

16 August 2002

Directorate of Community Activities

ADMINISTRATION AND OPERATION OF THE  
FORT HUACHUCA GOLF FACILITIES

---

**Summary.** This regulation updates prescribed policies and procedures which govern the operation, maintenance, and administration of the US Army Garrison, Fort Huachuca (USAG, FH) golf facilities.

**Applicability.** This regulation applies to all individuals at Fort Huachuca or guests who use these facilities.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from the proponent.

**Suggested improvement.** The proponent of this regulation is the Directorate of Community Activities (DCA), US Army Intelligence Center and Fort Huachuca (USAIC&FH). Users may send comments and suggested improvements on DA Form 2028 (recommended Changes to Publications and Blank Forms) through channels to Commander, US Army Intelligence Center and Fort Huachuca, ATTN: ATZS-MWB-G, 1903 Hatfield Street, Fort Huachuca, AZ 85613-6000.

**Availability.** This publication is available solely on the Fort Huachuca Homepage at <http://huachuca-www.army.mil>.

---

Contents		
	Paragraph	Page
Purpose.....	1	2
References.....	2	2
Explanation of Abbreviations.....	3	2
Responsibilities.....	4	2
Policy.....	5	3
Eligibility.....	6	3

---

\*This regulation supersedes FH Regulation 215-1, 16 July 1990

## **FH Reg 215-1**

	<b>Paragraph</b>	<b>Page</b>
Greens Fees.....	7	4
Tee Times.....	8	5
Conduct and Suspension of Privileges.....	9	6
Tournaments.....	10	7
Closing of Facilities.....	11	7

1. **Purpose.** This regulation establishes policy and procedures which govern the operation, maintenance, and administration of the US Army Garrison, Fort Huachuca (USAG, FH) golf facilities.

### **2. References.**

a. Prescribed and referenced publications and forms are available electronically. Fort Huachuca publications and forms are available at <http://huachuca-www.army.mil> and higher echelon publications and forms are available at <http://www-usapa.army.mil>.

b. AR 215-1, Administration of Directorate of Community Activities and Nonappropriated Fund Instrumentalities.

c. AR 215-2, The Management and Operation of Army Directorate of Community Activities Programs and Nonappropriated Fund Instrumentalities.

### **3. Explanation of Abbreviations.**

a. TDY -----temporary duty.

b. USAG, FH -----US Army Garrison, Fort Huachuca

### **4. Responsibilities.**

a. The Chief, Business Operations Division, is responsible for the overall operation of the facility.

b. The Golf Course Manager will:

(1) Supervise, operate, maintain, and administer the golf facilities in accordance with the ARs 215-1 and 215-2.

(2) Publish and enforce Rules of Conduct and Play. Rules of Conduct and Play are posted at the facility.

(3) Maintain a current roster of all participants paying annual greens fees.

5. **Policy.** The USAG, FH golf facility is an integral part of the USAG, FH recreational program. Play will be conducted in accordance with US Golf Association rules as appropriately modified for applicability to the USAG, FH golf facility.

6. **Eligibility.** The categories of personnel listed below will be authorized to participate in the golf activities of this installation. Each application must be supported by proof of eligibility. The Golf Course Manager and Chief, Business Operations Division, are authorized full use of the USAG, FH golf facilities without charge.

a. Annual Greens Fee Basis.

(1) US Armed Forces personnel on active duty.

(2) Retired military personnel.

(3) Armed Forces personnel of foreign countries on duty in the United States.

(4) Dependents of eligible sponsors.

(5) Residents of the Greater Huachuca area and the general public.

b. Daily Greens Fee Basis:

(1) All personnel listed above.

(2) U.S. Military Academy and Reserve Officers' Training Corps cadets in summer training status.

(3) Guests. All guests will pay daily greens fees.

(a) Houseguests. Persons staying with eligible military members (active duty or retired) may utilize the course when accompanied by their sponsors or when unaccompanied if the sponsor has obtained a memorandum issued by the Business Operations Division, subject: Approval for Houseguests to Use Recreation Services Facilities, available at the Pro Shop. The approval will expire in 30 days. The number of houseguests a sponsor may bring to the course is not limited.

## **FH Reg 215-1**

(b) Civilian guests. Any other nonmilitary person is considered a civilian guest. These guests will be limited to three per military or retired sponsor.

(c) Visiting golf professionals will be afforded privileges common within the profession.

(d) Dependents. Personnel eligible to participate in the golf activities on an annual greens fee basis may apply for family participation rates to include spouses and other dependents, without limitation as to number, upon payment of appropriate dependent fees. Widows will fall into this category.

(e) Identification. The Golf Course Manager or his or her representative will ensure that all persons participating in golf activities provide proper identification according to category eligibility and that appropriate fees have been paid.

c. Authorization to use the Golf Course at no cost. The following groups of individuals are authorized to use the golf course, including the use of electric carts, at no cost:

(1) Off-duty golf course employees on a space-available basis. Use does not apply during tournament or high-use times, as determined by the golf course manager. Mountain View Golf Course volunteers working in a Volunteer Program will be afforded one 18-hole round of golf privileges for 3 hours of documented work performed, on a space-available-basis. Use does not apply during tournament or high-use times, Saturdays, Sundays, holidays, or as determined by the Golf Course Manager.

(2) Visiting Professional Golf Association members.

(3) Other visiting dignitaries as identified in writing by the Commander, USAG, FH; the Director of Directorate of Community Activities; the Chief, Business Operations Division; the Director of Golf; or their representative.

(4) Commercial or corporate sponsors for specified events, with rounds of golf specified in their sponsorship solicitation agreement for services rendered.

### **7. Greens Fees.**

a. Daily greens fees will be paid before the start of play and a receipt will be provided. If play is not completed on that day, the manager or his or her representative may issue a receipt good for play on another date. Under no circumstances will a cash refund be made. No rain checks will be issued.

b. Annual greens fees are payable in one lump sum in cash, by check, or by Master Card or Visa charge card. New payment schedules were implemented in November 2001, offering options for a three month package, one month TDY fee, and specialty green fee schedules. Participants will be issued appropriate identification cards or tags. Identification must be available at all times while playing on the golf course. Reimbursements of annual greens fees will be made only under the following conditions:

(1) Individuals who have paid annual greens fees and who depart the area will be reimbursed for the remaining portion of the golf year on a prorated monthly basis. If the departure date is after the 7<sup>th</sup> of the month, a full month of prorated fees will be charged. Application for reimbursement must be made in writing before the individual's departure from the area.

(2) Individuals who have paid annuals greens fees and depart the area for extended TDY for periods in excess of 30 days or who are hospitalized for periods in excess of 30 days will, upon application in writing, have their membership extended for the full consecutive months they have been absent. Application for such extensions will be made within 30 days after the individual's return to normal duty and will be accompanied by one copy of TDY orders or a medical certificate of hospitalization. In the event, a dependent continues golf activities during the individual's absence, no extension is authorized.

(3) Medical reasons preclude continued golfing.

c. Annual greens fee status may be terminated under the following conditions:

(1) At any time, without reimbursement to the individual concerned, upon submission of written notification to the Manager.

(2) For cause as determined by the Golf Course Manager and approved by the Commander, USAG, FH.

d. Individuals not meeting criteria in subparagraphs 7a, b, and c above will be evaluated on an individual basis.

**8. Tee Times.** The Mountain View Golf Course, Fort Huachuca, AZ, uses the following Computerized tee time system for all local patrons, who wish to acquire a tee time.

## **FH Reg 215-1**

a. When putting groups in the system, one must follow the instructions on the screen, putting each member's name of the group in and the requested time. If assistance is needed, the Pro Shop personnel will help.

b. A group may be put in the computer, at least 6 days prior to that day.

c. Pro Shop personnel will extract the tee time requests as follows:

(1) Monday-Friday -- The day before, on or about 1130.

(2) Weekends/Holidays -- The Wednesday prior to the Weekends/Holidays on or about 1600.

d. Active Duty Personnel will have priority placement on Weekends/Holidays (requires two active duty personnel to each group), and all groups must have a minimum of three names for Weekends/Holidays tee times. Singles and twosomes will be placed accordingly on weekends/holidays.

e. One team member must review the groupings, for those particular days the team is requesting a tee time. If a group entry is duplicated, the group will be issued a tee time after all tee time requests have been posted.

f. The system works on a random number selection process, and the computer will try to get you as close as it can to the time requested, based on the random numbers assigned by the computer.

g. A golfer may call in for tee times Monday thru Friday, the day before, at 1200, and for Weekends/Holidays, one can call after 1630 on Wednesday. Please check the tournaments/special events calendar, posted throughout the Pro Shop, Lounge area and Men's/Ladies' locker rooms/restrooms. All Tournaments take precedence over all regular play. Regular play will have tee times following the scheduled event. All members of a team must check in 15 minutes prior to scheduled tee time. Failure to check in could result in the team being reassigned.

**9. Conduct and Suspension of Privileges.** The normal rules of golf and course play etiquette will apply. Participants are responsible for the courteous observance of etiquette and rules of the facility by their dependents and guests, as well as themselves.

## **FH Reg 215-1**

a. Violators are subject to suspension or revocation of golfing privileges and/or other appropriate action.

b. The Manager and staff are responsible and authorized to take appropriate action when violations occur, consistent with the policies and direction of the Commander, USAG, FH.

### **10. Tournaments.**

a. Tournaments and league play will be governed by USAG, FH rules and procedures.

b. Recognized visiting golf teams participating in approved tournaments will not be charged greens fees. Reciprocity will apply on home and home type tournaments.

c. Normally each Thursday will be Ladies' Day. Priority for play will be to ladies for the first 2 hours and may be extended an additional hour if play warrants it.

d. The Men's and Women's Golf Associations will coordinate schedules of events on the course with the Golf Course Manager.

**11. Closing of Facilities.** The golf course may be closed at the discretion of the manager or greens superintendent if weather conditions would cause damage to the course and for chemical applications as well as other needed maintenance work, which cannot be performed with patrons playing the course. No refunds will be issued for such closures.

(ATZS-IMO-IP)



OFFICIAL:  
JAMES A. MARKS  
Brigadier General, USA  
Commanding

WILLIAM T. DOYLE  
Director of Information Management

DISTRIBUTION:  
E