



A Robert Trent Jones Sr. Design

Membership Handbook

2024 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

908-604-2582

MEMBERSHIP POLICIES

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

- **Resident Full Membership** - Ages 12 & up
 - Discount for Youth, Ages 12 to 17
 - Discount for Seniors 60+ or will turn 60 during the operating year or Veterans ages 18-59 with proof of veteran status.
- **Resident Student Summer Membership** - Ages 12 to 23, valid for use May 15 to Labor Day only.
- **Non-Resident Full Membership** - Ages 12 & up
- **Group Membership** - Group Memberships may be purchased by a business physically located in Bernards Township. Any employee of the business would be eligible to be named on a membership regardless of their personal residency. A minimum of five memberships must be purchased to be eligible for a Group Membership.

Proof of VA Status

- VA affiliates must provide documentation or a valid ID to verify status as an employee, outpatient or volunteer.
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
- The Second Family Member in Household must be an immediate family member, living at the same address.
- There is no initiation fee for student summer memberships.
- Non-residents are charged a higher annual membership fee, in lieu of a separate initiation fee.

Membership Payments

- Payments are accepted online, in-person at the Parks & Recreation office and by mail beginning in January for the current membership year.

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.

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.

MEMBERSHIP POLICIES

Membership Cancellations & Refunds

- Email golf@bernards.org to request a cancellation.
- Refund processing fees vary, visit www.bernards.org.
- Full refunds, minus a processing fee, will be issued if a cancellation request is received prior to opening day for the season.
- 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 joining, whichever is later.

Lapse of Membership

- A membership not renewed for one season or more is considered lapsed. Lapsed members who wish to re-join must meet all current eligibility qualifications.
- Lapsed resident members who can verify they previously paid the initiation fee will be charged a \$100.00 re-registration fee and receive 3 *Guest Visit Credits*.
- If it cannot be verified the initiation fee was previously paid, it will be charged upon re-joining. The initiation (irrigation) fee was assessed to all those who held membership in 2003 and paid by those who joined thereafter.

Medical Suspension

- Members who are unable to play due to medical reasons may request a suspension (to avoid a lapse). Submit a request with physician verification to golf@bernards.org.
- If membership was paid and notification is received by April 1, membership fees for the current season will be refunded, minus a 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.

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.

Fraudulent Use

- ID cards are not transferable. Any person found loaning their 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.

ALL PLAYERS MUST CHECK IN!

Upon check in, you agree as a condition of yourself and your 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 sustaining injury to yourself and/or damage to your property and/or your injuring someone else and/or damaging someone else's property as a result of your activities on the Coakley-Russo Memorial Golf Course. You also agree to ensure your guests will abide by the rules established for the use of the Coakley-Russo Memorial Golf Course.

TEE TIME RESERVATIONS

Tee time reservations are required.
Check in is 10 minutes prior to your tee time.
Late arrivals may not be accommodated.

How to reserve a tee time:

- Members may make a reservation up to 7 days in advance online or by calling 908-604-2582.
- Limit of one (1) 9-hole reservation per day/per member.
- To make a reservation online, log in with your household username and password. Households with more than 1 golf membership will use the same credentials for login and reserving tee times. Online reservations are not permitted within 30 minutes of desired tee time.

How to cancel a tee time:

- You must cancel if you cannot make your tee time. No-shows will result in loss of tee time privileges!
- Members may cancel a tee time ONLINE at least 24 hours in advance of the reservation. Within 24 hours, you must call the course at (908) 604-2582.
- Tee times not cancelled at least one hour prior will be considered a no-show.
- If the course is closed due to weather, all tee times will be automatically cancelled.

TEE TIME NO-SHOW POLICY

- When a member has five individual no-shows, they will be issued a written warning.
- Each additional no-shows will then result in the suspension of tee time privileges in the order below:
 - 7-day suspension
 - 14-day suspension
 - Suspension for the remainder of the season
- A no-show of a foursome, equals four individual no-shows. If one member reserved the foursome, they will be marked as having four total no-shows.

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:

- You may request the use of the SoloRider car for either yourself or a member of your group. If you reserve a tee time online, you will need to call the course at 908-604-2582 to also reserve the SoloRider.
- 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 3 hours prior to the next reservation.

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.

GUEST POLICIES

- Members are permitted to bring guests for any tee time up until one hour prior to the last member tee time.
- 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.

VA INPATIENT/OUTPATIENT PLAY

Inpatients

- VA Inpatients are entitled to play the course without fee and with top priority for use.
- Inpatients in need of therapeutic care shall be certified and given an identification card marked “TP” that will be kept at the course.

Outpatients

- Outpatients using VA services may present their current outpatient ID card to play the course without member accompaniment, for the weekday guest rate, Monday-Thursday, for any tee time up until one hour prior to the last member tee time.

WEATHER & FACILITY CLOSURES

- Call 908-604-2582 before you visit to determine if the facility is open on a cloudy, cold or rainy day.
- We reserve the right to delay opening or close early due to weather, temperature 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.

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

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. No denim materials of any type, or clothing where midriff is visible, are permitted.
 - **For Men**—Collared shirts, slacks, or shorts (Bermuda length) are required.
 - **For Women**—Slacks, capris, skorts, or dresses are required. Shirts with sleeves and collars are preferred. Women may wear a round-neck, collarless shirt with sleeves, or a shirt with a collar and no sleeves.
- Only spike-less shoes are permitted on the course. Spike-less shoes include soft spikes, golf shoes with rubber treads, and sneakers.

2024 FEES

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

Membership Category	Purchased on or before 02/29/24	Purchased on or after 03/01/24
Resident/VA	\$500.00	\$570.00
Resident/VA Youth (12-17)	\$415.00	\$485.00
Resident/VA Senior (60+) or Veteran (18-59)	\$460.00	\$530.00
Student Summer (12-23)	\$290.00	\$290.00
Non-Resident	\$645.00	\$745.00

Pull Cart Rental \$3.00
 USGA Handicap Registration \$35.00*
 *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

Groups/Teams/Outings

Call 908-204-3003 for more information.

OPERATING SEASON:
April 1—November 17, 2024

Visit www.bernards.org for
complete operating hours.

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.