

## Rapid City Golf Policy Manual

### Golf Course Management Staff

Kristy Lintz, CPRP  
Operations Manager  
(605) 394-4191  
[Kristy.Lintz@rcgov.org](mailto:Kristy.Lintz@rcgov.org)

Emily Carstensen  
Recreation Specialist  
(605) 394-4191  
[Emily.Carstensen@rcgov.org](mailto:Emily.Carstensen@rcgov.org)

Jeff Richardt  
Executive GC Operations Manager  
(605) 394-4124  
[Jeff.Richardt@rcgov.org](mailto:Jeff.Richardt@rcgov.org)

James (JJ) Walraven, CGCS  
Superintendent  
(605) 394-4199  
[James.Walraven@rcgov.org](mailto:James.Walraven@rcgov.org)

Doug Lowe  
Recreation & Golf Division Manager  
(605) 394-4168  
[Doug.Lowe@rcgov.org](mailto:Doug.Lowe@rcgov.org)

### Rapid City Golf Facilities

#### **Meadowbrook Golf Course**

3625 Jackson Blvd.  
Rapid City, SD 57702  
(605) 394-4191

- Hours of Operation Vary
- Staffed Year Round

#### **Executive Golf Course**

200 Founders Park Dr.  
Rapid City, SD 57701  
(605) 394-4124

- Hours of Operation Vary
- Seasonal Facility – Clubhouse closed when greens are covered.

**Meadowbrook Golf Course** is a David Gill Design facility that features a classic parkland-style course with cottonwood, spruce, pine & apple trees covering 6,900 yards.

#### **Vision Statement**

Meadowbrook Golf Course, “Where the sands of the Badland meet the Ponderosa pine of the Black Hills.” Meadowbrook Golf Course will provide a life-long public golf home for all its citizen patrons, a memorable golf experience for tourists and corporate event players, and exciting golf challenges for hosting championship tournament play.

Make it ... Meadowbrook, Rapid City’s Choice.

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### General Policies

#### **Recreation Facility not a Park**

Rapid City Municipal Code 12.28 establishes Municipal Golf Courses as a fee-based facility. Anyone within the boundary of the facility without first paying the required fees is in violation and shall be subject to the general penalty provision.

#### **Refunds/Rainchecks**

No refunds, per ordinance 2.40.160 of the Rapid City Municipal Code. Rainchecks may be issued if the course closes due to weather before 6 holes of a 9-hole round or 14 holes of an 18-hole round.

#### **Outside Food or Drink**

Individuals may bring their own non-alcoholic beverages, food, or snacks for their personal use onto the course. All alcoholic beverages will be prohibited unless furnished by the Golf Course or Concessionaire.

#### **Sales of Product or Services**

Guests may not solicit for personal gain, sell physical products or services, or approach other guests for obtaining signatures for petitions within the facility boundary without the written permission of the manager.

#### **Governance**

The R&A governs the sport worldwide, together with the United States Golf Association. Their shared commitment governs through Rules of Golf, Rules of Amateur Status, and Equipment Standards. Meadowbrook Golf Course is a Members Course of the USGA and the South Dakota Golf Association.

#### **Dress Code**

Golf as a sport has had a dress code that players adhere to for ages. This has been a way to keep new golfers as well as veterans of the game in line with traditions. General public players do not require as high of standards. For regular players we require the following:

- Shirt
- Shorts/Pants
- Shoes

Athletic apparel or other styles must not be offensive to staff or other customers and must cover the body appropriately.

Tournaments and events playing our course enforce higher standards.

- Collared shirts/mock turtlenecks with sleeves.
- Golf Shoes

#### **Harassment of Staff or other Guests**

Harassment of staff or guests, including verbal, physical, use of profanity, sexual harassment, or harassment on account of race, religion, ethnic background, gender, or sexual orientation is not allowed.

#### **Disorderly Behavior**

Excessive noise, running on the course, or otherwise causing a disruption to the peace and order is not allowed.

### Parks and Recreation Behavior Policy

The purpose of this policy is to inform Rapid City Parks and Recreation patrons of the standard of conduct and behavior expected and enforced in programming and facility premises. Recreation users are expected to conduct themselves in a manner that is safe and conducive to fair play and allows for sharing of the facility with other users of all ages and interests.

Certain types of behavior can be potentially harmful or dangerous and will not be accepted. Behaviors that may result in the loss of recreation facility/programming services and/or criminal prosecution include:

- Improperly using any equipment or materials of Parks and Recreation
- Verbal, physical, or sexual harassment
- Disturbing the peace, as defined in Rapid City Municipal Code 9.08.040
- Vandalism

The Rapid City Parks and Recreation Department reserves the right to suspend the program/facility

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privileges of any patron suspected of engaging in any of the above-enumerated activities, or other disruptive or unsafe conduct, for the length of suspension the Parks and Recreation Department deems appropriate, including the permanent loss of access. Any fees or costs for the use of the facility or participation in any program will not be refunded.

The following are recommended guidelines for suspension periods; the seriousness of the conduct may warrant immediate and/or lengthier loss of Parks and Recreation privileges, as determined by the Parks and Recreation Director or designee. The Parks and Recreation Director or designee must approve any loss of programming/facility privileges for one month or more.

- 1st offense – Verbal warning that further violation will involve loss of Parks programming/facility privileges; suspension from the program/facility for the remainder of the day if warranted by severity or repetition of behavior after the warning
- 2nd offense – Loss of privileges for one month
- 3rd offense – Loss of privileges for six months
- 4th offense – Loss of program/facility privileges forever

Any person suspended under this policy may appeal the suspension. In order to be addressed in an appropriate timeframe, suspensions of one month or less shall be appealed to the Parks and Recreation Director; suspensions of six months or more shall be appealed to the Parks and Recreation Advisory Board. In the case of a minor, the parent or legal guardian may file the appeal on their behalf. The person requesting the appeal must complete the appeal form and present it to a Parks and Recreation staff member. The Director or Parks and Recreation Advisory Board may withdraw or amend the suspension only if the person appealing the suspension shows good cause for doing so. All decisions for the Director or Board are final. The Rapid City Parks and Recreation Department staff will endeavor to maintain order in and around its facilities and property. The staff will intervene in an appropriate manner when necessary

to maintain or restore order and are encouraged to solicit the assistance of law enforcement personnel when needed.

### PLAYING RULES

Players must follow Golf Course Rules and Regulations. USGA Rules Govern All Play. Tournament play may have additional rules that will be communicated before the event. Here are some important rules:

1. All Standards of Player Conduct apply (USGA 1.2)
2. All Players must check in with the Starter Shack when in operation prior to their round.
3. All Players must have their own set of clubs.
4. All carts are to stay on cart paths near greens and tees.
5. Where cart paths end, all carts are to stay in fairways unless the 90-degree rule is in effect. See Exhibit A
6. NO Carts are allowed on elevated ruff areas (berms) or in nature areas.
7. Pace of play guidelines are listed on the scorecard and must be adhered to.
8. As a courtesy, allow faster players to play through when able to.
9. The maximum allowable time to spend looking for a lost ball is 3 minutes.
10. Minimize the number of practice strokes during play.
11. No practicing or teaching on the golf course is allowed.

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### SEASON DEFINED

Our season typically begins around Saint Patrick's Day (March 17) and ends around Thanksgiving each year. This is weather and staffing-dependent.

### **Season / Out of Season Play**

It is the management philosophy of Meadowbrook Golf Course to use a cover system on our greens. This is a practical application for winter management that protects against wind desiccation, cold temperatures, and ice encasement. We intend to manage our resources to avoid turf loss over winter playability. Though they make it possible to more reliably provide quality putting surfaces during the spring we acknowledge that covers cannot guarantee an injury-free winter. An additional consideration that advocates a cover system is the increase in migratory birds that winter here. Covers aid in the protection from those birds utilizing the golf course as feeding grounds. Since we cover the greens and we do not provide other maintenance services like mowing while the grass is dormant, we created the policy below.

### **Winter Play Policy**

When covers are on the greens and practice areas, this policy will be in effect. The course will remain playable with the following considerations. The course layout will be backward. Meaning the first hole you will play is hole #18 following the existing holes consecutively backward (ex. 18, 17, 16, ... or 9, 8, 7, ...). Temporary tee markers will be placed in front of the greens within the fairway. All players will tee off from the same position. Existing, original tee boxes will have temporary pins placed on them to serve as the winter green. The course will be walking only. No carts (public or private) will be allowed on the turf unless explicit permission is given from the Director of Parks and Recreation. Players who wish to play in the winter months may do so on a first come first serve basis.

The Driving Range Tee Box is a part of this cover system. Course staff will provide a winter teeing area in front of the existing area to allow for winter use.

### RATES

The Golf Division rates are reviewed within the City of Rapid City's Fee Resolution each year. All rates are proposed, approved by the Common Council, and regulated by City and State ordinances.

Exhibit B is the Current Fee Schedule.

### HOURS OF OPERATION

#### **Tee Sheet/Tee Times**

Both municipal golf courses use 10-minute intervals. Meadowbrook Golf Course uses a split tee sheet (A first tee sheet and a tenth tee sheet to manage the course to fulfillment). The front nine holes' pace of play is two hours and ten minutes. The back nine holes' pace of play is two hours. When you book a tee time, it is scheduled on the first tee sheet. As you make a reservation for eighteen holes, you are guaranteed a thru time reservation on the tenth tee sheet.

With a split tee sheet, if you make a tee time for nine holes or choose only to play nine holes at check-in, you are not guaranteed availability for the back nine. If you so choose to continue, you will be charged for the full amount of the additional nine holes.

Choosing to play nine holes at check-in frees up the availability for the clubhouse staff to book the additional nine holes off the back at your original turn time. Starting tee times change with daylight and weather. The operations staff works with the maintenance staff to allow for enough time for staff to open the course properly. The last tee time for 18 holes will be 4 hours and 10 minutes prior to sunset. The last tee time for 9 holes will be two hours prior to sunset.

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### Clubhouse Hours

As a general rule, during the season, the clubhouse opens 30 minutes prior to the first tee time and closes one hour prior to sunset. This may fluctuate with the weather. In this case, it will be posted on the door of the clubhouse.

As part of our management philosophy to use a cover system, the Clubhouse hours will be limited during the off-season.

### REFUNDS

Per Ordinance, the City of Rapid City defines what is authorized to be issued a refund. We cannot give refunds unless it is our cancelation, meaning the course is deemed unplayable, suspension of play for lightning, etc. It is our policy and industry standard that we provide rainchecks before a refund if this occurs. Below is the ordinance.

#### **2.40.160 Refunds.**

A refund of money paid to the city shall only be made in the following circumstances. No other refunds are permitted.

A. *Return of security deposit - services.* If an ordinance requires a deposit to be made with the city for the receipt of services, a refund may be made for the return of the deposit in accordance with the terms of the ordinance requiring the deposit. If the ordinance requiring a deposit does not address refunding the deposit, a refund shall be authorized when the service has been terminated and all other fees and charges associated with the service have been paid in full.

B. *Return of security deposit - facilities.* If a security deposit is required to reserve and/or use any city facility, the deposit may be refunded upon the payment of all charges and fees incurred, including any charges for damages. City departments may adopt reasonable policies for returning security deposits if an event is canceled with appropriate advanced notice.

C. *Return of security deposit – signs and equipment.* If a security deposit is required to be made to obtain signs from the city or to obtain other city equipment, the

deposit may be refunded upon the return of the sign or equipment and the payment of all charges and fees, including charges for damages.

D. *Overpayment.* If a payment has been made to the city that exceeds the amount due to the city, the excess payment may be refunded.

E. Each department may establish a policy to provide refunds when a ticketed event or program requiring advanced registration is canceled.

F. A refund may be approved if state law requires the city to issue a refund or if a refund is made pursuant to policies implementing authority granted by state law.

G. All refunds shall be processed as a request for payment and approved in the same manner as other similar payments.

H. Nothing contained herein shall diminish the authority granted by ordinance to the Mayor or a department director to negotiate a compromise for the payment of a late fee or overdraft fee.

(Ord. 5669, 2010)

### INCLEMENT WEATHER

In times of inclement weather, staff will inform players when the course is deemed unplayable. Typical instances is when there is lightning present, or when there is heavy rain with standing water. Staff will blow a nautical air horn with the following considerations.

- One prolonged note sounds for immediate suspension of play for such reasons as lightning.
- Three consecutive notes for normal suspension like darkness or when the course is unplayable.
- Two short notes for resumption of play after a delay.

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### PACE OF PLAY

Meadowbrook Golf Course has established a time for par for each hole and is listed on our scorecard as the Pace of Play. Our Front 9 is 2 hours and 10 minutes and the back nine is 2 hours for a total Pace of 4 hours and 10 minutes. Practices for managing the pace of play include our tee time intervals being at 10 minutes apart, encouraging "Ready Golf" or alternative forms of play.

The Pace of Play policy including penalties applied for breaches of them can be imposed for slow play, (Enforcement of Rule 1.2b or 5.6a). We advocate sensible and tactful uses of other means to remedy these issues prior to the harsher penalties. Meadowbrook Uses the R&A Pace of Play Manual for guidance.

When Pace is enforced, it is solely because a group (any number on a certain tee time) has taken longer than Pace of Play. If this group has become "behind" they will be spoken with by Meadowbrook staff to work on keeping Pace. If Pace continues to decline, they may be asked to skip a hole, other forms of play may be suggested, may be asked to play from forward tees, and/or allow other groups to play through.

If a group is playing faster than the Pace of Play, it is not a requirement for a group to allow them to play through. This is a courtesy, but not a requirement. Groups may ask other groups ahead of them but unless Pace is an issue, it is not a requirement that faster groups play through, especially for the examples that follow.

An example of this is Group A is a foursome then Group B is a twosome with another twosome following. If the twosomes do not pair up to create a foursome, their Pace will generally be faster than the Foursome. Another example is if Group A is a twosome and Group B is a threesome but the Threesome all have their own carts. Generally, they will be faster.

### **Ready Golf**

We ask players to play Ready Golf. The philosophy is that players should play when they are ready to do so, rather than strictly following the procedure of "Farthest from the hole should play first" in the Rules of Golf. This helps aid in decreasing the Pace of Play issues.

When "ready golf" is being encouraged, players have to act sensibly to ensure that playing out of turn does not endanger other players. Exhibit C

### **Five-Somes**

For Pace of Play concerns and consistency of rules enforcement, Meadowbrook does not allow groups of five or more players. The largest group size is four players on one tee time.

When Starters are in use, this will be strictly enforced. If starters are not available, then the clubhouse will enforce when it receives a complaint or communication from customers on the course.

### **Multiple Balls**

Multiple balls should only be used for "Provisional" designation during a round. Rule 18.3

### GOLF CARTS

#### Daily Golf Cart Rentals

Anyone 18 years of age or older may operate a golf cart for use within the boundary of the facility from the clubhouse. The operator must agree to the terms and conditions before playing the course for that assigned golf cart. See Exhibit D for agreement.

There are two types of rentals and rental fees associated. Half cart rental is for the seat. Each cart can legally hold two riders. Each person (the operator and the passenger) needs to pay the rental fee equally. Single Rider is a designation that the rider will pay an additional fee to not have someone riding or they ride with someone else.

#### Annual Golf Cart Rentals

Individuals may opt into an agreement with the City for use of its golf carts on an annual basis versus a daily rental. This does not designate a specific cart within the agreement, but the responsibility for the use of a cart is assigned at each time of use.

Those who are under 18 years of age, but older than 16, may operate a rental golf cart within the annual cart agreement with written permission from a parent or guardian. See Exhibit E for agreement.

#### Golf Cart Operation

Before you try to start the cart, be sure to press the brake down firmly and keep it in place. The brake is the larger foot pedal on the left. Your golf cart would probably not be able to start if this is not the case, but you can never be too safe.

1. A golf cart is started the same way as an automobile. You need a key, which you should insert into the key slot and then turn it to the right to the "ON" position.
2. Find the Gear Shift. Check the front side of the seat, somewhere between yours and your passenger's legs. Navigate it by flipping left or right. One position will be "R" for reverse and one will be "F" for forward. (Typically towards the driver is forward and towards the passenger is reverse.) If your cart starts beeping

as soon as you turn it on, that means it is in a reverse setting.

If your golf cart has a maximum speed limit of 14 mph, then there won't be a seat belt provided. In this case, you should pay special attention to any children with you in the cart. They should know that they need to be calm and seated throughout the whole ride, but it would be best if they don't ride in the golf cart at all. Be sure that all riders' hands and feet are inside the cart before continuing to the next steps.

3. To move the cart, take your foot off the brake and gradually press on the accelerator (Smaller pedal on the right). If the parking brake is engaged, it should disengage as you press the accelerator. Be aware that the pedal reacts to the pressure you provide, more pressure more acceleration.
4. Our fleet is gas carts. Do not be alarmed if they sound funny at first. If they are cold, you may need to use the choke to help get them started. This is located on the front of the seat by the driver's left leg. Pull this lever out to engage the choke while pressing on the accelerator. Once the car starts moving, you can release the choke.
5. Utilize the brake to come to a stop by slowly taking your foot off the accelerator and transferring it to the wider pedal on the left. As you increase pressure, you will decelerate faster. You should never slam the brake pedal, except for the extreme cases when you are obliged to do so.
6. When you want to drive backward, while in a parked position, switch the gearshift to reverse then repeat steps 4 through step 6. The majority of golf carts will go slower than usual in this mode.

During this process, you should act as you would if you were driving your automobile. It is important because you will get an excellent visualization of what is happening in the direction you are moving.

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### Golf Cart Etiquette

We want to maintain our course to the highest potential possible. You can help by adhering to a few simple rules.

- Stay on fairways and cart paths at all times. Never take carts into tall grass areas, on mounds between holes, or in natural habitats.
- Park on cart paths. Keep all four wheels on the path. Approaching carts and equipment may drive around you. The Driving Range area (including outside of ropes) is considered a Tee Box. Please park on the path or by the Starter Shack.
- Neither golf carts nor pull/push carts should be in critical play areas such as approaches, collars, and green banks immediately adjacent to the greens.
- All carts should be parked on the cart paths on the backside of the green towards the direction of the next hole.
- ALL carts (including handicap carts) should never be closer than 15-30 feet to the green. Carts should approach from the cart path to the BACKside of the greens for accessibility.

USGA produced a video to aid in explaining these simple rules to follow.

[www.youtube.com/watch?v=fz8ZkwEeeRo](http://www.youtube.com/watch?v=fz8ZkwEeeRo)

### Cart Return Time

It is Course policy that ALL Meadowbrook Golf Carts must be returned to the clubhouse prior to SUNSET each evening. This allows staff to properly care for the carts within twilight prior to Dusk. For safety, we recommend suspension of play at Sunset for visibility concerns.

### PLAYERS CLUB / GHIN

Meadowbrook is a United States Golf Association and South Dakota Golf Association Member Course. City staff administers the GHIN handicap system and player's club events for the course. Dues are on an annual basis and may be purchased at the course or online for the same price. There is a \$5 add-on discount card available through the SDGA directly. Each member course may opt into participating in various discounts for SDGA members but it is not a requirement of the course to participate.

### Players Club/Golf Committee

A portion of each annual GHIN handicap system dues is paid to the player's designated home course. This amount is for the administration of the GHIN system and any additional association/club dues that each Golf Course may charge.

City staff hosts several events through the season for Players Club Members only and open events. Our staff works closely with an eleven-member golf committee of its club members to aid in the decision-making process so all members, competitive and leisure players, are represented. These meetings are open to the public and are held at least twice a year. If you would like information regarding these meetings or to be on the committee please contact clubhouse staff.

### TOURNAMENT/EVENT SCHEDULING

Meadowbrook Golf Course is a tournament hosting site. We offer discounted rates for our green fees and cart fees for tournament/outing players. These rates are based upon the current year's approved fee resolution rack rate. Exhibit F is the current year's tournament packages and Exhibit G is the Facility Lease Agreement.

A \$250 deposit is required for booking the course for an event or outing. If the event or outing does not meet the minimum requirements this deposit aids in securing the group tee time booking as an advanced booking fee. Any groups with 12 players (three tee times) or more will require a deposit. This deposit will be applied to any charges incurred on event day on behalf of the group, event, and/or customer.

### HOME CLUBS

Meadowbrook Golf Course Home Club Program allows a group of 16 or more golfers to secure regular tee times throughout the year during regular open play excluding holidays. Meadowbrook Players Club members are eligible to create a Home Club. An application is submitted to staff for review.



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In consideration of these applications, the staff tries to separate multiple clubs on one day with public tee times. It is the club organizer's responsibility to manage these tee times so they do not go unused. Exhibit H is the application with the requirements for consideration.

### **PRACTICE AREA**

Meadowbrook's practice areas include the driving range, side range, putting green, pitching/chipping green, and back teaching area. These areas, with the exception of the Back Instruction Area, are on a first come first serve basis unless there is Meadowbrook Junior Camp Instruction and/or high school practice; those groups have priority. You do not need a tee time to utilize the range.

#### **Driving Range**

Range balls utilize a dispensing system. You need to purchase tokens from the Clubhouse or Starter Shack. The range is open during daylight hours. As long as you have tokens, you can access the range outside of the Clubhouse or Starter Shack hours of operation.

Range balls are the property of the City of Rapid City and must remain on the range for public use. Using range balls in other areas outside of the practice areas of the course is prohibited.

#### **Putting Green vs. Chipping/Pitching Green**

Meadowbrook Golf Course has two practice greens. One is located close to the starter shack that is utilized for putting and another is across the creek by the tee box of Hole #5 for pitching, chipping, and sand work. We ask that no Pitching on the putting green for good housekeeping. Short chip shots are allowed.

#### **Side Range**

This area is for short irons work only.

#### **Back Teaching Area**

The teaching area is located at the very back of the range before Hole #12 green. This area has been identified as a reservation facility for outside teaching professionals

and customers for private Non-city staff use. The availability schedule is to be set by the course management not to interfere with camps, school access, events, or other outings that take priority. The fee structure for this facility is set within the fee resolution.

To reserve, the Recreation Facility User Contract needs to be completed with the required attachments.