



The Courses  
at ANDREWS



# Rules & Regulations Handbook

April 2024

Dear Golf Club Patrons and Guests:

Welcome to the Courses at Andrews, a Morale, Welfare and Recreation (MWR) activity providing patrons with a first-rate course and clubhouse. To maintain the highest standards in golfing and to assure patrons and their guest(s) have the most pleasant experience at the Club, please follow these essential rules, procedures and policies, and customs while using the facilities.

The 316 FSS/FSWG Flight Chief of the Community Services Flight supervises this financially self-supported facility under the direction of the 316 FSS Squadron Director. The management and direct supervision of day-to-day operations are duties of the Golf Club General Manager.

The Courses at Andrews offers a variety of amenities including two 18-hole golf courses; two practice putting greens; a driving range; rental clubs, pull carts, and gas cart rental; locker facilities; Griff's Place Bar and Grill; and a pro shop offering an array of golf equipment and accessories. An in-house banquet and catering service is also available for special events.

The U.S. Air Force Instructions governing operations and procedures for the Golf Club operations are as follows:

- AFI 34-116, Air Force Golf Programs
- AFI 34-262, Services Programs and Use Eligibility

Enjoy the facilities and service. We thank you for your patronage.

316th Force Support Squadron Director

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## **SECTION I: DEFINITIONS**

1. **Golf Club Member:** For the purposes of this handbook, annual green fee payers will be called Members. Members are eligible individuals or families that pay advance annual green fees instead of paying daily greens fees. Benefits of membership include the privilege of reserved starting times; handicap discounts, cart loyalty program and participation in club sponsored events.
  
2. **Non-Member:** Authorized players or any eligible user that chooses to pay greens fees on a daily basis instead of annually.
  
3. **Family Member:** Includes the spouse of a sponsor; a sponsor's unmarried children who have not passed their 18th birthday; a sponsor's unmarried children who are dependent on the sponsor because of a mental or physical incapacity; a sponsor's children who are full-time college students and have not passed their twenty-third birthday; a sponsor's parent or parent-in-law who is in fact dependent on the sponsor for half of their support and resides in the sponsor's household.

## **SECTION II: CODE OF CONDUCT**

1. Use of the Golf Club and its facilities is a privilege extended to all patrons. It is the responsibility of every patron to abide by all the rules, regulations, signs and verbal instructions that govern play on the course and use of the facilities. Failure to comply with the rules and regulations, or follow instructions of the Staff, can lead to an interference with the enjoyment of others or damage to the facilities. It is also the responsibility of each patron to correct or report those who fail to adhere to the rules and regulations. Those who do not comply with the rules, regulations and proper etiquette will be subject to disciplinary action recommended by management and approved by the Squadron Director as follows:
  - a. **First offense:** Minimum of verbal warning.  
(Note: If infraction includes failure to pay green or cart fees, appropriate payment will be made immediately.)
  - b. **Second offense within 1 year:** Minimum of written reprimand. Ex. Subjected to non-use of golf carts during cart path only conditions.

- c. Third offense within 1 year: Minimum of 30-day suspension of golfing privileges with forfeit of monthly memberships and any payment.
- d. Fourth offense within 1 year: Minimum of 90-day suspension of golfing privileges with forfeit of monthly membership and any payments

2. Upon request, players must show proof of membership, registration, guest registration or picture identification to the Professional, the Staff, the Starter or the Course Marshal. Any player refusing to show proof or identification will be summarily requested to leave the Golf Club by any of the above officials and the incident may be reported to base Security Forces.

3. The privileges of any individual to participate in MWR activities may be suspended, terminated, or denied if the Squadron Director determines it to be in the best interest of the activity, the installation, or the Air Force. Any individual or party whose conduct disrupts the operation of the facility or creates a disturbance to the detriment of the operation, staff or enjoyment of other patrons of the facility, will be requested to leave the facility immediately and as determined by the Squadron Commander, will be subject to administrative action.

### **SECTION III: GOLF CLUB ELIGIBILITY**

All personnel determined to be eligible may use the Golf Club on a daily green fee basis. The order of play for golfers on the Tee Time Standby List is on a first-come first-served basis. Members may be required to show golf membership card at the pro-shop counter each visit. Failure to do so, could result in a daily green fee charge.

### **SECTION IV: Golf Club Membership**

There are several payment methods available for Annual Green Fee dues. The Membership is not a monthly fee, it's an annual fee. Memberships will run from date of original payment until one year from that date. Payments can be made Annually or Monthly. Monthly payments will incur a 10% service charge each month.

1. The Annual Fee is billed monthly, using this method. Like any other credit card, there are penalties and interest assessed for late payment. A 10% service surcharge will be added to all customers who choose to pay monthly. Customers who card declines more than 1 time will also be assessed a \$10 charge per month that their card declines. It is the responsibility of the member to notify Golf Course staff of any changes to their card on file. Failure to do so will result in a fine or suspension of membership. Members will be responsible for all Past Due charges, membership will remain suspended until Member is "Current".

2. Patrons may pay the Annual Fee with their own credit card or cash. Refunds will be issued for PCS'ing, TDY's, Deployments, Medical Issues only. All other cancellations will not be subject to refund.

3. Members who will lose time from playing golf due to Medical Reasons will have their membership pro-rated for the amount of time they were out. Medical documentation showing start and release date from doctors will be required to be credited back for time missed. Stop payments of memberships for Vacations or for any other reason will not allowed.

4. Members are solely responsible for notifying the office immediately upon change of status, i.e., promotion or retirement. Full back dues will be assessed for those changes, especially rank, not reported to the office immediately.

5. Active Duty, with TDY orders, may pay upfront, for only the months they are stationed at JB Andrews for duty.

6. Members may be required to fill out membership forms each year to keep all information current.

## **SECTION V: MINOR FAMILY MEMBERS**

Children under age 10 will be permitted on the Golf Course. An adult will accompany these junior golfers at all times. Young adults (age 11-15) can play without adult supervision with permission from the manager. A valid driver's license is required to rent and/or operate a rental golf cart. Any player 17 and under is considered a junior golfer.

## **SECTION VI: RESIGNATIONS**

Resignations must be made in person in writing at the Golf Club office. Resigning patrons must turn in their advance green fee player's membership card and driving range key fob. Billing of Annual Fee will continue until all of the above is complete.

Again, the resignation must be in writing to stop the billing.  
The patron is responsible for full payment of dues until proper resignation in writing.

## **SECTION VII: REINSTATEMENT OF MEMBERSHIP**

Upon relinquishment of membership, members must either remain out one year or may be reinstated before the one year if back payment is made in full on all back dues from the month patron dropped out to present.

## **SECTION VIII: TDY AND SERIOUS ILLNESS**

Active duty on Temporary Duty (TDY) or an advance green fee payer with serious illness, unable to play for 90 days or more, may request exception to paying advance annual green fees on an individual basis with proper documentation, i.e. TDY orders or doctor's orders.

## **SECTION IX: HANDICAPS**

The GHIN service is a separate fee and will be paid by the golfer. There is no prorated charges for this service as this is a separate organization.

## **SECTION X: DAILY GREEN FEE AND OTHER ESTABLISHED FEES**

Daily green fees and all other established fees must be paid before the start of play. A cash register receipt will be issued upon payment of the required fees. This receipt must be presented to the starter before playing and must be presented upon request at any time during play. Regardless of how many strokes are taken, players striking a ball on the course are deemed to be playing "a round of golf" and are therefore required to pay green fees consistent with their user status. Likewise, riding in a cart on any portion of a hole requires payment of a full cart rental fee. All personnel must show their identification card when paying daily fees. Failure to pay proper fees may result in suspension of playing privileges immediately and into the future.



## SECTION XI: GUESTS

The POC of an event is considered the sponsor of the event and is responsible for the actions and or damages caused by any and all of the guests or participants.

## SECTION XII: GOLF CART OPERATION

1. No one without a valid driver's license is permitted to rent or operate a golf cart. Failure to abide by cart rules can result in suspension of cart privileges. All damages caused by operator of golf cart will be responsible for all damages to golf cart and any other damages caused to facility or equipment.
2. A non-playing passenger/spectator in a cart is required to pay the appropriate fee. All carts are reserved for golfing first and any golf carts remained may be rented for spectating for an event.
3. Cart rentals are for 9 or 18 holes. Carts rented for 9 or 18 holes must be returned after 9 or 18 holes are played or rental must be paid before any additional holes are played. These fees are not "Daily" Fees.
4. Unless carts are restricted to cart paths, the 90-degree rule is in effect. Golfers are required to keep carts on the cart path until they are even with a golf ball in the fairway. Only then should the cart leave the path, turning sharply (90 degrees) to drive straight across to the golf ball.



5. When carts are restricted to paths due to inclement weather, such restriction applies to all players, including those with special needs.
6. At no time will a golf cart transport more than two people and/or two bags.
7. All players are required to share a cart, whether playing 9 or 18 holes regardless if the player is a smoker or non-smoker. A shared cart is defined as 2 persons occupying a single cart.
8. Any player preferring not to share a cart will be required to pay the applicable single cart rider fee. Single carts may not be available during certain dates and times where carts will be in high demand. This is to allow the most amount of players on the course.
9. All cart rental fees are based on a shared cart. The shared cart policy applies to gaggles and tournaments as well.
10. Carts rented for play during twilight green fee rates will not be issued/rented until the time twilight green fee rates begin and are paid.
11. If a starter cannot locate a player to pair with a single golfer to share the rental fee, the starter may allow the cart to be used by a single player at the Shared Rental Cart fee.
12. Private carts may not be driven or transported on to the premises. This includes any vehicle with a seat and a motor.
13. Disability cart privilege may be permitted to drive golf carts nearer to the greens than normally allowed. Proper documentation of disability may be requested to issue disability flags. Disability cart privilege does not apply during cart path only conditions.

### **SECTION XIII: PULL CARTS AND MOTORIZED CADDIES**

Pull carts and motorized caddies will be kept off the green and the green apron, and parked at least 40 yards from the green. Do not pull carts between a bunker and the adjacent putting green.

## SECTION XIV: GOLF BAGS

All players must have their own golf bag and clubs. Clubs may be rented in the pro shop. Golf bags will not be laid or stood on the green or on the green apron.

## SECTION XV: FOOD AND BEVERAGES

Only food and beverages purchased at the golf club are permitted on the premises. Privately-owned coolers are not permitted on the premises. Premises pertains to within gated area to include Parking Lots. Any outside food and beverage will be asked to be removed from the facility or will be taken by Golf Course staff until play is completed at that time items will be returned. Violations of this rule are subject to disciplinary actions listed under the code of conduct policy.

## SECTION XVI: TEE TIMES

1. Tee-times can be made online at [www.thecoursesatandrews.com](http://www.thecoursesatandrews.com) or by using The Courses at Andrews app or by stopping in the shop.

Priorities for tee times are:

- a. PRIORITY 1: Active duty service members and their family members.
  - b. PRIORITY 2: All other members
2. Single players may reserve a tee time but will be paired up with other golfers.
3. It is the responsibility of the booking member/golfer to provide the names of all players in their tee time to the pro shop/starter.
4. A standby list consists of players who do not have a tee time.
- a. Priority of play for individuals on the standby list is on a first-come/first-served basis.
  - b. The Starter will maintain the standby list and integrate players onto the course at the appropriate time, teaming single players and twosomes from the standby list whenever possible to form a starting group. Players not on the standby list will not be allowed to fill in. The standby list may also be used to replace players with forfeited times.
  - c. If a group on the standby list is called and not all the players are present, they will go to the bottom of the list.
  - d. Normally, no group will be allowed to play with less than four players if there is a standby list.
  - e. All players (members, daily green fee players and guests) must register in the Pro Shop and with the Starter and must show fee receipt before starting. Those paying green fees must show their Identification Card each time. Players who cannot provide a military identification card will pay civilian fees.

f. Limitations

i. Falsely using the name of an active duty member to obtain a tee time is grounds for suspension.

ii. Players must check in with the Starter 15 minutes prior to play or the tee time is forfeited, without exception.

iii. Cancellations must be made 15 minutes prior to the tee time.

Players failing to do so will be subject to losing advance tee time privileges for the entire group.

iv. All Tee time for the Courses at Andrews Women's Golf Association will be blocked out on the starting time sheet before the form is available for tee time request.

v. Players will start at their assigned tee time and starting hole and play the holes in order as they are printed on the scorecard and may not skip to adjacent holes without prior approval from the starter or proshop.

vi. The Professional on duty always has the authority to change/delay tee times or courses of a foursome, group or event based on circumstances.

4. Tee-times can be made days in advance based on your status.

a. Active Duty Golf Members can reserve tee times 14 days in advance.

b. Active Duty Personnel can reserve tee times 13 days in advance.

c. Other Authorized User who are Members can reserve tee times 14 days in advance.

d. Other Authorized Users non-members can reserve tee times 13 days in advance.

e. Civilians can reserve tee times 4 days in advance.

## **SECTION XVII: Courses at Andrews WOMEN'S GOLF ASSOCIATION (TUESDAYS)**

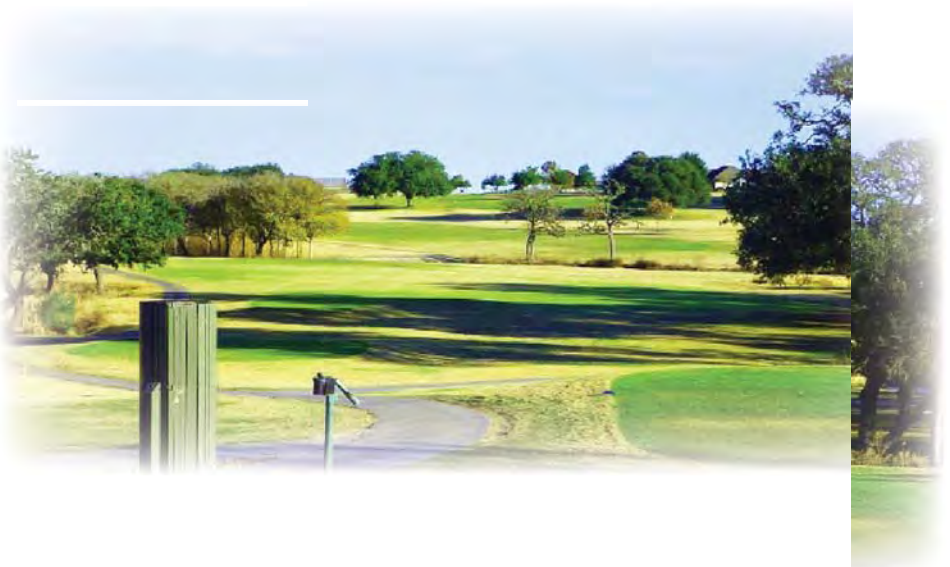
The Courses at Andrews Women's Golf Association has an organized golf outing on Tuesday mornings, except when Tuesday is a holiday. For more information on the activities of the The Courses at Andrews Women's Golf Association please contact the Pro Shop at 301-736-4887.

## **SECTION XVIII: BLANK**

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## **SECTION XIX: FIVESOMES**

Five-somes are not allowed without approval of the Pro Shop Clerk/Starter on duty. If allowed group must maintain pace of play with group in front of them and will be ordered to split up if more than one complaint is registered.



## **SECTION XX: COURSE MARSHAL**

Course marshals will monitor the course so that it may be preserved and to make sure all patrons have an enjoyable golfing experience at the Club. They will check on payment of course fees and enforce the rules. The course Marshal has full authority to enforce all the policies and procedures of the Club.

## **SECTION XXI: STARTER**

1. Players are required to check with the starter prior to play. When the starter is not on duty, players are required to check with the Pro Shop Professional for instructions on where to commence play. All players must show receipt for payment of all appropriate fees before starting play and when asked to do so by an authorized course representative.

2. The Professional reserves the right to change courses, delay or vary the number of people in a group or adjust the starting time of play of any particular group to accommodate unusual situations and/or circumstances.

## **SECTION XXII: ETIQUETTE**

1. Etiquette is the observance of the code for correct behaviors with respect to the Staff, other players, equipment, and the course. The use of the golf facilities is a privilege for everyone to enjoy. All patrons have an equal responsibility to be courteous and obey the rules and regulations. All policies, procedures and signs must be observed. Violations may result in suspension of privileges.

2. Safety is of primary concern. Be certain that players ahead on the course are out of range and have left the area around the green and are approaching the next tee before striking the ball. Also, move directly to the next tee when the last person has finished a hole to avoid delay of play. Scores should be recorded at the next tee.

3. There are four sets of tee markers: red, gold, white and blue. Players will tee off between and behind the markers.
4. When a group has one hole open in front of them, they will wave any following players through. Do not hit again until those players are out of range.
5. Speed of play target is 13 minutes per hole. No more than 3 minutes should be spent looking for a lost ball. Players who do not maintain their speed of play may be asked to pick up and move to a drop area, the next tee or removed from the course by the marshal or manager on duty.
6. No one shall move, talk, stand close to or directly behind a player or in harms way when the player is addressing the ball or swinging the club.
7. Do not give a lesson on the course during a round of play. Use the practice tee for instruction.
8. Playing more than one ball at anytime is not permitted.
9. Play ready golf. Hit when safe.
10. Carts are expected to remain on the cart paths at all times around tees and greens. All carts must exit the fairway and remain on the cart path 40 yards from the green.
11. On par 3s, carts should be kept on cart paths at all times.
12. Unless carts are restricted to cart paths, the 90-degree rule is in effect.
13. Pull carts and golf bags must be kept away from all tees and greens.
14. Any shouting, yelling, fighting or disregard for other golfers or golf course property will be asked to leave without any refunds. For serious offenses or threats made to golf course staff we will contact Security Forces for removal.
15. At the first sign of lightning, players are expected to exit the course and return to play only when instructed by the Golf Club staff.
16. Caution should be used while walking on all surfaces.
17. Violations of the rules should be reported to the Pro Shop.



## SECTION XXIII: DRESS CODE

1. Proper golf attire is required. Shirts, socks and shoes must be worn at all times. Articles of clothing that are not permitted include: ripped and sleeveless t-shirts; tank tops; cut off shorts; gym shorts; physical training (PT) uniforms (t-shirts and/or shorts); and shoes deemed harmful to the course. Metal spikes are prohibited.
2. The air force combat uniform with jacket and hat removed is authorized for practice range only.





## SECTION XXIV: CARE OF THE GOLF COURSE

Proper care of the golf course is the personal responsibility of each patron and guest. All players are reminded to carefully observe the following:

1. Replace and press down immediately all divots.
2. Carefully repair all ball marks on the putting green.
3. Do not walk through the bunkers unless making a shot. Rake and smooth the bunkers before leaving.
4. Avoid carelessly dropping flagsticks or tearing greens.
5. Practice on the course or playing multiple balls is prohibited.
6. Help keep the course clean. Avoid littering.
7. Obey all instructions given by Staff, and on signs, especially cart directional signs. These signs are used to keep carts away from damaged areas and to keep other areas from being damaged.
8. Range mats will be used at all times unless otherwise specified.
9. Yardage markers. Course measurements are in accordance with the U.S. Golf Association standards. All yardage markers on the course are measured from the center of the green to the yardage marker. Red stakes are 100 yards from the center of the green; white stakes are 150 yards; and blue stakes are 200 yards. (Yardage was measured with an electronic measuring device.)
10. The golf course is off limits to everyone except golfers. Joggers, bicyclists, fishermen, bird watchers, strollers and are prohibited.

## SECTION XXV PRO SHOP

1. The Pro Shop is stocked with competitively priced pro-line merchandise. Special orders are handled on an individual basis.
2. All merchandise, equipment rentals, and services may be paid by cash, check or a major credit card.
3. Resale merchandise will not be taken out of the Pro Shop on a trial basis. Cash register receipts must accompany any returned merchandise. Sale merchandise is not returnable. Merchandise with price tags removed is not returnable.
4. Solicitation by outside sources for the sale or repair of golf clubs, equipment, or accessories on Golf Club property is prohibited.

## SECTION XXVI: GOLF LESSONS

Golf lessons are available only from a qualified PGA Golf Professional contracted by the Courses at Andrews. Lessons given by outside instructors are not permitted. Contact the Pro Shop personnel for more information.



## **SECTION XXVII: USGA RULES**

United States Golf Association rules govern all play except when modified by local rules.

## **SECTION XXVIII: LOCAL RULES**

1. Ground under repair and ground conditions include areas circled with a white line; ant hills; man-made shallow watering wells at the base of trees marked with strip cloth; dirt or gravel area adjacent to and within one club length of artificially surfaced cart paths or roads. (The exception to USGA Rule 25-1b applies which prohibits relief where unreasonable through use of an unnecessarily abnormal stance, swings or direction of play.)

2. Preservation of course. Drop without penalty away from marked small trees (within one club length) only if the path of the intended swing would touch the tree or if the tree interferes with the intended stance. (The exception to USGA Rule 25-1b applies which prohibits relief where unreasonable or through use of an unnecessarily abnormal stance, swing or direction of play.)

3. Out of bounds. All public streets, driving range, fences and white stakes or painted poles or trees (determined by the nearest inside points of the fence posts, stakes, poles, or trees, measured at ground level) are out of bounds.

4. Uncut areas. Any uncut area is considered a penalty area. This includes wooded areas.

5. Rakes in bunkers. Rakes will be placed in bunkers in the direction of play.

6. Cut-lines - For the sake of speed of play, all grass cut-lines 6" or taller should be played as a lateral hazard.

## **SECTION XXIX: RECIPROCAL AGREEMENT**

The Courses at Andrews policy, as approved by the Squadron Director, is as follows:

1. TDY status. Active Duty Armed Forces, DA civilians, and family members with them while on TDY at the Courses at Andrews will be granted reciprocal privileges for a period of 14 days from the date of the TDY orders providing they have proof that they are current advance fee patrons at another MWR golf facility. A copy of the TDY orders must be presented.
2. Other than TDY. Active Duty Armed Forces, retired Military, DA civilians, and family members with them visiting in the DC metropolitan area in other than TDY status (e.g. leave or vacation) may use the Courses at Andrews for up to 14 days at the twilight green fee rate appropriate to their rank orders providing they have proof that they are current advance fee patrons at another MWR golf facility.
3. After 14 days, individuals in either status (1 or 2) must pay the full daily fee.

## **SECTION XXX: PARKING**

Park in authorized spaces only. Parking in reserved spaces by unauthorized personnel will be subject to disciplinary action.

## **SECTION XXXI: TOURNAMENT POLICY**

1. No tournaments, other than club sponsored, will be scheduled on weekend mornings.
2. Tournaments will not be scheduled when course maintenance is scheduled.

3. The Golf Pro will assign the groups to the course as is appropriate to the size of the group. The number of players must be reported to the manager on duty by at least 5 days prior to the date of play.
4. The manager on duty or the Starter has the prerogative to place other golfers on the course to maximize course use if a tournament does not occupy full capacity of the course. Full capacity is considered 120 players.
5. No reduction in fees or charges will be considered.
6. No food or beverage may be brought onto the premises. The Golf Pro may grant exceptions for "beverage only" and a surcharge will be assessed. A party contract agreement must be signed 14 days prior to the date of the event.
7. The Golf Pro has the prerogative to deviate from the above-established procedures in keeping with the sound management policies and the best interest of the Courses at Andrews .
8. No rain dates are scheduled.
9. The Golf Pro may change the course and time for a tournament as conditions warrant.

## **SECTION XXXII: PRACTICE RANGE**

1. Range balls will be hit from the matted surfaces or designated grass tees only.
2. Range balls and baskets are property of the Air Force/The Courses at Andrews and may not be removed from the driving range.
3. Range balls are not for play on the golf course and will be removed from golf carts before entering the course.
4. Retrieving golf balls from the range is not allowed.

## **SECTION XXXIV: USE OF THE COURSES BY THE GENERAL PUBLIC**

1. Facilities: The general public is authorized access to the golf course, practice range and snack bar.

- a. The general public is authorized to purchase those items from the Pro Shop necessary to complete their round of golf, (e.g. balls, tees, gloves and caps).
- b. The general public is authorized to purchase food and beverages from the snack bar while golfing at our facility.

2. Tee Times: Non-DOD civilians may call the pro shop no earlier than one day prior to the desired day of play to request a tee time. Tee times will only be given for parties of two or more.

3. Walk-ons: Walk-ons are welcome. Walk-on players will be called to the tee by the starter in the order that the names appear on the stand-by list.

## **SECTION XXXV: RAIN CHECK POLICY**

The Pro Shop will issue rain checks to golfers caught who are caught in heavy rain resulting in the closure of the golf course or in emergency situations. If course staff is required to pull you off the course for emergency or severe weather rain checks will be made. Rain checks will be made for the following (based on 18 Hole Rounds)

1. If a player has completed 4 Holes a 9 Hole Rain Check will be given.
2. If a player has completed 13 Holes no rain check will be given.
3. Rain checks will not be issued for twilight rounds after more than 6 holes are completed.
4. If it is known that rain is impending or it is currently raining during check-in rain checks will not be issued.
5. All rain checks expire 30 days from the date of issuance.



# The Courses *at* ANDREWS

Proshop (301) 736-4887

[www.TheCoursesatAndrews.com](http://www.TheCoursesatAndrews.com)

Want to get daily updates on course conditions, book tee times,  
and much more? Download The Courses at Andrews app!

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