

# **CITY OF CORONADO GOLF COURSE**

## **POLICIES & PROCEDURES**

### **MANUAL**

**REVISED MAY 23, 2024**

## PURPOSE

The purpose of this Manual is to:

- Define and describe the Fees, Policies and Procedures necessary for the effective operation of the Golf Course.
- Changes to the Manual are to be approved by a majority vote of the Golf Course Advisory Committee.

## FEE SCHEDULE

The following Fee Schedule governs prices to play: Resolution No. 2023-41

<b>GREEN FEES</b>	Weekday (Mon-Thurs)	Prime Time (Fri-Sun) & Holidays	<b>OTHER FEES</b>		
Resident	\$44	\$49	Advanced Booking Fee (0-1 days)	\$1.50	
Resident (Twilight)	\$26	\$30	Advanced Booking Fee (3-14 days)	\$25	
Resident Back 9	\$23	\$23	Resident Card Replacement	\$5	
Junior 25	\$300	*			
Resident 25 Legacy (70+ and M-Th only)	\$575	*			
Resident 40	\$1,280	*	<b>RENTAL FEES</b>	Regular	Twilight
Resident 80	\$2,000	*	Cart Fee Resident	\$21	\$12
Resident Junior	\$20	\$20	Cart Fee Non Resident	\$24	\$13
			9 Hole Cart Fee	\$12	\$12
Non Resident	\$50	\$59	Pull Cart	--	\$10
Non Resident (Twilight)	\$31	\$37	Spectators Rider Fee	\$24	\$13
Non Resident Back 9	\$30	\$30	Rental Club Fees	\$65 + tax	\$40 + tax
Non Resident 40	\$1,560	*			
Non Resident 80	\$2,320	*			
Non Resident Junior	\$24	\$24			
Tournament/Groups**	\$80	\$85			
Aerification	20% off all rates	20% off all rates			
*All Pre-Paid Discount Cards require a \$5 surcharge/round for weekend/holidays					
*All Pre-Paid Discount Cards are available for California Residents only					
**Coronado Nonprofit Shotgun events receive 20% discount on greens fees (\$65/person)					

## PRE-PAID DISCOUNT CARD RESTRICTIONS:

In lieu of paying a standard green fee, an individual may purchase a Pre-Paid Discount Card.

- All rounds for Pre-Paid Cards for 25, 40, and 80 rounds must be used within one year of the date of purchase.
- Any Junior who has an active Junior 25 discount card may play without charge up to 2 hours to sunset, pending availability. This is for walk-up only (no tee times) and players MUST check in to the pro shop.
- Pre-paid cards for 80 rounds may be used by a family (defined as maximum of two (2) related adults living under the same roof). Both players' names and proof of residency shall be provided at the time of card purchase.
- Pre-Paid Cards are non-refundable, non-transferable, and non-extendable.  
Active or retired military personnel with Pre-Paid Discount Cards do not pay the \$5 surcharge on Veterans Day or Memorial Day holidays (with military I.D.).

- Pre-Paid Discount Cards are only available to California residents, with valid proof of residency.
- Pre-Paid Discount Card holders who knowingly misuse their card shall have their card revoked/canceled and not be permitted to purchase a new card for a minimum of 2 years.

## **JUNIOR PLAY**

A Junior is defined as anyone under the age of 18 years old, or, if 18 years or older, enrolled in high school.

## **RESERVING TEE TIMES**

- Tee times may be reserved up to fourteen (14) days in advance of the day of play online, in-person at the Pro Shop, or by telephone and require a non-refundable Advanced Booking Fee.
- The Advanced Booking Fee does not apply towards the Greens Fees. Each player must pay the associated Greens Fee or have a valid Pre-Paid Discount Card.
- The Advance Booking Fee of \$25 shall be paid when the starting time is reserved and is non-refundable.
- Advance Booking Play availability begins at 8:30 a.m.
- Up to six (6) Advance Booking Times may be scheduled per hour. Advance times lost due to Club Tournaments may be rescheduled at the discretion of the Golf Professional or the Director.
- Tee times may be reserved in-person or over the phone two days in advance of the day of play. In-person reservations shall be reserved beginning at the first available tee time but no later than 6:00 a.m. The starter will begin taking phone call reservation requests at 9:00 a.m.
- Tee times on the same day of play will not incur any booking charges.

## **RESIDENT 7-DAY ADVANCED BOOKING**

- Any resident wishing to utilize the Resident 7-day Advanced Booking portal online must verify residency and obtain a resident card from the Recreation Department at the Coronado Community Center at least 24 hours in advance to gaining access to the portal.
- Resident 7-day Advanced Bookings will be available to book online, beginning at 6:00 a.m. 7 days in advance of the day of play.
- Resident 7-day Advanced Bookings will not incur any booking charges.
- Resident 7-day Advance Booking Play availability begins at 8:00 a.m.
- Up to three (3) Advance Booking Times may be scheduled per hour.

## **TWILIGHT PLAY**

Twilight rates will begin at the following times:

- November (Daylight Savings Time ends) – March (Standard Time): 1:00 p.m.
- March (Daylight Savings Time) – May (first Saturday): 2:00 p.m.

- May (first Sunday) – September (first Saturday): 3:00 p.m.
- September (first Sunday) – November (Daylight Savings Time ends): 2:00 p.m.

## **BACK NINE PLAY**

Back Nine Play is made available to the general public on a first-come, first-served basis. No prior reservation may be made.

- The first tee time, when available, begins at 6:30 a.m. and the last tee time is 7:22 a.m.
- Pro Shop staff will register the players, ensuring payment is made. A Marshal will be assigned to the 10<sup>th</sup> tee and collect the receipts for each player, and match players into foursomes when possible.

## **TOURNAMENT/GROUPS FEE**

- The Tournament/Groups Fee is inclusive of shotgun tournaments, small groups (13+ players) for tee times, and referrals of any size from Coronado Hotel concierges. Coronado Men's and Women's Club Events are exempted from the Tournament/Group Fee but every player in the events must pay Non-Resident Prime Time rates.

## **SMALL GROUPS**

- Players can book no more than 3 consecutive tee times. If a group needs more than 3 consecutive tee times, they must contact the Tournament Director of the Golf Course and will be charged the Tournament/Groups Green Fees, plus any associated cart and/or range balls required by the Pro Shop.

## **SHOTGUN TOURNAMENTS**

- Shotgun tournament organizers must contact the Tournament Director of the Golf Course and will be charged the Tournament/Groups Green Fees, plus any associated cart and/or range balls required by the Pro Shop, as well as food, beverage, and facility charges as required by the food and beverage concessionaire.
- No shotgun tournament may be scheduled to start before 10:00 a.m., except for those approved by the Director.
- Shotgun tournaments will not be held on Saturdays, Sundays, or Holidays and must have a minimum of 120 players and maximum of 144 players.
- Tournament starting times may be reserved up to, but no more than, five years in advance.
- If there are any tournaments booked after 10:00 a.m., no additional tournaments may be booked prior to 10:00 a.m. on that day.
- The number of tournament rounds is not to exceed 20% of the total rounds played in the corresponding month.

## **WOMEN'S AND MEN'S PLAY DAYS**

### **WOMEN'S PLAY**

- Starting times, generally 7:00 a.m. through 10:52 a.m., will be reserved on Tuesday mornings for women's play.

- The Coronado Women's Golf Club is responsible for assigning starting times for all players, whether or not they are Club members. All are to be treated equally.
- Signups for women's play will be accepted beginning at 7:00 a.m., 2 weeks prior to the Tuesday play date via email to [cwgc.teetimes@gmail.com](mailto:cwgc.teetimes@gmail.com), and no one person may sign up for more than one starting time.
- Between 7:00 a.m. and 8:00 a.m., only 1 or 2 players per email may sign up for tee times.
- After 8:00 a.m. 1 to 4 players per email may sign up for tee times.
- Cancellation of tee times must be submitted by email to [cwgc.teetimes@gmail.com](mailto:cwgc.teetimes@gmail.com) by 5:00 p.m. the Friday prior to the play date. Signup sheets are submitted to the pro shop after 5:00 p.m. on the Friday prior to the play date.

### MEN'S PLAY

- Starting times, generally 7:00 a.m. through 10:52 a.m., will be reserved on Wednesday mornings for men's play.
- The Coronado Men's Golf Club is responsible for assigning starting times for all players, whether or not they are Club members. All are to be treated equally.
- To reserve a tee time each player must pre-register to access the Golf Genius Tee Sheet, by sending an email at least 5 days in advance to: [nadomensday@mail.com](mailto:nadomensday@mail.com) with the following contact info:
  - Name, Email, GHIN # (if you have one) & Phone #
- Once a player is registered, that player will have access to the weekly tee sheet on Golf Genius, to sign in and try to procure a time for the following week.
- Every Tuesday evening at 7:30 p.m., eight days prior to the following Wednesday morning play, Golf Genius-registered Wednesday players may log into GolfGenius.com to randomly search for available tee times. Tee Times are blocked from 7:00 a.m. to 10:52 a.m. and no one person may sign up for more than one starting time (however, a player may sign up to 3 more playing partners in the same group).
- Coronado residents (with resident card) may log into Golf Genius on Monday's (9 days prior to Wednesday play) from 8:00 a.m. – 12:00 p.m. and try for a single-player-only tee slot. Specific tee times available for residents only are: 7:22 a.m., 8:22 a.m., 9:22 a.m., & 10:22 a.m. for a total of 16 individual spots.

## **MARSHAL PROGRAM**

### PURPOSE

- The purpose of the Marshal Program is to assure that golfers and others comply with course policies, procedures, rules, and maintain appropriate speed of play. The Coronado Golf Professional shall be responsible for the Marshal. The following parameters should be enforced by the Marshal.

### SPEED OF PLAY

- It is the goal of the Coronado Golf Course that an average 18-hole round is played in 4 hours and 30 minutes or less. Rounds taking less than four hours are encouraged, especially during the 6 a.m. to 9 a.m. time frame.

### COURSE RULES

- The Marshal is to enforce the “Local Rules” as printed on the scorecards. All are important. The most frequently abused are:
- Driving carts too close to greens (less than 30 feet), past white lines and signs in front of greens, on tees, and off the course.
- Improper attire.

### TRESPASSERS

- The only persons allowed on the course are golfers who have paid a green fee and persons approved by the Pro Shop who accompanies golfers. All others are trespassers prohibited by City of Coronado Municipal Code and are subject to be cited by the Coronado Police Department.
- Under California State law, all persons must be allowed access to the San Diego Bay. Such access is available only through the parking lot and along the road past the clubhouse behind the 18<sup>th</sup> green.

## **GOLF COURSE ADVISORY COMMITTEE**

### PURPOSE

- To advise the Director of Recreation and Golf Services on matters concerning the golf course, golfers, and clubhouse to include, but not be limited to, fees, capital improvements, policies and procedures, and other matters that may be referred to them.

### MEMBERSHIP

- Membership, or as determined by City Manager.
  - Director, Recreation and Golf Services (Chair)
  - A member of the City Council
  - A representative of the office of the City Manager or appointed at-large City representative.
  - Individual(s) appointed by the City Manager (up to two [2] members)
  - Two members each as appointed by the board of Directors of the Coronado Men’s and Women’s Clubs
  - Coronado Golf Professional
  - Representative of the Restaurant concession

### MEETINGS

- Meetings shall be held once a month or as directed by the Director. Agenda items must be submitted to the Director by the Thursday prior to the scheduled meeting.

### CHANGES TO THE COURSE

- When changes to the course are being considered, drawings will be reviewed and approved by the Committee either as presented or as modified. After approval, Committee members will initial the drawings. The approved changes will be reviewed by the Committee in the field prior to construction beginning.

### DISAGREEMENTS

- Recommendations to the Director will be based on a majority vote of the members present at the meeting. If the Director does not agree with the Committee's advice, he shall inform the members. The Committee may then request a review and discussion with the City Manager.