



# **Rio Hondo Golf Club Policies & Procedures Manual**

## TABLE OF CONTENTS

<b>General Information .....</b>	<b>4</b>
<b>Rio Hondo Golf Club: A Brief History .....</b>	<b>4</b>
<b>Rio Hondo Golf Club Policies &amp; Procedures Manual – Purpose.....</b>	<b>4</b>
<b>Section 1 - Standard Operational Golf Course Policy .....</b>	<b>5</b>
<b>A. GOLF COURSE HOURS OF OPERATION.....</b>	<b>5</b>
<b>B. GENERAL PLAY .....</b>	<b>5</b>
<b>C. DRESS CODE FOR GOLF PLAYERS .....</b>	<b>6</b>
<b>D. GOLF PLAY ETIQUETTE.....</b>	<b>6</b>
<b>E. GOLF CART RENTAL POLICY .....</b>	<b>8</b>
<b>F. TEE TIME RESERVATIONS .....</b>	<b>9</b>
<b>G. TEE TIME CANCELLATION POLICY .....</b>	<b>10</b>
<b>H. ADVERTISING ON PREMISE.....</b>	<b>10</b>
<b>I. REPORTING INCIDENTS/ACCIDENTS .....</b>	<b>10</b>
<b>J. BEVERAGES/FOOD ON THE GOLF COURSE.....</b>	<b>10</b>
<b>K. OTHER USES OF GOLF COURSE .....</b>	<b>11</b>
<b>L. GREEN FEES, CART RENTAL AND DRIVING RANGE FEES .....</b>	<b>11</b>
<b>M. TOURNAMENTS .....</b>	<b>12</b>
<b>N. RECOGNIZED CLUBS .....</b>	<b>12</b>
<b>Section 2 - Standard Operational Policy – Driving Range Operations.....</b>	<b>13</b>
<b>Section 3 - Golf Course Maintenance Standards.....</b>	<b>14</b>
<b>A. GREENS MAINTENANCE .....</b>	<b>14</b>

**B. TEE MAINTENANCE .....14**

**C. FAIRWAY MAINTENANCE .....14**

**D. IRRIGATION MAINTENANCE .....15**

**E. CART PATHS, PAVED AND PUBLIC AREA MAINTENANCE.....16**

**Section 4 – Golf Course Food & Beverage.....17**

**A. RESTAURANT, SNACK BAR AND BANQUET FACILITIES .....17**

**B. ALCOHOLIC BEVERAGE .....18**

## General Information

### **Rio Hondo Golf Club: A Brief History**



The Rio Hondo Golf Club is located at 10627 Old River School Road, Downey. The Rio Hondo Golf Club was owned by the James L. Stamps family and was developed in 1924 by Scotsman, Duncan Dunn. In 1969, it was deeded to the James I. Stamps Foundation. When the Foundation expressed an interest in selling the property in November of 1969, the City purchased the property, retaining it as a municipal golf course. After some renovations, the City began operations of the golf course in July 1970. Since that time, the City has added a two-tiered, lighted 30 station driving range, a golf shop, cart storage area, banquet facility, bar/restaurant and other land improvements. The City of Downey is very proud to own a golf course that is a fully self-sustaining enterprise requiring no tax support for capital or operating expenses.

The Rio Hondo Golf Club is one of the most desirable, highly rated municipal golf courses and banquet facilities in Southern California. The 18-hole course at the Rio Hondo Golf Club features 6,360 yards of golf from the longest tees for a par of 71. The course rating is 70.2 and it has a slope rating of 119.

### **Rio Hondo Golf Club Policies & Procedures Manual – Purpose**

The purpose of this Policies & Procedures Manual is to establish expectations, uniform rules, procedures and operating policies for the Rio Hondo Golf Club. It is the intent and goal of the City of Downey that Rio Hondo Golf Club be operated in a professional, efficient and productive manner and to ensure the highest level of golf play and food and beverage operations for its patrons. This Policies & Procedures Manual provides direction and pertinent information for the golf course and clubhouse operation and the golf course maintenance program. It is the City's desire that the golf course provide a valuable community service that enhances the quality of life for the residents of Downey.

All matters pertaining to the operation of the golf course and these Policies & Procedures shall be directed to the Director of Parks & Recreation. Please direct any inquiries to the Director of Parks & Recreation at (562) 904-7167 or at City of Downey, Parks & Recreation Administrative Office, 7850 Quill Drive, Downey CA 90242.

## **Section 1 - Standard Operational Golf Course Policy**

### **A. GOLF COURSE HOURS OF OPERATION**

**The Rio Hondo Golf Club is open daily, including all holidays.**

Golf Pro Shop and Starting Desk – Opens 30 minutes before daylight and closes no earlier than 9:00 p.m., depending on attendance.

Cart Rental: Open at daylight and closes when last electric cart checked in.

All operating hours and days shall be subject to weather conditions and number of persons using the facilities. The City, with input of the Golf Pro and Grounds Superintendent, shall make final decisions regarding closing the golf course and facilities due to weather conditions. Any other change in hours of operation not related to weather conditions, must be approved in advance by the City.

### **B. GENERAL PLAY**

Golfers are required to use reasonable care to avoid injuring other golfers or damaging property due to errant golf balls. Driving golf balls outside the bounds of the golf course is prohibited. Golfers shall be responsible for property damage and injuries caused by errant golf.

- Play shall start no earlier than one-half hour before sunrise. General play shall commence only from the first hole.
- Starting on holes other than #1 will be allowed only after weather delays, during shotgun tournaments, during aerifying or on approval of the Golf Professional staff.
- It is the Golf Professional staff's responsibility to delay start of play during conditions such as heavy fog, lightning or other extreme weather conditions that would make it unsafe for golfers to engage in golf play. When extremely wet conditions or frost is present which may endanger the condition of the golf course, the Golf Professional staff shall rely on the Golf Course Grounds Superintendent to determine status and timing of the course opening or closure. If the Golf Course Grounds Superintendent is unavailable, the Head Golf Professional staff shall use discretion in decision-making.
- Persons arriving with less than three players may lose their starting time, unless they can be placed with additional players.
- All golfers with reserved starting times must report at least 15 minutes before the scheduled time. Those failing to do so may forfeit their reserved time and may be required to wait for the next open time slot.
- Every player must possess a receipt from the Golf Pro Shop during play.
- U.S.G.A. rules apply except where modified by local rules (refer to scorecards).
- No more than five players are allowed to play together at any time, unless during shotgun tournaments. Fivesomes are allowed but all players must ride.
- Each player must play out of their own bag and golf clubs.
- All carts must stay on paths around tees and greens.
- The golf course is ADA accessible and handicap flags are available at the Pro Shop upon request. These flags allow for closer than normal parking of golf carts to tees on course.
- Youth under the age of 14 may play on the golf course only when they have demonstrated appropriate knowledge of golf course etiquette and are accompanied by a responsible adult or are certified by Golf Operator to play without an adult.

- Purchase of a green fee is for one (1) round of golf. Additional holes may be played with the purchase of a supplemental green fee. Additional cart fee must be paid if supplemental golf is played.
- Golfers will be encouraged, or when necessary, required to play from tees appropriate to skill level or handicap in order to maintain pace of play.
- Golfers are highly encouraged to lock their vehicles and secure their belongings out of plain sight to discourage crimes of opportunity.
- Spectators and caddies are not allowed.

### **C. DRESS CODE FOR GOLF PLAYERS**

- Swim trunks and bathing suits are not allowed in the clubhouse or on the golf course.
- Appropriate collared golf shirts must be worn on the golf course at all times.
- Strapped tank tops or halter tops are not allowed.
- Short shorts, cut-off shorts, and jogging shorts are not allowed.
- Shoes worn on the golf course must be appropriate for golf play. No metal spikes are allowed on the golf course. Golf shoes or tennis shoes are to be worn at all times. No bare feet, flip flops or sandals are allowed.
- Shirts, pants, shorts or knickers must be free from holes and not appear grungy.
- Appropriate head gear includes caps and visors, no masks or hats that will be distracting.

### **D. GOLF PLAY ETIQUETTE**

#### **Pace of Play**

Golfers are encouraged to play at a moderate pace. To help ensure a fun round of golf for all players, please use these speed tips:

- Golfers must keep pace with the group in front of them all the way around the course. Slow players must allow faster players to play through.
- If a hole is open in front and you are holding up play for the group behind, let the group behind play through or skip the hole and catch up with the group ahead.
- Play ready golf - play your ball when ready regardless of being away after checking with other players. This includes honors on tee shots.
- Complete the hole unless you are in someone's line.
- Exercise a 5 minute limit searching for lost ball. Drop and play on.
- Write down scores on next tee box -- not while on the green.
- Position carts towards the next tee prior to putting
- After completing the hole, move immediately to next tee - no practice putting.
- No Mulligans-stroke replayed from the spot of the previous stroke without penalty.
- Be ready when it is your turn. Think about your shot and club selection while another player is hitting. Line up your putt while someone else is putting.
- Pick up the flagstick while the last person putts out.
- After completing your shot, move on to your next shot if you are not in other player's line.

### **Marshaling/Starter**

- Head Golf Professional shall provide the services of Marshals to be on duty at appropriate times. The purpose of the Marshals' duties shall be to expedite play on the course, to ensure compliance with all Course rules and regulations, and to assist golfers as appropriate. Marshals shall be visibly identifiable. Under no circumstances will playing golf be considered a part of marshaling duties.
- The Marshals will require players to maintain their positions on the Course to speed up play and verify that golfers have required equipment.
- The Marshals will enforce and educate golfers on the regulations concerning the use of all types of carts, as necessary and appropriate.
- Periodically during the day, Marshals shall check golfers positions on the Course, as well as replace divots on the fairways and ball marks on the greens.
- In a continuous pattern, the Marshal shall start from #18 green and follow in reverse order back to #1 tee. After reaching #1 tee, he will start over at #18 green.
- Marshals will make sure golfers keep shirts and shoes on and that proper foot and dress apparel is being worn.
- Marshals will remind golfers to keep electric carts and pull carts off tee areas and at least 35 ft. from greens.
- Marshals will check that everyone on course has a bag and set of clubs.
- Marshals will check for, and request removal of, spectators out on the course.
- Marshals will pick up trash on course, fix ropes around tees and greens and when course is not full, repair ball marks on greens and put rake back in traps.
- Marshals will not allow minors to operate electric carts.
- Marshals will periodically request receipts to ensure proper fees have been paid.
- The Head Golf Professional will assure that the starter area will be staffed during all specified hours of operation for the convenience of golfers and in accordance with accepted standard practices to the full satisfaction of City. The Head Golf Professional will provide for green fee collection and receipting, financial and statistical reporting and making daily cash deposits as specified by City. Head Golf Professional will maintain a complete starter and call sheet for each day of operation.

### **Basic Grounds Etiquette**

- Holes must be played in sequence. Golfer in the wrong fairway must give way to players playing that hole.
- Repair ball marks and divots. Rake sand traps/bunkers and leave rake in bunker.
- Do not talk when other players are hitting.
- Do not step between the ball and the hole when on the green.
- Do not let your shadow fall between opponent's ball and hole when he/she is hitting.
- Place trash in containers available at most tee boxes and along the pathways.
- Be courteous to other golfers.
- Keep carts in designated areas, carts must stay on paths around tees and greens.
- Please remember that noise and voices carry well on golf courses. Foul language is not appreciated by anyone.
- Be a good sport. Golf is still a game and should be enjoyed by all.

### **Cause for removal or refusal of playing privileges**

Golfers may be refused playing privileges and/or removed from the course with no refunds for:

- Submitting false information for the purpose of securing golfing privileges, including residency rate.
- Playing golf without paying a green fee or registering with the starter.
- Driving a golf cart recklessly and speeding along cart paths.
- Inability to maintain pace of play.
- Intoxication, disorderly conduct, use of abusive/profane language, or other behavior detrimental to the normal and orderly operation of the golf course.
- Failure to comply with the existing rules and regulations governing golf play, practice, operation of carts or pull carts, personal conduct, and appropriate dress.
- Failure to comply with food and beverage policy.
- Intentionally hitting errant balls.

### **E. GOLF CART RENTAL POLICY**

The City has provided golf carts for rent at the Rio Hondo Golf Club. All golf carts shall be stored and maintained in a clean and safe condition in the area provided by the City for that purpose. City shall retain the right to change any and all schedules for cart rental fees.

It is the responsibility of the Head Golf Professional to instruct the Golf Pro Shop staff on the proper safety, maintenance and use of the golf carts. The Golf Operator will document the maintenance of the golf cart. Golf carts shall be used for playing the game of golf, site observations by the Director of Parks & Recreation and/or the City Manager, selling concession goods, or for the marshaling of play. Golf Pro staff shall not permit the use of any golf cart by any person in a manner that does not conform to these policies and procedures without the prior consent of the City.

Possession of a valid driver's license is required to rent a golf cart. If a patron requires assistance with operation of a rented golf cart, the Golf Pro Shop staff can assist. If a golf cart is intentionally damaged by a patron while the golf cart is used by that patron, the patron is responsible to pay for all repairs to the golf cart. Golf Pro staff will take pictures of the damage and complete an incident report for processing reimbursement to the City. The patron will be notified of the repair costs and will be billed for said repairs.

- Pro Shop staff will notify golfers when golf carts must remain on the paths as a result of inclement weather conditions.
- Carts must be kept at least 30 feet away from greens and tees, and at least 10 feet away from sand bunkers, when not on paved cart paths.
- No more than two golfers will be allowed to use or occupy a golf cart at one time, and golf bags shall be limited to two bags per cart.
- Pull carts must not be taken over aprons, greens, tees, sand bunkers, or areas between the greens and traps surrounding the green.
- When play has reached the green, pull carts must be left at least 20 feet away from the side of the green.
- Carts of any kind should not be driven or pulled through wet or muddy areas.
- It is the responsibility of every golfer to be familiar and comply with the rules and regulations covering the use and operation of golf carts. Failure to observe such rules and regulations could result in the denial of golf cart use and/or playing privileges.



- Operators of carts must be 18 years of age or older, with a valid driver's license.
- Abusive language, threats and acts of violence will not be tolerated and repeated occurrence, after one warning will be cause for removal from the golf facility.
- A 90-degree cart policy will be in effect at the golf course.

## **F. TEE TIME RESERVATIONS**

### **Golfers may reserve starting times in advance under the following conditions:**

- Reserve starting times may be secured by phone, mobile application, by appearing at the golf course in person, or on-line via the Internet.
- Advance reservations are available up to one week in advance.
- One person wishing to secure three or more consecutive reserved starting times may be required to guarantee reservations with a credit card.
- Reserved times for less than four players will be filled to a foursome or fivesome at the discretion of the starter.
- Scheduling for leagues and tournaments may be made in advance by the Head Golf Professional.
- Advance reservations may be restricted on days which have been reserved for a state, regional, national or inter-club tournament at the discretion of the Head Golf Professional.
- A reservation may be forfeited if the golfer does not check in with the starter at least 15 minutes prior to the assigned starting time. A reservation may also be forfeited when only one member of a group having a reserved time is present ten minutes prior to starting time. If a reservation is forfeited, the players involved may be registered on the Call Sheet in priority order if they desire.
- Reservations are not transferable to another player. If a reservation is canceled, the starter will offer the time to the next golfer, or if the time is open on the day of play, it will be filled with names from the Call Sheet in the order listed.
- The starter will make every effort to get all players on the Course as soon as possible.
- Players unable to begin at their assigned starting time due to inclement weather will be reassigned starting times at the discretion of the starter, as soon as possible or the golfer may request to reserve another time/date, if their reservation is lost due to weather delay.

### **Non Reserved Players Policy – Call Sheets**

- Golfers who do not have a reserved starting time must register with the starter on the daily Call Sheet prior to play.
- Golfers without reservations who are at the golf course and ready to play may register on the Call Sheet as a single or in groups of two, three, or four.
- Playing group vacancies, cancellations, and open or unreserved starting times will be filled from the Call Sheet on a first-come, first-served basis, with priority determined by the time of registration with the starter. Those who have registered as a group will be called for play as openings become available for the number of players in the group.
- When sufficient players are available from the Call Sheet, the starter will send groups of four to the starting tee. If fewer than four players are available, the starter may send out groups of two or three. A single player may be sent out alone only if no other golfers are available and if it appears they will not be available within a reasonable time.
- As players on the Call Sheet are sent to the first tee, their names will be scratched from the Call Sheet and entered into the Tee Sheet.
- The golf course starter on duty is responsible for assigning foursomes, and for scheduling and starting all players. Golfers are not permitted to buy, sell, or transfer starting times or Call Sheet

positions. Only those golfers who are properly registered and called by the starter will be allowed to start play.

- The golf course starter may switch or interchange starting times if in their judgment, such change would prevent delays, eliminate confusion, correct a problem, or be of general benefit to the players involved and those following.

#### **G. TEE TIME CANCELLATION POLICY**

- Cancellation of on-line reservations must be made via the Internet, by phone, or in person 24 hours in advance.
- Cancellation of walk-in or phone reservations must be made in person or by phone to the golf course 24 hours in advance.
- If a golfer has reserved a starting time, but the course is subsequently closed at that time due to extreme inclement weather, the reservations will be canceled for the golfer by staff.
- Golfers who persistently forfeit reserved starting times or otherwise abuse the reservation system may be refused the privilege of reserving times.
- Rio Hondo Men's Club (please see section N.) must cancel their tee time by the end of the business day on Wednesday prior to the Saturday play or tee fees apply.
- No rain checks or refunds once play has started, no exceptions.

#### **H. ADVERTISING ON PREMISE**

All City-approved Rio Hondo Golf Club related advertising shall be in good taste and appropriate for the purposes for which the golf course is used. No outside vendor, agency or business advertising is to be attached or affixed to the building, left on vehicles or left on tables, restrooms or other common areas, except with the advance written approval of the City. This policy does not prohibit, however, the temporary display of promotional advertisement in connection with a tournament or special event. Circulation or posting of non-golf related handbills, petitions, advertising matter, promotional material, and literature is prohibited. Golf Professional staff to monitor and enforce policy. All non-approved materials will be removed and discarded.

#### **I. REPORTING INCIDENTS/ACCIDENTS**

If injury, incident or accident occurs, the golfer should notify the golf pro shop staff who must file a incident/accident report. If an incident involves a golfer and the golfer's privileges of golf play is terminated, an incident report must be completed. In the event someone is removed from a course for any reason, an incident report will be filed by the Golf Pro. If any illegal action is found to occur, the Downey Police Department shall be notified immediately.

#### **J. BEVERAGES/FOOD ON THE GOLF COURSE**

Food and drink must be purchased from the clubhouse snack bar or from the food/beverage cart operated by the Rio Hondo Golf Club. No outside coolers or food and beverage are allowed. Refer to "Section 4 – Golf Course Food & Beverage" for more information.

## **K. OTHER USES OF GOLF COURSE**

The Rio Hondo Golf Club was purchased with the intended use of playing the game of golf. The golf course is maintained as an enterprise fund and does not utilize general fund (tax dollars) for support. The revenues generated from greens fees, cart rentals and other user fees support the cost of maintaining the facility. All golfers must pay the appropriate user fees to play golf. No other activity other than golf play is permitted on the golf course. No motion picture filming or videography permitted on the golf course. The City provides many other excellent facilities designated for walking, jogging, and fishing activities. The City has discretion to offer a City approved special event once a year.

## **L. GREEN FEES, CART RENTAL AND DRIVING RANGE FEES**

Golf Fees and Charges are determined by recommendation of the Head Golf Professional to the Director of Parks & Recreation. These recommendations are submitted for City Council review and approval. After approval, all golf fees and charges must fall within the ranges set forth in the adopted fee schedule, as approved by the City Council. The City shall retain the right to change any and all schedules for green fees, tournaments, leagues and Golf Club fee agreements.

The Head Golf Professional will have the ability to provide seasonal and other special green fee and golf promotions in order to remain competitive with local municipal courses and private golf courses and achieve the City's goals after approval by the Director of Parks and Recreation.

The Head Golf Professional will have the ability to establish or move Twilight Times based on daylight and competitive market conditions; those fees must fall within the City Council approved adopted fee schedule.

- General Play green fees apply for play available to the general public that is not reserved for tournament play.
- Twilight Play green fees vary based on time of year.
- Junior Green Fee is for players 18 years of age or younger.
- Senior Green Fee is for players 65 years and older.
- Non-Resident Green Fee is for players who do not live in the City of Downey.
- Resident Green Fee is for players who live in the City of Downey.
- Weekday Green Fee's are rates Monday-Friday.
- Weekend Green Fee's are rates Saturday, Sunday, and City recognized holidays.
- Supplemental Fees must be paid by golfers who have purchased a regular daily fee and wish to play more than 18 holes of golf.
- Nine-hole green fees shall be permitted on all days the course is open for normal play after twilight. If a player purchasing a nine-hole ticket chooses to play more than nine holes, that player will be charged the difference between the standard 18-hole fee and the 9-hole fee.
- Tournament fee's apply with an organized group of sixteen (16) or more players. The fee per player for tournaments shall include tournament green fee and golf cart.
- Golf Cart rental – cost per each cart rental during duration of golf play.
- Promotional Rates will be made available at certain times with conditions to be determined by the Department of Parks and Recreation as approved by the City Council approved Fee Schedule.

## **M. TOURNAMENTS**

- Refunds on tournament green fees will not be made except when the golf course is officially closed due to inclement weather or other adverse conditions.
- If the golf course is closed prior to, or during a tournament, green fees for those participants who have not commenced play will be refunded or tournament day rescheduled. Others may be issued a prorated credit.
- Tournament participants must observe all prevailing rules and regulations covering use of the golf course, personal conduct, dress, and golf play as prescribed by the City and Operator and not outlined in this policy and procedure manual.
- Tournament sponsors are liable for any personal injury, property damages or repairs resulting from tournament play. Sponsors and participants are required to follow Food and Beverage regulations.
- Tournament sponsoring organizations must agree that, during use of the golf course facilities, no person will be excluded from participation, denied any benefit, or otherwise be subjected to discrimination because of race, creed, color, sexual orientation, national origin or other protected group.
- The following information on each scheduled tournament will be entered in the tournament file by the Operator, or the designated representative:
  - Name of the organization holding the tournament
  - Date and time of play
  - Number of players
  - Name, address, phone number, and email of the tournament contact person plus an alternate contact with all information previously stated
  - Tournament type (i.e. Shotgun start)
- High School golfers are added to the tee schedule based on availability, fees are based on junior/senior rate and are added to the tournament schedule book coordinated by the Golf Pro.

### **Shotgun Events**

- Shotgun tournaments or events (events where all golfers start at the same time on different holes) may be permitted under certain conditions and restrictions, and must be approved by the Golf Pro subject to the following requirements:
- Generally must be held Monday through Friday only.
- Golf carts are mandatory.
- Shotgun tournaments are not generally exclusive use tournaments and the playing privilege cannot be transferred to any other party. Starting times before, after, or during the tournament will be made available to the general public and the Operator reserves the right to fill incomplete foursomes within the tournament group from the daily Call Sheet.

## **N. RECOGNIZED CLUBS**

The City recognizes the Rio Hondo Men and Women's Club in an effort to offer a vehicle for organized competition, handicapping and fellowship for golf course patrons.

- The Recognized Clubs must be totally self-supporting through their own dues structure.
- Each Recognized Club must have a Board of Directors. The Board shall have at a minimum the following representation:
  - President
  - Treasurer

- Tournament Chairperson
- Operator Representative

The Recognized Clubs use of the Course for organized playing activities will be subject to the policies established in this manual. No cash prizes for tournament winners will be permitted unless approved by the Operator and the Director of Parks and Recreation. Reservation privileges for the Recognized Club members will be limited to the reservation policy established. Tournament privileges for Recognized Clubs will be limited to policies established in this manual. Men’s Club Tee Time Position annual charge per member is established by the Council adopted Fee Schedule.

## **Section 2 - Standard Operational Policy – Driving Range Operations**

Driving range: Open at daylight and close; not earlier than 9:00 pm depending on business conditions

- There will be a minimum of one day per 2-week set aside for mowing of the driving range. This procedure may require that the range be closed at least two hours before normal closing hours prior to mowing, to allow for complete ball retrieval.
- The Operator shall provide quality range balls that will meet the needs and desires of the golfers.
- No woods allowed on upper deck of driving range.
- Children under 14 are not allowed on upper deck of Driving Range unless accompanied by an adult.
- Operator shall provide general supervision of the driving range, including the enforcement of safety practices and regulations. Operator will exercise the right to exclude persons from using the driving range who do not abide by established rules.
- Operator shall provide at all times a minimum of 15,000 driving range golf balls of good quality, buckets, vehicle(s) for ball pick-up, ball washing machine, and other equipment necessary for the efficient operation of the Driving Range.
- Special Rates: With prior approval of City, Operator may establish special rates, cards, or reduced price programs as an incentive to increase driving range usage.
- The City will maintain and repair the driving range, including utility payments, lights, tee mats, barriers, bag holders, brushes, distance markers, tee markers, and walkway runners. The Operator will regularly inspect the driving range, and immediately notify the City of any condition which requires replacement or repair.
- The Operator is responsible for inspecting and installing City provided new mats as used mats become worn and for the repair or replacement of any damaged fencing, sprinkler heads, and valves.
- City is responsible for replacing the driving range fencing as required by normal wear and will maintain the driving range elevated frame structure.

## **Section 3 - Golf Course Maintenance Standards**

### **A. GREENS MAINTENANCE**

The Golf Course Maintenance Operator should maintain all greens according to accepted playability and industry wide standards at all times, observing the following minimum requirements:

- Change cups and repair ball marks daily.
- Mow greens (not less than 1/8 inch and not more than 5/16 inch) daily, March through June and September through November, and a minimum of four times per week (Saturday, Sunday, Tuesday and Thursday), December through February, and July through August. Mowing schedule may periodically be adjusted with approval of the City should environmental stress to turf become apparent. Greens will be mowed with a reel type mower with no less than nine (9) blades per reel. Mower should be designed specifically for mowing golf greens and be of the type, make and model accepted by the golf industry. Provide more frequent mowing as needed.
- Aerify greens at least two (2) times per year or more frequently, if needed, and remove plugs the same day. Top dress with City approved material as to type and quantity following each aerification of greens.
- Dryjet service, or similar process, the greens as needed to reduce compaction and improve drainage, with the City paying for contracted Dryjet equipment rental.
- Golf Course Maintenance Operator shall have the soil analyzed twice a year for greens, once every three (3) years for tees and once every three to four (3-4) years for fairways. Fertilizer will be applied in the quantity and type recommended by the soil analysis in a manner to provide uniform growth of turf.
- Treat greens with proper chemicals to control insects, disease, weeds and other pests as approved by City and recommended by the golf industry.

### **B. TEE MAINTENANCE**

- Service tees daily by moving tee markers and benches. Change tee towels weekly and keep ball washers filled to proper levels with water and an appropriate cleaning agent.
- Mow tees twice a week with a reel-type mower at 1/2" to 3/4" depending upon season.
- Verticut tees twice per year for thatch removal.
- Aerify tees at least three (3) times per year or more frequently if needed and top dress.
- Repair worn and damaged turf areas as they occur by overseeding or resodding to ensure playable tees at all times.
- Treat tees for control of insects, disease, weeds and other pests as necessary to maintain healthy turf.
- Apply six (6) pounds of actual Nitrogen per 1,000 square feet of turf to tees per year, two (2) pounds of which is composed of N.P.K. formulation using a ratio of approximately 4:1:2.

### **C. FAIRWAY MAINTENANCE**

The Golf Course Maintenance Operator should maintain all fairways, rough and driving range according to accepted playability and golf industry-wide standards at all times, by observing the following minimum requirements:

- Mow fairways with a reel-type mower at 5/8" or less depending on the type of grass and time of year. Mowing frequency will be three (3) times per week on fairways and twice (2) per week on

roughs and driving range during the growing season.

- Verticut fairways as necessary for turf health and playing condition.
- Aerify all fairways at least once (1 time) per year or more frequently as needed.
- Overseed and top dress (or resod) worn or bare areas on fairways as necessary.
- Treat turf to control weeds, diseases, insects and other pests as necessary to maintain weed free, healthy turf.
- Apply four (4) pounds of actual Nitrogen per 1000 square feet of turf per year, two (2) pounds of which is composed of N.P.K. formulation using a ratio of approximately 4:2:2.
- Apply pre-emergence herbicide to fairways and rough for Poa Annual control twice (2) per year, with herbicide provided by the City.

#### **D. IRRIGATION MAINTENANCE**

The Golf Course Maintenance Operator during the course of their duty, maintain entire irrigation system, functioning properly and conforming to all related codes and regulations at all times with the exception for backflow devices. Irrigate as required to maintain adequate moisture for growth rate. The Golf Course Maintenance Operator will ensure adequate soil moisture by visual observation, plant resiliency, turgidity, examining cores removed by soil probe, moisture sensing devices and programming irrigation controllers accordingly.

- Consideration must be given to soil texture, structure, porosity, water holding capacity, drainage, compaction, precipitation rate, run off, infiltration rate, percolation rate, evapotranspiration seasonal temperatures, prevailing wind condition, time of day or night, type of grass, and plant and root structure. This may include syringing during the day and watering during periods of windy weather.
- In areas where wind creates problems of spraying onto private property or road rights-of-way, the controllers shall be set to operate during the period of lowest wind velocity which would normally occur at night.
- The Golf Course Maintenance Operator is responsible for monitoring all systems within the Rio Hondo Golf Club and correct for: coverage, adjustment, clogging of lines, and removal of obstacles, including plant materials which obstruct the spray.
- Check systems daily and adjust and/or repair any sprinkler heads causing excessive runoff, including slope areas or which throw directly onto roadway, paving or walkways.
- All controllers shall be inspected on a daily basis and adjusted on a weekly basis or more frequently as required, considering the water requirements of each remote control valve (sprinkler station).
- A soil probe or tensiometer shall be used to determine the soil moisture content in various areas.
- The Golf Course Maintenance Operator should observe and notice deficiencies occurring from the original design and review these findings with the City of Downey so necessary improvements can be considered.
- The Golf Course Maintenance Operator should repair all leaking or defective valves within twenty-four (24) hours following notification from the City of such a deficiency.
- In the event of a reduction of the volume or water supplied to the golf course during peak demand periods, the priority of water distribution by the Golf Course Maintenance Operator shall be as follows:
  - Greens
  - Tees
  - Fairways
  - Other turf and landscaped areas

## E. CART PATHS, PAVED AND PUBLIC AREA MAINTENANCE

The Golf Course Maintenance Operator is responsible to provide all golf course accessory equipment in clean, safe, functioning condition at all times, replacing with the City provided equipment and/or materials as necessary, including but not limited to the following:

All signs	Tee benches	Tee markers and mats
Ball washers	Out-of-bounds markers	Directional flags and poles
Distance markers (150 yards, etc.)	Greens flags, poles and cups	Practice green markers and cups
Trash receptacles	Cleat brushes	Rope/stakes
Wire for repair of perimeter fence	Plant materials for planters on golf course for installation three times per year	

- Provide ongoing monitoring of lake waterfall pumps and aeration systems to ensure all are properly maintained and operational.
- Maintain lakes free of excessive weed and algae growth which may necessitate use of chemical application and hand removal including securing a Aquatic Specialist to assist with weed and algae eradication as needed.
- Remove all litter daily from golf course grounds, including the golf course property, lakes, maintenance yard, landscaped areas and driving range. Remove all trash and debris resulting from golf course maintenance as it occurs. The Golf Course Maintenance Operator will be responsible to haul or contract for removal of all trash and debris related to the golf maintenance operation from the described premises, excluding that trash generated by the Pro-Shop and Restaurant operations. Clean and repair trash receptacles as necessary to maintain clean, safe and sanitary conditions at all times.
- Maintain shrub and ground cover plantings and lawn areas in a manner to promote health, growth and aesthetically pleasing appearance at all times.
- Maintain all trees in safe, healthy and aesthetically pleasing condition at all times, keeping adjacent turf mowed and trimmed to the trunks of trees on the golf course. The use of herbicides or contact sprays of any kind to keep grass maintained at the base of trees must be approved by the City. Pruning of trees by the Golf Course Maintenance Operator will be to maintain a seven (7) foot clearance for golf carts and removal and corrective pruning required by fallen or broken branches. General pruning will be performed by others.
- Maintain all sand traps daily in raked, edged and weed-free condition at all times, replacing sand as necessary.
- Control and eradicate rodents and other animal pests as necessary to prevent hazards, holes and destruction of plantings on golf course property.
- Construct and/or maintain and repair as necessary surface flow lines, swales, catch-basins, grates and other drainage structures in clear, weed-free and properly functioning condition at all times.
- Observe all legal requirements and safety regulations, including special licensing requirements in the use and storage of chemicals, hazardous materials, supplies and equipment at all times according to CAL-OSHA and the Los Angeles County Agricultural Commissioner.
- Maintain golf maintenance storage buildings and yard in a clean, orderly and safe condition at all times, conforming to all applicable laws and regulations.
- Maintain, clean and service daily and more often if necessary, public restroom facilities located near the 15th tee.
- Protect golfers from injury and the golf course from damage in periods of frost, rainy weather, and other unusual conditions at all times. The Golf Course Maintenance Operator will not close



the course to play without first consulting with the Head Golf Professional and coming to a mutual agreement. If for whatever reason, a mutual agreement cannot be reached, the final decision will be made by the Director of Parks & Recreation or City Manager.

- Maintain walkways, steps, handrails, header-boards and cart paths in a clean, edged, safe, weed-free condition at all times.
- Maintain all fencing, netting, protective screens and fence lines in a safe, secure and aesthetically pleasing condition at all times.
- Maintain all concrete cart paths and service roads in a safe useable condition at all times.
- The Golf Course Superintendent shall prepare and file a weekly Maintenance Report and forward a copy to the Director of Parks & Recreation.
- Supervise public parking lot sweeping contractor which is paid by the City.
- Inspect the following frequently and report deficiencies to City as necessary to ensure prompt repair or correction:
  - All area lighting systems for safe and functioning conditions.
  - All golf course buildings and accessory structures for structural repairs and maintenance not required by the Golf Course Maintenance Operator.

## Section 4 – Golf Course Food & Beverage

### A. RESTAURANT, SNACK BAR AND BANQUET FACILITIES

*The Rio Hondo Golf Event Center is open daily including all holidays:*

<u>Facility</u>	<u>Open</u>	<u>Close</u>
Restaurant/ Lounge	7:00 a.m.	8:00 p.m.
Banquet	As Scheduled	As Scheduled
Snack Bar	Daylight not later than - 6:00 a.m.	Winter not earlier than- 4:00 p.m. Summer not earlier than - 8:00 p.m.

The Food & Beverage Operator has an exclusive license to provide a food and beverage program with service and delivery of quality food that meets the needs of the patrons of the Rio Hondo Golf Club and Rio Hondo Event Center, including meetings, special events and weddings.

- The food service shall include the snack bar, the upstairs Clubhouse, and on-course beverage cart(s) and vending machines. The Food & Beverage Operator shall be responsible for staffing the snack bar, beverage cart(s), Clubhouse, and special events.
- Pricing, menus, signage, marketing and promotional materials shall conform to standards set by the Food & Beverage Operator.
- The Food & Beverage Operator will comply with cash handling policies and procedures established by the City.
- The Food & Beverage Operator will make an effort to use golf and food and beverage cross promotions as a means to enhance rounds of golf.
- The Food & Beverage Operator will make every effort to promote non-golf events in the banquet facility.
- The Food & Beverage Operator will make every effort to maximize beverage cart sales through appropriate scheduling, training and popular beverage and food offerings.

- The Food & Beverage Operator will keep the Rio Hondo Event Center and the surrounding corresponding areas clean and sanitary at all times and in compliance with regulations of the Los Angeles County Health Department.
- The Food & Beverage Operator will provide for all refuse to be collected as often as necessary and in no case less than twice a week including furnishing all equipment and materials necessary.
- The Food & Beverage Operator and staff will use its best efforts to prohibit intoxicated persons from being in or about the Rio Hondo Golf Club and Event Center. Efforts will include prohibiting the use of profane or indecent language, or boisterous or loud conduct in or about the Event Center and will call upon the aid of the Downey Police Department to assist in maintaining peaceful conditions.

## **B. ALCOHOLIC BEVERAGE**

- State of California Alcoholic Beverage Control regulations provide general and specific control over the sale and consumption of alcoholic beverage on the golf course. Local policy provides the following:
  - No alcoholic beverage shall be brought onto the golf course premises except that provided by, or within, the restaurant, snack bar, Clubhouse or banquet facilities.
  - Patrons must consume alcoholic beverage sold in the restaurant, snack bar, Clubhouse or banquet facilities within those premises.
  - Golf patrons purchasing any beverage from the restaurant, snack bar, Clubhouse or banquet facilities may carry such beverage in their carts on the golf course only in the plastic or paper containers provided by the Food & Beverage Operator. No glass containers are permitted on the golf course.

Any exceptions to these regulations must be approved, in advance, by the Director of Parks and Recreation.

**No outside food or alcohol is allowed to be served or distributed on the golf course or banquet facilities. All food and beverages shall be provided solely by the food and beverage Operator. Any person who brings outside food or alcohol for consumption on the golf course shall forfeit play with no refund.**