.



## SECTION 3: GREEN FEES AND MEMBERSHIP

### GREEN FEES:

1. All players are required to pay green fees. Members pay green fees through their annual membership and will not pay additional green fees throughout the year.
2. Non-Members will pay the daily green fee rate according to Green Fees Chart below:

CATEGORY	GREEN FEES	
	9 holes	18 holes
Active Duty E1-E5, Juniors 17 and under	\$8	\$13
Active Duty E6 and above, Retirees, Active DOD Employees, and all other authorized	\$14	\$22
Civilians/Guests	\$20	\$31

3. For members of other Army Golf Clubs visiting the island, there is a reciprocal fee of 50% off the applicable rate. Players must present valid membership card from host club. Reciprocal rate is only valid for two weeks commencing on the first visit.
4. Green fees may be paid when reserving tee times or signing in prior to your round.
5. All players **MUST** pay their fees prior to going on the golf course. No exceptions!

### MEMBERSHIPS:

The Fort Buchanan Golf Club has affordable annual golf memberships available to all.

Memberships include:

- a. No green fees for the membership period
- b. Advanced tee times
- c. Discounts at the Pro Shop
- d. Discounts on golf tournaments
- e. GHIN services (\$50 fee)
- f. Lockers available for rent (\$100 fee)



## Golf Membership Fees

CATEGORY	ANNUAL FEES	
	Single	Family
Active Duty E1-E5, Juniors 17 and under	\$400	\$625
Active Duty E6 and above, Retirees, Active DOD employees, and all other authorized	\$660	\$1,050
Civilians/Guests	\$ 900	\$1,450
Family and Corporate Golf Memberships (Please consult Administration for details)		

1. Active duty, Retirees and DOD Memberships will be done at Golf Pro Shop and must bring ID.
2. Civilian/Guest memberships must be solicited at the VCC Tuesdays thru Fridays from 0800 to 1600.
3. Only Active Duty military members departing Puerto Rico on transportation orders (PCS) are entitled to a partial refund of their membership. Refunds are pro-rated by month.
4. Membership fee refunds or extensions are not available for any other reason.
5. Green fees and Membership fees are reviewed annually and approved by the Fort Buchanan Garrison Commander. Fees are effective October 1st of each year.

## **SECTION 4: GUESTS AND CHILDREN**

Golf Members may sponsor up to three guests to accompany them at the Golf Club, Bowling Facility or Community Club. As their sponsor, you are responsible for their actions while on the installation and Golf Club.

1. Sponsors must ensure that their guests know and follow rules and protocols established in this book.

### **Children:**

- a. Children under age 17 may not be left unattended at any time at this facility
- b. Children age 5 and younger are not allowed to play on the golf course
- c. Children ages 6-12 may play if accompanied by an adult. They may NOT drive golf carts
- d. Children ages 13 and older with established USGA handicap may play without supervision; they must be at least age 16 to drive a golf cart
- e. Exceptions may be granted by Manager on duty based on course capacity and child's skill level

### **MWR Card:**

The MWR card membership gives the holder of that card access to MWR Category C locations only.

- a. Golf Club
  - b. Bowling Center
  - c. Community Club
1. Cardholder must pay all applicable guest fees in full. Cardholder may not sponsor any guests on post.
  2. MWR cardholders may access GHIN services at our club for a \$75 fee.



## SECTION 5: TEE TIMES & SIGNING IN

Tee times are not mandatory, but are highly recommended.

1. Tee times can only be made for 2, 3 or 4 player groups.
2. The names of all players are required to make a tee time.
3. Pro-shop clerk or Starter may assign other players to complete your group.
4. Singles may only make a tee time to join incomplete groups.
5. Players with tee times are recommended to arrive at least 30 minutes prior to sign in.
6. Players that miss their tee time must wait for the next available opening.
7. Active Duty and Golf Members may make tee times up to two (2) weeks in advance.
8. Guests may make tee times up to one (1) week in advance.
9. Players may not have more than one tee time on the same day of the week reserved on consecutive weeks.  
*Example:* John Doe may not have tee times for next Wednesday the 7th and the following Wednesday the 14th. John must make the tee time for the 14th after completing the round on the 7th.
10. Players may sign in either at the golf Pro Shop or Snack Bar.
11. Golf Members walking the course with tee times are pre-registered and do not have to sign in prior to playing. If riding, cart fee must be paid prior to starting play.
12. Golf Members with no prior tee time reservation **MUST** register and sign in prior to play.





## **SECTION 6: RAINCHECKS**

1. Rainchecks are issued when the course is closed for more than 30 minutes due to weather or safety conditions.
2. Rainchecks are subject to the following:
  - a. Play of 4 holes or less/50 minutes or less. Full raincheck for 9 or 18 holes
  - b. Play of 5 holes or more/more than 50 min. No raincheck for 9 holes, 9-hole raincheck for 18 holes
  - c. Play of more than 12 holes/2 hrs. 50 min. No raincheck for 18 holes
3. Rainchecks are valid for 30 days.
4. Register receipt must be presented to the cashier with raincheck on the day of play.

## **SECTION 7: GOLF CART USE**

Pricing of the golf cart rentals are as follows:

- a. ½ cart for 9 holes \$9
  - b. ½ cart for 18 holes \$14
1. Golf cart fees are charged on a per rider basis, meaning each person is charged for a seat in the cart. Non-playing riders are charged as well, regardless of age.
  2. If a player wishes to have an entire cart for themselves, they must pay for the entire golf cart.
  3. Non-playing guests on golf cart still must pay cart fees.
  4. Children under 16 years of age are not allowed to drive golf carts.
  5. Maximum capacity of 2 riders only.
  6. Golf carts must remain on the cart paths on par 3 holes.
  7. Players are liable for damage repairs caused by negligence.



## Handicap Flags:

- a. Players with physical health conditions that limit the amount of walking they are capable of doing may request a handicap flag for their golf cart
- b. Players must show documentation of their conditions for approval
- c. Handicap flags will allow players to drive as close as 15 yards from greens
- d. Handicap flags will not be given out during Cart Path Only conditions

We have a Solo Rider golf cart available for disabled golfers that are bound to a wheelchair.

## CART PATH ONLY:

1. Due to weather conditions (wet or dry) or applications made to the golf course, the course Superintendent or Golf Professional may declare the golf course Cart Path Only.
2. This means that carts have to remain 100% on the cart path at all times. This even includes players with handicap flags.
3. Players that do not follow this rule will be removed from the golf course without a refund or raincheck.
4. Cart Path Only allows the facility to still offer players the option to ride on a golf cart during these conditions.





## **SECTION 8: PACE OF PLAY**

Achieving the USGA standard of a four-hour round is especially important. To accomplish this:

1. You must play par 4 holes in 14 minutes or less, par 5 in fifteen minutes or less and par 3 in ten minutes or less.
2. One important key is that players use the proper teeing area. We highly recommend that players choose the tees according to their handicap. Blue tees for 0-9 handicaps, White tees-10-19 handicaps, Gold tees for 20-29 handicaps and Red tees for 30 and above handicaps.
3. Play Ready Golf.
4. Keep up with the group ahead of you.
5. No practicing on the golf course.

## **SECTION 9: COURSE/CLUB ETIQUETTE**

1. Proper golf etiquette should be observed at all times. Marshals and Rangers have complete authority and can issue citations to violators. Proper etiquette that should be followed:



- a. Observe Retreat (1700). Stop, face flag, remove hats and stand still until the music stops
- b. Keep pace of play (read Section 8, Pace of Play)
- c. Let faster players play thru!
- d. Always rake bunkers, fill in divots with sand, and fix ball marks on the green
- e. Properly dispose of trash
- f. Follow dress code (read Section 10)
- g. No smoking 50 ft. from the Club House
- h. Players must play with golf carts until 1300 on weekends and Federal Holidays
- i. No outside food or drinks are allowed on property



## **SECTION 10: DRESS CODE**

Proper attire must be worn on the grounds and course at all times. We ask you to please respect the course as well as yourself and others.

### **MEN'S DRESS CODE**

Suitable golf attire required. Military uniforms, including PTs, are not to be worn during play on course. Men's shirts must have sleeves. Cutoff pants or shirts are strictly prohibited.

### **LADIES' DRESS CODE**

Suitable golf attire required. Short shorts, halter tops, spaghetti strap tops, or other revealing attire is prohibited. Ladies' shirts must cover midriffs and sleeveless shirts must have a collar.

Military uniforms are not to be worn during play.

### **SHOE POLICY**

Shoes must be suitable for playing golf. Boots, lug sole shoes, or metal spikes are not allowed.



## **SECTION 11: PRACTICE AREAS**

1. Practice putting green is solely for putting and chipping.
2. Practice par 3 hole is the designated area for pitching.
3. Make sure to share practice area with other players.
4. Driving range is available to practice full shots.
5. Please do not hit shots out of the driving range area.
6. Longer hitters should not hit drivers if they do not stay in the driving range limits.
7. Tokens available for sale at Pro Shop or Snack Bar.
8. Range balls may not be removed from driving range area.
9. Picking up range balls from driving range area for any reason is prohibited.



## **SECTION 12: GOLF ADVISORY COUNCIL**

1. The Golf Club Council serves as a liaison between Management and Golf Membership.
2. Council meetings are monthly and allow guests to sit in as observers. Guests may bring up topics for discussion at meeting if submitted one week prior to meeting.
3. Dates and times of meetings will be posted on Club House bulletin board.
4. Golf Members may voice concerns, suggestions or comments to Council Members or Management to discuss at meetings.
5. Council will participate in decision making process regarding Members or Guests that violate club rules and protocols.





[www.buchanan.armymwr.com](http://www.buchanan.armymwr.com)