

Administration Procedures and Guidelines Governing Monmouth County Golf Courses

Issued by the Board of Recreation Commissioners of the Monmouth County Parks System
("MCPS")

Effective Date: July 13, 2026

I. Purpose and Authority

1. Purpose. These Administration Procedures and Guidelines (the "Golf Course Guidelines") establish binding requirements, expectations, and consequences governing the use and operation of MCPS golf courses and related facilities to ensure safe, orderly, and equitable access and enjoyment for all patrons.
2. Authority. The Board of Recreation Commissioners has full control over all lands, playgrounds, and recreation places acquired or leased and may adopt rules, regulations, and by-laws for their use and for the conduct of all persons on such property. Employees of the Board of Recreation Commissioners are vested with police authority and empowered to enforce County Park Rules and Regulations, and special rules may be posted for specific facilities or situations.
3. All persons present at a Golf Facility and all Pass Holders agree to abide by these rules and acknowledge that, if they are violated, may result in penalties, including but not limited to suspension for fraudulent pass use, removal and suspension for bringing outside alcohol, responsibility for cart damage repairs, no-show penalties and suspension.

II. Definitions

1. "Golf Pass" means any Resident Golf Pass, Non-Resident Player Pass, Resident Senior Citizen Golf Pass, Non-Resident Senior Citizen Player Pass, Resident Junior Golf Pass, or Non-Resident Junior Golf Pass issued by the MCPS.
2. "Captain" means the Golf Pass holder in whose name a tee time reservation is made.
3. "Golf Facility(ies)" means the following golf courses owned and operated by the Monmouth County Parks System:
 - a. Bel-Aire – 3120 Allaire Road at Route 34, Wall, NJ
 - b. Charleston Springs – 101 Woodville Road, Millstone Township, NJ
 - c. Hominy Hill – 92 Mercer Road, Colts Neck, NJ
 - d. Howell Park – 405 Squankum -Yellowbrook Road, Farmingdale, NJ
 - e. Pine Brook – 1 Covered Bridge Blvd., Manalapan, NJ
 - f. Shark River – 320 Old Corlies Avenue, Neptune, NJ
4. "Golf Center" means the on-site administrative and point-of-sale area for each Monmouth County Golf Facility.

5. “Golf Ranger(s)” means on-course personnel designated to monitor compliance, safety, and pace of play.
6. “Starter” means the on-course personnel assigned to manage the first tee and ensure that all players start at their scheduled times and have complied with all applicable rules and guidelines before beginning play.
7. “Tee Time Reservation Service” means the authorized system, online or in-person, for securing tee times at Monmouth County Golf Facilities.

III. Identification and Registration Procedures for Golf Passes

1. Resident Golf Pass Availability and Term. A Resident Golf Pass is available for purchase by Monmouth County residents for a per-person flat fee, with a one-year or two-year term expiring 12 or 24 months, respectively, from the date of purchase. Any person who does not purchase a Resident Golf Pass will pay the prevailing Non-Resident green fee rate.
2. Resident Eligibility for Domiciled Residents of Monmouth County. Domiciled residents of Monmouth County, defined as those who maintain their permanent/primary residence in the County, are required to present current identification to qualify for a Resident Golf Pass. Acceptable forms of identification include the following: (1) a valid New Jersey photo driver’s license listing a Monmouth County street address; (2) a non-photo driver’s license plus one additional accepted form of identification, as defined herein, with matching name and address; or (3) a current property tax bill with the name of the applicant and Monmouth County street address plus one additional accepted form of identification, as defined herein. Driver’s licenses showing a P.O. Box only are acceptable so long as the applicant presents one additional accepted form of identification, as defined herein.
3. Acceptable additional forms of identification include the prior year’s MCPS Golf Card, vehicle registration, automobile insurance card, voter registration card, New Jersey hunting/fishing license, State of New Jersey Firearms Purchaser Identification Card, DMV “Identification Only” license, and an annual residential lease matching the name and address on the non-photo driver’s license, or current property tax bill. Utility bills, bank statements, and credit card statements are not acceptable.
4. Resident Eligibility for Taxpaying Property Owners (Non-Domiciled). Applicants who own property in Monmouth County but are not domiciled in Monmouth County are eligible for a Resident Golf Pass by presenting a current Monmouth County property tax bill in the applicant’s name and a current photo driver’s license or other current proof of identification containing the applicant’s photo, name, and permanent street address. Spouses of a non-domiciled Resident Golf Pass holder who reside at the same address as the non-domiciled Resident Golf Pass holder are eligible to receive Resident Golf Passes upon presentation of two current proofs of identity with matching name and address, plus

additional proof of relationship. Dependent children through age 20 of a non-domiciled Resident Golf Pass holder who reside at the same address as the non-domiciled Resident Golf Pass holder are eligible to receive Resident Junior Golf Passes upon providing two current proofs of identification with matching name and street address, plus additional proof of relationship with and/or dependency on a holder of a Resident Golf Pass for children under age 18.

5. **Resident Eligibility for Active-Duty Military.** Active-duty military personnel on assignment at Monmouth County military bases and living within the County are eligible for a Resident Golf Pass by presenting a Military Identification Card, proof of assignment to a Monmouth County installation as proof of residency, and a current driver's license with photo. Spouses of an Active-Duty Military Resident Golf Pass holder who reside at the same address as the Active-Duty Military Resident Golf Pass holder are eligible to receive Resident Golf Passes upon presentation of a military dependent card and one additional proof with matching name and address. Dependent children through age 20 of an Active-Duty Military Resident Golf Pass holder who reside at the same address as the Active-Duty Military Resident Golf Pass holder are eligible to receive Resident Junior Golf Passes upon presentation of a military dependent card and one additional proof with matching name and address, plus additional proof of relationship with and/or dependency on a holder of a Resident Golf Pass for children under age 18. An applicant for a Resident Junior Golf Pass based on a relationship to an Active-Duty Military Resident Golf Pass holder may also be required to provide proof of residency, age, and enrollment from the applicant's Monmouth County school upon request of a Golf Center administrator or employee.
6. **Non-Resident Golf Pass.** Persons not entitled to a Resident Golf Pass may purchase a yearly Non-Resident Player Pass allowing access to the Tee Time Reservation System seven days in advance of a requested tee time by completing an application at any Golf Center and providing one current proof of identification containing the applicant's name and photo, or by purchasing a Non-Resident Player Pass through MCPS's online portal at <https://foreupsoftware.com/index.php/booking/20290#/store>.
7. **Resident Senior Citizen Golf Passes.** Resident Senior Citizen Golf Passes are available to Monmouth County residents aged 65 or over and entitle the holder to discounted weekday, weekend, and holiday rates upon proof of age and satisfaction of the identification requirements set forth in Section III, Subsection 2 of these Golf Course Guidelines.
8. **Non-Resident Senior Citizen Golf Passes.** Non-Resident Senior Citizen Golf Player Passes are available to non-resident persons aged 65 and over and entitle the holder to discounted weekday and weekend rates, excluding holidays. Non-Resident persons aged 65 and over may purchase Non-Resident Senior Citizen Golf Player Passes by completing an application at any Golf Center and providing one current proof of identification containing the applicant's name and photo. .

9. Resident Junior Golf Passes. Resident Junior Golf Passes are available to children and young adults through age 20 who reside in Monmouth County and entitle the holder to discounted Junior rates, excluding holidays, with reservations available seven days in advance of the requested tee time via the Tee Time Reservation System. Children and young adults through age 20 are eligible for a Resident Junior Golf Pass upon providing two current proofs of identification with matching name and street address, plus additional proof of relationship with and/or dependency on a holder of a Resident Golf Pass. An applicant for a Resident Junior Golf Pass may also be required to provide proof of residency, age, and enrollment from the applicant's Monmouth County school upon request of a Golf Center administrator or employee.
10. Non-Resident Junior Golf Passes. Non-Resident Junior Golf Passes are available to non-resident children and young adults through age 20 and entitle the holder to discounted Junior rates, excluding holidays, with reservations available seven days in advance of the requested tee time via the Tee Time Reservation System. Children and young adults through age 20 who do not reside in Monmouth County are eligible for a Non-Resident Junior Golf Pass upon providing one current proof of identification, as set forth in Section III, Subsection 2 of these Golf Course Guidelines; proof of age; and additional proof of relationship with and/or dependency on a holder of a Non-Resident Golf Pass.
11. Lost or Stolen Passes. If a Golf Pass is lost or stolen, the golfer shall report it to the MCPS by telephone call to, or in-person report at, an MCPS Golf Center. The golfer will be required to purchase a replacement pass at the current replacement pass rate of \$10.00.
12. Non-Transferability of Golf Passes. All privileges granted to Golf Pass holders are non-transferable and shall not be used by anyone other than the holder. If a golfer is found to have permitted his or her Golf Pass to be used by another person, that Golf Pass shall be revoked and the holder's reservations and applicable rate privileges suspended for one year from the date of occurrence.
13. Misuse of Tee Time Scheduling System. If a Golf Pass holder has not played at least one round at County course during any six-month period and has cancelled two or more tee times during that six-month period, then that Golf Pass holder's ability to utilize the tee time scheduling system shall be suspended for a period of up to six months running from the date of the suspension.
14. Check-In and Verification of Golf Passes. When checking in for play, each player must present his or her Golf Pass and may be required to show one additional form of identification to verify that is the valid holder. All golfers shall purchase their green fee ticket before starting play. Green fee tickets are good for one round only and any additional play will be subject to additional applicable green and cart fees.

IV. Tee Time Reservations, Walk-On Players, and No-Show Policy

1. Reservations; Daily Limits; Check-In. Reserved tee times may be obtained by Resident or Non-Resident Golf Pass holders via the Tee Time Reservation Service. Only one reservation per day is permitted per Golf Pass holder. All golfers must report to the Golf Center at least 30 minutes prior to their reserved tee time to secure their time and avoid a No-Show penalty. Resident and Non-Resident reservation fees are charged per golfer when using a reserved tee time and must be paid at the time the green fee is purchased. Walk-on golfers shall not be charged a reservation fee but shall pay the standard green fee rate.
2. Walk-On Policies. Walk-on players—both Golf Pass holders and non-Pass holders—may reserve available tee times at least 30 minutes in advance of the tee time. All players must check in at the Golf Center 30 minutes prior to the scheduled tee time. No-Show rules apply to same-day, walk-on reservations. Walk-on reservations shall be secured on a first-come, first served basis, as follows:
 - a. One individual of a twosome, threesome, or foursome may purchase a greens fee ticket and select one available tee time at least 30 minutes before the tee time. The golfer may then leave the golf course and return 30 minutes prior to the reserved tee time.
 - b. All members of the group must arrive at the golf course at least 30 minutes prior to their reserved tee time, register for play and purchase their greens fee tickets in the Golf Center.
 - c. All members of a group shall assemble at the starting area 10 minutes prior to their scheduled tee time and surrender a copy of their greens fee tickets to the starter.
 - d. Single golfers are not permitted to select an available tee time on the day of play. Single golfers must purchase a greens fee ticket on the day of play, and their names shall be placed on a singles list. Single golfers must remain on stand-by at the course until called and assigned a tee time. They shall then report to the starter and surrender a copy of their greens fee ticket
3. No-Show Policy; Captain Responsibility; Penalties. In the event an entire group no-shows (including a single golfer no-show), the Captain will be responsible for remitting payment of a no-show penalty amounting to full green fees multiplied by the number of players in the group, based on the applicable rates for the players at the date and time of the reservation. The Captain's Golf Pass will be disabled from making online tee time reservations until the no-show fee is paid in full. If the Captain does not check in but other members of the group do, the Captain will be assessed a no-show fee for himself or herself only, based on the Captain's applicable rate at the date and time of the reservation. If a Captain accumulates three no-shows within a calendar year, the Captain's access to the tee-time reservation system will be deactivated for the remainder

of the calendar year, and all outstanding fees must be paid prior to reactivation in the next calendar year. If the Captain checks in and plays, the Captain will not be responsible for other members of the reserved group who do not check in. Calling to cancel on the morning of play will not exempt the golfer or group from no-show penalties unless inclement weather prevents play. Upon the cancellation of a group's tee time, the MCPS may register other golfers to play during the vacated time. If the MCPS successfully registers a different group to play during the vacated time, the original group that cancelled shall remain liable for no-show penalties. A no-show appeal form is available at each Golf Center and online at https://www.co.monmouth.nj.us/documents/129/no_show_appeal_updated_feb_2019_web.pdf.

V. Starting Limits and Course Access

1. **Group Size and Sequence.** No more than four paid golfers are allowed per tee time, with the exception that non-playing assistants or aides may be granted special permission to join a playing foursome upon application to the MCPS at a Golf Center. All play shall commence on hole No. 1 unless otherwise designated by Golf Facility management. A group finishing the 9th hole has right-of-way to and on hole No. 10, and holding a starting position at hole No. 10 is not permitted unless all members of a group are present and the tee is clear. Golf Rangers may change a group's starting position on the 10th hole to maintain pace of play.
2. **Youth Access.** Green fee tickets shall not be issued to persons under 12 years of age unless they are accompanied by a parent or guardian, or are participating in a MCPS-sponsored program. Guardians accompanying persons under 12 at the Pine Brook and Bel-Aire Golf Facilities must submit a Guardian Permit to the Golf Center.
3. **Non-Player Permits.** A MCPS Non-Player Permit application must be completed and submitted to the Golf Center for any player or special needs non-player who requires assistance during a round of golf due to a documented condition. Non-players are not permitted on the golf course without a Non-Player Permit, with the exception of those enrolled in specific MCPS-approved programs.

VI. Rental Equipment and Cart Operations

1. **Rentals; Receipts; Returns.** Power carts, handcarts, and golf clubs may be rented for a maximum of one round per day. Players shall complete the appropriate rental forms upon registering for their tee time at the Golf Center. The transaction receipt issued upon registration contains the golf cart rental agreement and an itemized list of rental charges and shall be surrendered to the starter, along with a copy of the completed rental application forms, prior to starting play. All rental equipment shall be returned to the Golf Center or other designated area in good condition. Rented golf clubs shall be secured by a current driver's license, which shall be surrendered at the Golf Center upon submission of the completed rental forms and payment of applicable rental charges.

2. **Cart Breakdowns.** If a power cart malfunctions, golfers shall immediately notify the Golf Center and will be provided a replacement cart, if available, to finish the round. No refunds for cart rental charges will be issued if a golfer refuses to accept a replacement cart.
3. **Cart Capacity and Operation.** No more than two people and two golf bags are permitted on a power cart. No handcart shall be towed by a power cart at any time. Only those persons whose names appear on the Power Cart Rental Agreement (included in the transaction receipt) may operate a power cart. Persons under age 18 may not operate power carts and proof of age may be required at any time. Power carts and handcarts shall not be driven or pulled onto tees, mounds, bunkers, greens, roped/signed areas, or naturalized uncut rough. Carts shall be parked at least 30 feet from tees and greens at all times when not in use. Designated cart paths shall be used where provided, and all notices, signs, ropes, markers, and verbal instructions shall be observed. Privately owned and operated ride-on carts or other powered vehicles (including Segways, Golf Boards, etc.) are not permitted.
4. **Cart Damage and Responsibility.** Any person who misuses and/or damages a golf cart may have cart use privileges suspended indefinitely. The person(s) whose name(s) appear on the cart rental agreement will be liable for all any and all damages and expenses for repairs arising from damage to carts. Reinstatement of cart use privileges may be considered at the discretion of the MCPS following payment of amounts due.

VII. Golf Course Procedures, Etiquette, and Conduct

1. **Course Use and Attire.** The golf course shall be used for the sole purpose of golf, except for special events or programs sponsored or approved by the MCPS. Bathing suits, tank tops, and cut-off jeans are not permitted. Shoes and shirts shall be worn at all times. Golf shoes with non-metal spikes and/or rubber-soled athletic-type shoes are required; all other footwear is forbidden on the golf course.
2. **Noise Prohibitions.** Portable radios, digital music players, and other sound-amplification devices are permitted if kept at a respectful, low volume that does not disturb others. Golf Rangers may request volume reduction and failure to reduce volume upon request may result in the suspension of golfing privileges. Cell phones shall be turned off or set to vibrate during play.
3. **Equipment.** Each player shall be equipped with a golf bag containing at least three golf clubs during play.
4. **Practice Areas.** Practicing is permitted only in designated warm-up areas. Certain courses operate fee-based ranges and short-game areas, which may be used at all times upon payment of all required fees. Only range balls sold at the Golf Center may be used during

practice. Range balls and baskets must remain on range property. All notices, signs, ropes, markers, and verbal instructions shall be observed during practice.

5. Play at Own Risk. Use of the golf courses and practice areas is at the golfer's own risk and the MCPS shall not be responsible or liable for accidents or injuries incurred during play or practice.
6. On-Course Play Requirements. Tee shots shall be played between designated tee markers. Golfers shall allow players on the fairway to be safely out of range before teeing off and shall verbally warn golfers and workers of errant shots. Hitting a ball from any green, except for putting, is prohibited. Balls resting on a green of a hole not being played shall be dropped within one club-length from the collar, no nearer the hole. Bags and paraphernalia shall not be dropped or placed on greens and flagsticks shall be handled to avoid damage to the greens. Temporary tees and/or greens must be observed at all times.
7. Pace of Play. Players are expected to meet or be ahead of the pace-of-play timing structure noted on scorecards for Charleston Springs, Hominy Hill, Howell Park, and Shark River courses. Bel-Aire (18-hole course) and Pine Brook courses must be completed in 3:30. Bel-Aire (9-hole course) must be completed in 1:30. Players who hole out shall proceed promptly to the next hole. Three minutes is the maximum time allowed to search for a lost ball. Slower-playing groups shall allow faster play-through whenever possible. If, after proper warning by a Golf Ranger or other MCPS employee, a slower-playing group continues to impede the play of other golfers, that group will be ordered to end their round and leave the course, and no refunds will be provided.
8. Course Sequencing. Golfers are not permitted to switch nines, jump holes, or skip around between holes. Any change to the course sequence must receive prior approval from the Golf Center.
9. Caddies. Caddies are not permitted unless prior authorization is obtained from the MCPS.
10. Sales. The sale of equipment, food, or beverages is not permitted except as provided or authorized in writing by the MCPS.
11. Alcoholic Beverages. Alcoholic beverages are not permitted on any golf courses except for those sold through an authorized MCPS vendor. Consumption of permitted alcoholic beverages is allowed only in designated areas and is strictly forbidden in or on any golf course parking area, and violators shall be subject to removal without refund. Bringing outside or non-permitted alcohol onto any golf course will result in removal from the property with no refund and a violation notice added to the account holder's Golf Pass. For a second offense, the holder's Golf Pass will be suspended for the remainder of the calendar year and no Golf Pass will be issued to the violator in the subsequent calendar year prior to the one-year anniversary of the subject violation.
12. Fraud, Abuse, and Conduct. Fraudulent use of a Golf Pass, including attempts to use a Golf Pass belonging to another person, shall result in a one-year suspension for both the

holder of that Golf Pass and the party who attempted the fraudulent use. Use of abusive or profane language or aggressive actions directed toward a staff member will result in a suspension of the violator's Golf Pass for a period of up to one year from the date of the conclusion of an investigation into the incident.

VIII. Weather, Closures, Refunds, and Seasonal Operations

1. Closures; Safety. Any golf course, warm-up area, or practice area may be closed in part or in whole due to weather, scheduled maintenance, or MCPS activities. MCPS management has the right to close or suspend play at any time due to a weather event. No golfer shall continue play after golfers have been called off the course due to weather, safety, or course damage concerns and all persons present on a Gold Facility shall seek shelter during a thunderstorm. No refunds will be provided for the closing or suspension of play pursuant to this Subsection after golfers tee off from the first tee to begin their round.
2. Refunds. Refunds will only be provided to a player who has purchased a green fee ticket or rental cart fee and is unwilling or unable to tee off from the first tee to begin their round due to safety or weather concerns. Under no circumstances will rain checks be issued.
3. Frost Delays. Frost delays may be issued by the MCPS in its discretion depending on course geography and location. During frost delays, no entry is permitted into restricted grass areas until they have been opened or re-opened.
4. Seasonal Fees. Annual fees and charges are determined by the Board of Recreation Commissioners. Details regarding fees and charges are issued and published prior to each golf season.
5. Alternative Uses. During off-seasons, courses or course properties may be used for other functions, which may include cross-country skiing, path walking, and hunting, as determined by the Board of Recreation Commissioners.

IX. Mobility Impaired (MI) Carts and Accessibility

1. Each Golf Facility has one or more MI carts available by request. Reservations for MI carts are recommended and can be secured by calling the Golf Facility prior to play. MI carts accommodate one person and may join a group that already has the maximum standard carts allowed per group (2 standard carts per group).
2. Although MI carts are designed to access all areas, including greens, golfers should abide by the standard cart rule of the day (ex: the "90 degree rule" or "cart path only"). If the "cart path only" rule is in effect, Golf Rangers may enforce this rule on MI carts as well, depending on the course and the severity of conditions underlying the imposition of the rule.

X. Special Programs

1. Service Animals. For the purposes of these Golf Course Guidelines, a “service animal” is a dog trained to perform tasks for an individual with a disability, which tasks must be directly related to the individual’s disability. Animals providing comfort, therapy, or emotional support are not included in the definition of “service animal”. Service animals are allowed in public areas except where their presence would cause legitimate safety risks or would fundamentally alter the nature of golf and recreational services provided by the MCPS. Service animals must be under handler control and harnessed, leashed, or tethered at all times, unless such devices interfere with the service animal’s work or the individual’s disability prevents usage of such devices.
2. Foot Golf. Foot Golf is played at the Bel-Aire and Pine Brook courses. Each tee time for Foot Golf may include up to six participants, who must be able to kick a soccer ball consistently while keeping pace with all players. Non-participants may not accompany Foot Golf groups. Reservations may be made for groups of eight or more by completing a Foot Golf Outing/Birthday request form at a Golf Center or online at [\[https://www.co.monmouth.nj.us/documents/129/Foot-Golf-Birthday-Request-Form-April-1-2022.pdf\]](https://www.co.monmouth.nj.us/documents/129/Foot-Golf-Birthday-Request-Form-April-1-2022.pdf).

XI. High School Golf Team Access

1. Hominy Hill, Howell Park, Pine Brook, Shark River, and Charleston Springs courses are available to Monmouth County high school teams for practices on Mondays through Thursdays from March through May, except holidays, and for matches on Mondays through Thursdays in April and May, except holidays.
2. A written request from the high school athletic director to the Director of Golf is required by February 15th each year to schedule practices and/or matches for that Spring. Maximum team counts per course shall apply to use of courses by high school teams. High School Golf Fees and Charges are adopted annually by the Board of Recreation Commissioners and shall be paid annually in advance of the first practice or match of each Spring.

XII. Enforcement

1. General Enforcement. Failure to abide by any rule, guideline, or requirement set forth in these Golf Course Guidelines may result in suspension or loss of golf privileges, resident rates, reservation privileges, and/or the violator’s Resident or Non-Resident Golf Pass, in addition to other penalties established by law. Employees of the MCPS’s Board of Recreation Commissioners are vested with police authority and empowered to enforce County Park Rules and Regulations.
2. Special Rules. Rules applying to special conditions or situations within an individual County Park or Recreation area are in addition to the general County Rules and

Regulations pertaining to use of County Parks. When special rules apply, they shall be posted in affected areas.

XIII. Administrative Practices

1. Notices and Publications. Details regarding annual fees, charges, dates, times, and rules are issued and published prior to the opening of each golf season and maintained on the Park System Golf website at <https://www.monmouthcountyparks.com/page.aspx?Id=2482>.
2. Appeals.
 - a. A no-show appeal form is available at each Golf Center and online at https://www.co.monmouth.nj.us/documents/129/no_show_appeal_updated_feb_2019_web.pdf.
 - b. A Golf Pass holder may appeal a suspension by submitting a notarized affidavit setting forth the factual basis for the appeal to the Director of the Monmouth County Park System within 14 calendar days of the date the suspension took effect.
 - c. No Golf Pass shall be issued, and no current Golf Pass holder shall be permitted to book a tee time until all outstanding fees and penalties are paid in full.

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