



DEPARTMENT OF THE NAVY
NAVAL AMPHIBIOUS BASE LITTLE CREEK
2600 TARAWA COURT SUITE 100
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:

NAVPHIBASELCREEKINST 1710.3P
N01MWR
18 MAY 2001

NAVPHIBASELCREEK INSTRUCTION 1710.3P

Subj: EAGLE HAVEN GOLF COURSE RULES AND REGULATIONS

Ref: (a) BUPERSINST 1710.11A
(b) NAVSO P-3520
(c) NAVPHIBASELCREEKINST 1700.23A

Encl: (1) Eagle Haven Men's Golf Association Constitution
and By-Laws.
(2) Eagle Haven Women's Golf Association Constitution
and By-Laws.

1. Purpose. To set forth rules and regulations governing Eagle Haven Golf Course (EHGC). Changes to this instruction constitutes a major revision; therefore, additions, deletions, and changes are not individually marked.

2. Cancellation. NAVPHIBASELCREEKINST 1710.3N is hereby cancelled.

3. Background. EHGC is under the organizational and administrative control of the Morale, Welfare and Recreation (MWR) Storefront Director and under the immediate direction of a Course Manager. This 18 hole course, driving range, and all retail operations associated therewith, shall comply with the procedures promulgated in references (a), (b), and (c).

4. Rules and Regulations

a. Eligibility. EHGC is primarily for the use of active duty personnel and their dependents; however, retirees, reservists, and their dependents as listed in reference (c) are authorized when space is available.

(1) Dependent Children under eight years of age are not permitted to play or be on EHGC. Children between the ages of 8 and 12 years old, when certified by the EHGC management as knowledgeable of play and course etiquette, may play

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unaccompanied by an adult. Those children between 8 and 12 years of age who have not been so certified must be accompanied by an adult sponsor.

(2) Hours of Operation

(1) Monday - Friday 0700 - 2000 or sunset (adjust as season dictates)

(2) Saturday, Sunday, 0630 - 2000 (adjust as season Holidays dictates)

b. Dress Code Requirements

(1) Normal sportswear and normal street clothes are considered appropriate. Short shorts and cutoffs are not acceptable. Shirts must be worn at all times. Muscle shirts and regular undershirts are not acceptable.

(2) Working uniforms such as wash khaki, dungarees, and fatigues are not appropriate attire for wear on the golf course. Such attire is, however, permitted on the driving range.

(3) Regulation golf shoes or tennis shoes are recommended for use on the course. Shoes with heels or soles that would damage the greens are not permitted.

c. Starting Times

(1) Weekend reservations will be taken on Wednesdays. Active duty personnel may call at 0800 for 50% of the available tee times. Retired personnel may call at 1000 for the remainder of the available times. Weekend reservations will be made for threesomes and foursomes only.

(2) Forces Afloat Time will be available on Saturday, Sunday, and Holidays for those shipboard personnel who are unable to call for reservations due to being out at sea. One out of every ten active duty times will be reserved for forces afloat. These times will be assigned on a first come first serve basis.

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(3) Starters Times. There will be one starters time every hour. These times will be used to make up lost time or pair individuals who came to the course without reservations.

(4) Weekday reservations may be made by telephone, starting at 0800 the day before.

(5) Ladies Day. Tuesday morning of each week from 0830-1030 is Ladies Day. Ladies have priority on the first tee during this time. The president of the EHGC Association may schedule tournaments and competitions as desired during these hours.

d. Rules of Play

(1) Players must maintain their position throughout the course or yield to oncoming groups. Whenever an open hole exists, players must wave the following group through.

(2) Players must maintain their position on the tenth tee when making the turn or they must await the next opening.

(3) Each player must have a set of clubs.

(4) A sponsor is responsible for the conduct of all dependents and guests on the course.

(5) Pets and other animals are not allowed on the course.

e. Tournaments. Requests for tournaments of 40 or more participants must be submitted to the EHGC Manager. These requests should be filed prior to February 28 in order that an annual calendar of events may be promulgated prior to March 15.

f. Tournaments Regulations

(1) No tournament will be listed on the schedule until the tournament has been approved and a representative has signed a contract with the EHGC Staff.

(2) There shall be associated with the EHGC, a Men's Golf Association and a Women's Golf Association. Their Constitutions and By-Laws will be approved by the Commanding

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Officer and are included herewith as enclosures (1) and (2), respectively. No change shall be made thereto without the approval of the Commanding Officer. These Associations exist to advance their members interest and participation in golf at EHGC. As quasi-official advisors to EHGC, they shall function under the MWR Storefront Director and his principal staff members connected with EHGC, and shall be expected to contribute their time and effort to appropriate projects connected with operation of the course and conduct of tournaments.

(3) There shall be no commercially sponsored tournaments or golf outings held on EHGC unless it has been cleared through the MWR Storefront Director. This includes free gratuities or product distribution.

g. Complaints. Players shall not personally harass employees of the EHGC nor argue or disrupt an employees performance of their duties. Employees shall be courteous and refrain from engaging in any conversation when it is apparent that emotions are becoming involved. Complaints involving service or facilities will be made first verbally to the EHGC Manager. Each complaint will be investigated and a reply forwarded in writing to the MWR Storefront Director. The names of all persons abusing this policy shall be reported by the respective employee to the MWR Storefront Director for appropriate follow-up action.


W. C. WRIGHT, Sr

Distribution:

NAVPHIBASELCREEK/REGPUBSAFETYINST 5216.2P
List IA, IB (1, 1A, 2, 2A, 3, 3A only), IC and ID
List II and III
MWR (30 copies)

Stocked:

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Norfolk, VA 23521-3297

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**EAGLE HAVEN MEN'S GOLF ASSOCIATION
CONSTITUTION AND BY-LAWS**

ARTICLE I - NAME

The name of this organization will be "EAGLE HAVEN MEN'S GOLF ASSOCIATION, hereafter referred to as "The Association".

ARTICLE II - PURPOSE

The Association is formed and will function as an organization to promote and advance the interest and participation of its members and associates in all aspects of golf.

ARTICLE III - MEMBERSHIP

Membership in the Association will be open to all male persons, 17 years of age and over, eligible to use the facilities of Eagle Haven Golf Course (EHGC) on a permanent basis. Membership will become effective upon approval of a membership application and payment of the initiation fee. Application approval procedures and amount of initiation fee will be established in the By-Laws of the Association.

ARTICLE IV - OFFICERS AND DUTIES

There will be four elected officers of the Association: President, Vice-President, Secretary, and Treasurer.

1. PRESIDENT: Presides at all meetings and appoints such other officers and committee chairman as deemed necessary to properly administer and operate the Association.

2. VICE-PRESIDENT: Generally assists the President and performs the duties of the President in his absence. He will be an "Ex-Officio" member of all committees appointed by the President.

3. SECRETARY: Keeps a record of the minutes of all meetings, keeps a record of all members of the Association, and conducts all routine correspondence.

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4. TREASURER: Receives and dispenses all funds of the Association, keeping an accurate and up-to-date record of same. Prepare and submit a financial report at all regular meetings.

ARTICLE V - TERM OF OFFICE AND ELECTIONS

All elected officers shall serve for a period of one year commencing on 1 January. Current elected officers of a committee appointed by the President shall submit to the Association a slate of officers for the succeeding year at a meeting held in November. The election will take place at the regular December meeting.

a. Nominations will be accepted at the November and December meetings for additional candidates.

b. Final balloting on all candidates will be at the regular December meeting.

ARTICLES VI - MEETINGS

Regular meetings of the Association shall be held on the first Monday of each month at the EHGC Clubhouse. The President may call a special meeting or cancel a regular meeting by notifying all members at least one week in advance of proposed meeting or cancellation.

ARTICLES VII - AMENDMENTS

This Constitution may be amended by the majority of the membership at the regular meeting of the Association subsequent to the meeting at which the proposed amendment is submitted in writing to the Association. Amendments shall become operative when approved by the Commanding Officer, Naval Amphibious Base Little Creek.

ARTICLE VIII - BY-LAWS

The following by-laws are subordinate to the Constitution but shall have full force and authority while in effect. These by-laws may be changed, cancelled, or added to at any regular meeting, or meeting specially called for the purpose of changing, amending, or adding to these by-laws. All by-laws will be lettered consecutively with capital letters.

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a. All persons who joined the Association prior to 1 March 1971 shall be known as "Charter Members".

b. The initiation fee for all persons, other than charter members, joining the Association will be \$5.00.

c. Membership in the Association shall be in accordance with ARTICLE III of the Constitution. Membership application and initiation fee must be submitted prior to consideration by the Association of a candidate for membership. All applicants after 1 March 1971 must be approved by the Association.

d. A memorial tournament in honor of all deceased members will be held annually at EHGC. The number of rounds to be played in the tournament shall not exceed two and may be reduced to one depending on the priorities of the annual EHGC schedule. The Association shall provide and appropriately display a permanent trophy for this event.

e. A Spring and Fall "Home and Home" 18 hole tournament will be played annually with the Sewell's Point Association. The site of play shall rotate by mutual agreement between the two courses. A perpetual trophy shall be held and appropriately displayed by the winner of each event.

f. The Association President shall appoint a schedule committee to be comprised of the tournament committee chairman plus three members. This committee will submit to the President, a proposed annual schedule of events no later than the January meeting date. The President shall forward the proposed schedule to the MWR Storefront Director, with a copy to the EHGC manager, no later than 15 January for consideration in the annual course schedule.

ARTICLE IX - PARLIAMENTARY PROCEDURE

Roberts Rule of Order shall govern the conduct of all meetings of the Association unless modified by this constitution.

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EAGLE HAVEN WOMEN'S GOLF ASSOCIATION
CONSTITUTION AND BY-LAWS

ARTICLE I - NAME

This organization formed on May 29, 1956, shall be known as EAGLE HAVEN WOMEN'S GOLF ASSOCIATION with meetings to be held on the first Tuesday of every month. The Association shall have its origin and body from active membership.

ARTICLE II - OBJECT

The EAGLE HAVEN WOMEN'S GOLF ASSOCIATION is formed for the following objects and purposes.

Section 1. To provide through the combined efforts of its membership an efficient organization under the guidance of elected officers, which shall endeavor to promote and advance the interest of golf among women members of EAGLE HAVEN WOMEN'S GOLF ASSOCIATION.

ARTICLE III - MEMBERSHIP

Section 1. The membership of this organization shall consist of female dependents of active duty and retired military personnel.

Section 2. Female military personnel on active duty or retired.

ARTICLE IV - Dues

Section 1. The amount of the annual dues shall be recommended by the Executive Board and voted on by the membership, payable 1 January.

Section 2. Ladies joining in July may be assessed semi-annual dues.

Section 3. Dues may not be refunded.

Section 4. Expenditures of the Association shall be for tournament events, social gatherings of the Membership, and such expenditures as are necessary to accomplish the purpose of the Association.

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ARTICLE V - ELECTED OFFICERS

It shall be established that elected officers be active members of the Association. It shall be the duty of the membership to elect a member to fill each of the following positions for the term of one year.

1. PRESIDENT: The President shall preside at all meetings of the Association and supervise the work and activities of her associates in office. She shall preside at all board meetings and shall appoint all committees deemed necessary in her judgement to the successful establishment and continuation of the Association.

2. VICE-PRESIDENT: The Vice-President, in the absence of the President, shall perform the duties of that office and shall discharge such other duties as may from time to time be required of her by the President or the Executive Board.

3. SECRETARY: The Secretary shall be responsible for accurate recording of the minutes of all meetings. She shall act as Recording Secretary at all board meetings and shall record for future reference, minutes of said board meeting. Further, she shall be responsible for all other matters of a nature that fall within the scope of a Secretary's duties.

4. TREASURER: The Treasurer shall collect and account for all monies and pay upon the presentation of properly executed and chargeable record of indebtedness by the Association, such amounts as indicated by the bills.

5. TOURNAMENT CHAIRMAN: The Tournament Chairman shall be responsible for planning, construction, and supervising all competitions. She shall publish, in advance, full information regarding each event.

6. HANDICAP CHAIRMAN: The Handicap Chairman shall review the USGA Handicap System before the season opens and determine policies for such matters

7. HOSPITALITY CHAIRMAN: The Hospitality Chairman shall meet and greet all new members and oversee all social functions.

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8. RULES COMMITTEE CHAIRMAN: The Rules Committee Chairman shall have cognizance over all matters pertaining to rules, be responsible for determining the rules which shall govern all competition, and render decisions as necessary, concerning the interpretation or application of established rules. She should be thoroughly familiar with USGA Rules of Golf and any local club or organizational rules which may apply.

a. All rules and decision on tournaments shall be made by the Rules Committee Chairman, Handicap Chairman, Tournament Chairman, and the Club Professional.

ARTICLE VI - ELECTION

The President shall appoint in October a Nominating Committee to prepare a slate of officers to present at the November meeting, to be voted on at the December meeting. Voting shall take place and balloting with those persons receiving majority vote occupying the vacant elective positions. Any vacancy of all elective position occurring prior to the natural expiration of the term of office shall be filled by the majority vote of the remaining members of the Executive Board.

ARTICLE VII - AMENDMENTS

The Constitution can be amended upon resolutions by a committee on Constitution and By-Laws and approved by two-thirds affirmative vote of active association members present at the first meeting subsequent to the time at which presentation of such resolution is made.

ARTICLE VIII - FISCAL YEAR

The Fiscal Year of the EAGLE HAVEN WOMEN'S GOLF ASSOCIATION shall commence on the first day of January of each year.

ARTICLE IX - GOVERNMENT

The rules contained in Robert's Rules of Order shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with the Constitution.

ARTICLE X - PLAY DAY COMPETITION ELIGIBILITY:

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Section 1: Established handicap

(a) A minimum of ten (10) rounds on this course will enable a member to establish a handicap.

(b) Handicaps from par-rated courses are accepted.

(c) Members competing in "Play Day" must play in the company of a member of the Association.

ARTICLE XI - TOURNAMENT COMPETITION ELIGIBILITY

Section 1: Play is open to all members in "good standing".

(a) A member in good standing has an established USGA handicap.

(b) A member in good standing has participated in a minimum of five (5) play days within the calendar year.

(C) A member in good standing meets all other qualifications as stated in the Constitution.

(d) Eligibility to compete in tournaments shall be determined by the Rules Committee Chairman, as stated under ARTICLE V, number 8a if extenuating circumstances are involved concerning the number of rounds played at this course, i.e., illness, etc.