



**MEMBER HANDBOOK**



**GREEN BROOK**  
Country Club

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## IMPORTANT

**Please note that management reserves the right to change these policies and procedures at any time.**

### **Equal Opportunity**

**Green Brook Country Club does not discriminate in access on the basis of an individual's membership in a legally-protected classification, including but not limited to race, color, religion, creed, sex, pregnancy, national origin, ancestry, citizenship status, age, marital or civil union status, sexual orientation, gender identity and expression, veteran status, genetic information, and disability that can be reasonably accommodated without undue hardship.**

**Members who believe that they have been discriminated against, or who have any questions about this policy should contact the General Manager. Retaliation for voicing a discrimination or harassment-related concern in good faith or requesting accommodation will not be tolerated.**

## HEALTH AND SAFETY

**Please be conscious of your fellow members and our staff inside and out of the clubhouse.**



### **Lightning**

If the lightning detection system sounds, the course, practice facilities, uncovered outside patios, tennis/pickleball courts and pool area will be considered closed. Members are required to take shelter immediately, areas must be cleared, and play & activities may not resume until the lightning detection system gives the all clear notification.

### **Emergency Response**

Defibrillators are located at the **pool**, outside the **golf shop** & inside the **main clubhouse entrance**.

## HOURS OF OPERATION

**Clubhouse Open: April 1 - November 1**

### Spring Hours

(April 1-Memorial Day)

**Beverage Cart:** 9:00am-5:00pm Fri-Sun

**Lunch:** 12:00pm-4:00pm Tues-Thurs &

11:00am-5:00pm Fri-Sun

**Friday Dinner at Harry's (Begins May 12th):**

5:00pm-8:30pm

**Bar:** 12:00pm-6:00pm Tues-Thurs &

10:00am-7:00pm Fri-Sun

### Summer Hours

(Memorial Day-Labor Day)

**Beverage Cart:** 9:00am-5:00pm Tues-Sun

**Lunch:** 12:00pm-4:00pm Tues-Thurs &

11:00am-5:00pm Fri-Sun

**Friday Dinner at Harry's:** 5:00pm-8:30pm

**Bar:** 12:00pm-6:00pm Tues-Thurs &

10:00am-7:00pm Fri-Sun

### Fall Hours

(Labor Day-November 1)

**Beverage Cart:** 9:00am-5:00pm Fri-Sun

**Lunch:** 12:00pm-4:00pm Tues-Thurs &

12:00pm-5:00pm Fri-Sun

**Friday Dinner at Harry's:** 5:00pm-8:30pm

**Bar:** 12:00pm-6:00pm Tues-Thurs &

10:00am-6:00pm Fri-Sun

**Clubhouse is Closed on Mondays**

## CARD, LOCKER ROOM & POOL HOURS

### Card Room Hours

(April 1–November 1)

Tuesdays–Sundays 9:00am–4:00pm

### Locker Room Hours

(April 1–November 1)

#### Lower Front Doors:

Open 1/2 hour before first tee time and close  
1 hour before sunset

#### Back Doors:

Open 10:00am–5:00pm

#### Locker Rooms & Clubhouse:

Closed on Mondays

#### Men's Locker Room Attendant:

April 15–October 15, Tues–Sun 10:00am–5:00pm

#### Women's Locker Room Attendant:

Housekeeping staff on call

### Pool Hours

(Memorial Day Weekend–Labor Day)

11:00am–5:00pm Wed–Sun

## GOLF SHOP HOURS

### March

Weekdays: 9:00am–4:00pm

Weekends: 8:00am–4:00pm

### April

Weekdays: 8:00am–4:30pm

Weekends: 7:30am–4:30pm

### May

Weekdays: 7:30am–5:00pm

Weekends: 7:00am–5:00pm

### June–August

Weekdays: 7:30am–5:00pm

Weekends: 6:45am–5:00pm

### September

Weekdays: 8:00am–4:30pm

Weekends: 7:30am–4:30pm

### October

Weekdays: 8:30am–4:00pm

Weekends: 8:00am–4:00pm

### November

Weekdays: 9:00am–3:00pm

Weekends: 8:00am–3:00pm

**CLOSED MONDAYS**

## DRIVING RANGE HOURS

**Opens 30 minutes** before 1st tee time.  
**Closes at Dusk.**

Closes **early** on Wednesdays and Sundays for Maintenance.

**March: 4:30pm**

**April: 5:00pm**

**May: 5:30pm**

**June: 5:30pm**

**July: 5:30pm**

**August: 5:00pm**

**September: 4:30pm**

**October: 4:00pm**

**November: 3:00pm**

**Golf Course Hours and Conditions  
Updated Daily on ForeTees**

## Communication

- It is recommended that you allow ForeTees notifications on your smart phone to receive pertinent club updates.
- The member directory may never be used for any solicitation.
- Memoriam emails will no longer be sent out to membership.



# MEMBERSHIP INFORMATION

## Membership Renewal

- Each membership commitment is annual. All memberships automatically renew for the following year as of **October 1** each year.
- Written notice for resignation or category change must be sent to Management by **September 30** of the current year, or member will be responsible for full annual dues payment.
- Members resigning and opting to return the following year will be charged a reinstatement fee of \$750.

## Payments

- Dues are broken up into six payments due in January, February, March, April, May and June.
- It is preferred to have CC payment or ACH setup on each account to be billed the 15th of every month.
- Credit card payments are subject to a 3.5% fee.
- For those who don't have this set up, all payments are due before 4:00pm on the last business day of the month.
- All payments made after this due date are considered late and subject to a 3.5% late fee and \$50 admin fee.
- If payment is not received by the due date, we will send one email reminder.
- If payment is not received by the 7th, then account becomes inactive and use of club is restricted.
- Payments other than CC or ACH must be mailed via USPS or dropped off in the designated drop box outside the Clubhouse.

## GENERAL RULES

All persons who perform services for the Club will be treated with courtesy and respect at all times. **No reprimand or criticism** shall be given by any Club Member or guest to a Club employee or another member or guest, and no unwelcome physical contact is permitted. Any complaint against an employee must be lodged with the General Manager. Any member guilty of any misconduct, or who violates the rules & regulations of the Club may be suspended or expelled. Members are responsible for their guests' behavior.

### **Cell Phones, Tablets, Computers and Other Devices**

All Members and guests must keep cell phones, tablets, and similar devices on **vibrate or silent mode**. Phones may be used in a manner that does not interfere with others' use or enjoyment of the Club. **Laptops are only allowed in the remote work room near the locker rooms.**

Speakers are allowed on the golf course but **not** at the practice areas.

### **Clubhouse**

Smoking, including cigars and e-cigarettes is only permitted on the golf course and never where food is being served.

## GENERAL RULES (CONT)

### DRESS CODE

a. Dress for both Members and their guests, in and around the Clubhouse, shall be casual and appropriate for a Country Club except where specifically noted for special events. Management reserves the right to determine proper attire.

b. Golfers must wear proper golf attire on the Golf Course, Driving Range, Short Game Area and Putting Green.

**Men must wear collared shirts**

**that are tucked in unless tailored**

**appropriately. Hats must always face**

**forward, and must be removed while**

**inside the clubhouse. Women may**

**wear sleeveless shirts with a collar or**

**collarless shirts with sleeves.** Items that

are never permitted on the golf course

or practice facilities include: swim and

workout attire, very short skirts or shorts,

jeans, tank tops, halter tops, and non-

golf cargo shorts.

c. Members are responsible for advising their guests of the appropriate attire. Guests arriving at the Club in inappropriate attire may be asked to change before using Club facilities.

d. Shoes must always be worn in the clubhouse with the exception of the locker rooms while changing.

## GENERAL RULES (CONT)

- e. Swim attire, including cover-ups and men's sleeveless shirts, are restricted to the pool area. Members and guests may not arrive or depart from the front of the Clubhouse.
- f. Hats are not allowed in the clubhouse with the exception of the locker rooms or for medical/religious reasons.

### Cards

- a. Card playing is restricted to the card rooms only.
- b. Members and guests are not permitted to bring food/beverages of any kind into the card rooms.
- c. Guests are limited to 7 visits per year. The guest fee is **\$10 for a registered guest** and **\$20 for an unregistered guest**.

### Work Stations

- a. Reservations are set up in 90-minute segments.
- b. The first 90 minutes are complimentary.
- c. Subsequent 90 minutes reservations are billed at \$30 each person.
- d. Please be mindful of your fellow working members.
- e. For meetings with more than 4 people, please contact Steve Wolsky at: [swolsky@greenbrookcc.org](mailto:swolsky@greenbrookcc.org).

## GENERAL RULES (CONT)

### Food & Beverage

- a. No outside food or beverages are permitted at the Club, **with the exception of personal reusable water bottles**. Coolers are not allowed.
- b. Bringing alcohol for consumption on property will be grounds for immediate suspension or expulsion.
- c. Members must make reservations for dinner & the club's marquee events. Cancellations within 24 hours of the event may be charged 50% of the event fee.

(Walk-ins are only accepted on availability)

### Gratuities

Tipping for exceptional service is welcome but at your own discretion.

### Guests

Registering guest names in ForeTees prior to arrival is preferred. All guest names must be entered with the proper activity director (golf, tennis/pickleball, pool or cards) if not already registered in ForeTees. Guest fees are lower if registered in ForeTees prior to arrival.

## GENERAL RULES (CONT)

### **Parking**

- a.** Parking is not allowed in the front circle, driveway or any of the grass areas, or near the driving range and short game area. Vehicles parked outside designated spaces are subject to being towed at the owner's expense.
- b.** Shuttle Service is available for those not able to walk up the hill. Call the Golf Shop for pickup.
- c.** All parking is at your own risk.

### **Safety, Damage, Loss**

- a.** In matters regarding safety or disturbances of other Members or Guests, Management may authorize or take any necessary corrective action. This instruction must be followed or suspension/expulsion may occur.
- b.** The Club is not responsible for any loss, theft or damage to any personal property anywhere on Club property.
- c.** The Club is not responsible for any accident resulting from the use of any of the Club facilities, equipment or golf carts.

## GENERAL RULES (CONT)

- d. Players are responsible for damage caused by their golf ball.
- e. The Club roster may not be used for any type of solicitation.
- f. No dogs are allowed on property with the exception of the superintendent's dogs or certified service dogs.

**9 HOLES & 18 HOLES:** 9 holes or 18 holes count as one round.

## GUESTS

- Guests may play anytime **except** Saturdays, Sundays and Holidays **before** 9:30am.
- There are **no guest restrictions** during weekday play.
- There are no guest time restrictions before **April 1<sup>st</sup>** or after **Green Aeration in October**.
- An individual guest may play a **maximum of 7 rounds** per calendar year.
- A guest participating in the **Member-Guest** does count toward the 7 round maximum.
- The **names of all guests** must be entered into **ForeTees** upon booking a tee time or upon arrival with the Starter.
- **Weekday Members** are not allowed to play as a guest of another Member. **Golf Lite Members** are not allowed to play as a guest of another member.
- **Driving Range:** Guests for the practice facilities are allowed no more than 12 times per year. All guests must be accompanied by a Member.
- Non-golfers are not allowed to accompany golfers on the golf course.
- All golfers must have their own set of clubs.
- Non-member spectators are only allowed during the Club Championships.



## CARTS & PUSH CARTS

**Note:** Carts are controlled via GPS.

### 1st Tee:

***Members who cancel/reschedule their tee times less than three hours before their scheduled tee time may be charged a late cancellation fee of \$45/person.***

All golfers committed to a tee time must check in with the Starter at the first tee at least ten minutes before their tee time.

**Pairings:** All players are required to begin play on the first hole; exceptions may be made by the Starter. **All players** are requested to play in foursomes, especially on weekends and holidays. **Threesomes and twosomes** are permitted at the discretion of the Starter, however they must hold their position during play as if they were a foursome and not unduly press the group ahead of them. **Singles** are permitted at the discretion of the starter, however they are expected to maintain their position and not unduly press groups in front of them.

**Tee Times reserved for singles, twosomes or threesomes may be adjusted by the golf staff to maximize play.**

## CARTS & PUSH CARTS (CONT)

**Personal PUSH CARTS** are permitted as long as they have three or four wheels.

**Personal PULL carts** with two wheels are **NOT** permitted.

Members may carry their own bag without a fee **AFTER 2:00 PM**.

Members may take a golf cart to the practice facilities if available.

Members with a tee time to carry their own bag **AFTER 2:00 PM may not take a golf cart to the practice facilities.**

The Starter has the discretion to allow you to carry your own bag at or before 2:00 PM subject to the push cart rental/trail fee.

**Golf Carts:** No more than two people are permitted to ride in a golf cart. No one is permitted to drive a golf cart unless he/she is at least 17 years old and has a valid driver's license on their person.

## PACE OF PLAY

In an effort to maintain a more enjoyable and consistent pace of play around the golf course at Green Brook, the following policy shall be in effect for the entire membership:

### **Measuring Pace of Play**

- The maximum daily pace of play, as indicated on the scorecard, is 4 hours and 20 minutes.
- Your group's time begins at your designated tee time and ends when the final ball is holed on the 18th green.
- If your group allows a faster group to play through, you are allotted an extra 10 minutes.
- If a group is ever on pace for a time slower than 4 hours and 20 minutes (see scorecard), they should be prepared to let faster groups play through or skip open holes in front of them until they are back on a 4:20 pace.
- This policy is enforced strictly by time.
- If you think your group may be slow, please address your playing partners.

### **Speed Slot – Before 9:00 AM on Weekends (Fri, Sat, Sun) and Holidays**

- The maximum pace of play in the Speed Slot is 4 hours and 10 minutes.
- If a group plays in the Speed Slot and finishes in more than 4 hours and 10 minutes (or more than 2 hours for the front nine), all members in the group will receive a notice via email.
- Once a member receives three email notices of slow play in the Speed Slot, their ForeTees profile will restrict them from registering to play before 9:00 AM on Weekends (Fri, Sat, Sun) and Holidays for the next four weekends.
- If a member receives a fourth email notice of slow play in the Speed Slot, their ForeTees profile will again restrict them from registering to play before 9:00 AM on Weekends (Fri, Sat, Sun) and Holidays for the remainder of the year.
- Pace of play over 4 hours and 25 minutes in the Speed Slot will be counted as TWO notices instead of ONE.

## PACE OF PLAY (CONT)

**The golf staff is empowered and encouraged to ask groups to skip a hole(s) if they are behind the maximum pace. Be prepared to kindly follow their direction for the enjoyment of all members and guests.**



## Handicap Score Posting

- We run an automated report weekly from the ForeTees tee sheet to check that scores were posted.
- If no score has been posted, the golf staff will notify the member as a reminder to post.
- If the member doesn't post the score(s) by the next day, we will post a penalty score, which is the lowest score of a golfer's last 20 scores.
- If there is a reason why you shouldn't post a score, such as only playing 6 holes or less, simply send an email to [golf@greenbrookcc.org](mailto:golf@greenbrookcc.org) the day of play, and we'll be sure that no penalty score is posted for you.
- If you simply forgot and also missed the email, we're happy to remove the penalty score and replace it with the proper score.
- If you prefer to not post scores and not be eligible to play in tournaments, just let us know and we'll remove your GHIN# from our system.
- You may post all your rounds at Green Brook through the ForeTees App or through the GHIN App.

### FAQ

#### **What is the maximum score I can post on one hole?**

NET DOUBLE BOGEY – A net double bogey is the hole's par, plus 2, plus any handicap strokes a golfer was entitled to on the hole. For example, if a golfer with a course handicap of 18 is playing, the maximum score they could take on a par 4 would be 7 (Par 4 + 2 + 1 handicap stroke). Before posting a golfer should check their scorecard and make sure that none of your scores are greater than a net double bogey.

#### **What scores can I post?**

Any round that you play with another person must be posted. Conversely, rounds played as a single are not allowed to be posted.

If a group plays 14 holes or more, the round must be posted as an 18-hole score, and if 7-13 holes are played, the round must be posted as a 9-hole score.

**In either case, the holes that were not played must be recorded as par plus any handicap strokes the player is entitled to, or in other words, a net par.**

## MEMBERSHIP CATEGORIES

### ForeTees Tee Sheet

- Membership Categories with Dues \$9,000 and **ABOVE** may book tee times 9 days in advance (as of 6:00 PM daily).
- Membership Categories with Dues **BELOW** \$9,000 may book tee times 8 Days in advance (as of 6:00 PM daily).
- Members 17 and Under may book tee times 2 days in advance (as of 6:00 PM daily).

### Weekday Members

- **No restrictions** Mondays–Fridays.
- Each person in the membership unit may play a **total of 5 rounds** on weekend/holidays (never before noon on weekends/holidays).
- Weekday Members may only play in tournaments during the week.
- May **never** play as a guest.

### Golf Lite Members

- Each person in the membership unit may play **two 18-hole rounds** and **five 9-hole rounds per year** (never before noon on weekends/holidays).
- May **never** play as a guest.
- Playing in Member–Guest Tournaments does **not** count toward this total.
- No tournament privileges unless playing as a guest in Member–Guest Tournaments.
- May use the practice facilities at any time.



## JUNIOR GOLFERS

We have certain policies that apply to our younger members. Juniors have the same privileges as their parents. All age determinations for the calendar year are made as of January 1.

### **Junior Members**

*(Ages 18-25)*

- In order to use club facilities, Juniors on their **parents' accounts** must be registered at the beginning of the season and pay the appropriate fee.
- Tournament **participation** is allowed.
- Juniors of **age 21 or older** may play in Member-Guest Tournaments on a space available basis.

### **Junior Golfers**

*(Ages 17 & under)*

Junior Golfers are **not permitted** to participate in any tournament, except the Championship Flight of the Club Championship, or the Member-Member Tournament if they are teamed up with their parent or grandparent.

### **Certified Junior Golfers**

Green Brook Country Club requires that Junior Golfers be **certified by a member** of the Golf Professional Staff or Starter in order to gain certain privileges on the golf course and practice facilities.

## JUNIOR GOLFERS (CONT)

The **certification status** may be revoked due to pace of play or poor etiquette.

### **Certified Junior Golfer requirements & privileges:**

- To become **certified**, a Junior Golfer must have a USGA handicap or be in the process of establishing one.
- A Junior Golfer must demonstrate the **ability to play nine holes** in under two hours while using proper etiquette and applying the rules of golf.
- Juniors **ages 11-17** may play on the golf course or use the practice facilities without adult supervision after 10:30am Mondays - Thursdays and after 2:00pm Fridays through Sundays.
- Juniors **ages 7-10** may play on the golf course or use the practice facilities without adult supervision after 3:00pm.
- All Certified Junior Golfers may play on the golf course or use the practice facilities with **adult supervision**.

### **Uncertified Junior Golfers**

- Juniors ages 7-17 may only play on the golf course and/or use the practice facilities with adult supervision.

## GOLF FEES

### Cart Fees

9 Holes .....\$27.50 per person

18 Holes.....\$45 per person

### Cart Fees - Single Rider Only Request

9 Holes .....\$50 per person

18 Holes.....\$80 per person

### Push Cart Rental/Trail Fees

9 Holes .....\$15 per person

18 Holes.....\$25 per person

### Golf Guest Fees

Mondays—Thursdays (18 Holes) .....\$90

Fridays—Sundays (18 Holes) ..... \$120

Unaccompanied Golf (Mon-Thur) .... \$150

Unaccompanied Golf (Fri-Sun).....\$195

9-Holes (Mon-Thur).....\$60

9-Holes (Fri-Sun) ..... \$75

Juniors (17 & under) (After 2pm).....\$60

Registered Range Guest..... \$25

Unregistered Range Guest .....\$50

Registered Junior Range Guest..... \$15

Unregistered Junior Range Guest ....\$30

50% off all Golf Guest Fees (Except Unaccompanied and Range Guests) before April 1<sup>st</sup> and after Green Aeration in October.

### Guest Package

15 Golf Guests at \$85 = \$1,275

- May only be used in 2023
- Billed with one-time payment
- May be used weekdays and weekends
- Only to be used for 18-hole rounds
- Not to be used for unaccompanied guests (Member must be playing with guest)
- Standard guest rules apply
- Guest packages may not be applied retroactively
- You may only purchase one guest package per year

Please email Fanny Rosario at [fannyr@greenbrookcc.org](mailto:fannyr@greenbrookcc.org) for purchase prior to applying your guest passes.

## NEW MEMBER REWARDS PROGRAM

If you bring a guest who joins within the current year, we credit your guest fee back to golf shop credit and we add a \$25 food and beverage credit each time you brought that guest.

Example:

Member brings a guest on the weekend three times.

That guest joins Green Brook within the year.

Member receives (3 x \$110 = \$330 in golf shop credit) and (3 x \$25 = \$75 food and beverage credit)

We process this monthly after the new member joins.

For new members joining in Fall of 2022, we process in 2023.

\*Program does not apply to Golf Lite or Young Executive Memberships

# POOL POLICIES

## 1. General

- a. Members' children under the age of fifteen must be accompanied by an adult Member at all times, except that Members may leave their children under the age of fifteen in the pool area provided: (1) the children are in the care of another adult Member, (2) the children are in the care of an adult guest who is in the Member's immediate family, and the Member is elsewhere on the Club property, or (3) on weekdays only, the children are in the care of a guest who is a Member- employed caretaker. Members electing to leave their children in the care of persons covered by sections (2) and (3) must pay the required guest fee and are responsible for ensuring the guest abides by all pool and Club rules.
- b. Children under age three shall be in the care of a Member or other authorized caretaker under subsection (a) above at all times, and shall wear swim suits (or the equivalent) at all times. Any children who are not fully potty trained are required to wear swim diapers whenever in the pools. All children age three and older must be potty trained to use the big pool.

## 2. Pool Guests

- a. Each membership unit may bring up to 4 guests Wednesday-Thursday and no more than 2 guests Friday-Sunday. We

## POOL POLICIES (CONT)

reserve the right to restrict guests further based on pool availability to members.

- b. Guests can either be pre-registered via ForeTees or register upon arrival. All guests must be registered before use of the pool area.
- c. Each guest is limited to 7 total visits per year.
- d. Full-time, live-in childcare may come to the pool as a guest up to 12 visits per year on Wednesdays and Thursdays (family golf memberships only).

### 3. Guest Fees

#### **Adult Guest Fees –**

Registered \$30, Unregistered \$60

#### **Junior 17 & Under Guest Fees –**

Registered \$20, Unregistered \$40

#### **Holiday Guest Fees –**

Registered \$40, Unregistered \$80

### 4. Pool Restrictions

- a. In matters pertaining to water safety, the decisions of the management and/or lifeguard shall be final.
- b. Swim attire is restricted to the pool area or family lawn.
- c. Floatation devices may not be used with the exception of “noodles”.
- d. Those bringing towels from the locker room to the pool will be charged a guest fee.

**Pool and pool area is closed without a lifeguard present (no exceptions).**

# TENNIS POLICIES

## 1. General

- a.** Tennis courts will be open from 7:00am to dusk (hours vary with daylight).
- b.** Tennis courts may not be used by any person for play or practice on those days when the Club is officially closed.
- c.** Proper tennis/pickleball attire is required on all courts at all times.
- d.** Only tennis/pickleball shoes are permitted on the courts. Swim suits are prohibited on the courts and on the deck area. Golf shoes are prohibited on courts and deck area. Bare feet are strictly prohibited.
- e.** Food, cans, glass bottles, and smoking are prohibited on the courts.
- f.** Club Management has full and final authority governing play.
- g.** Guests pre-registered in ForeTees will be charged \$30 and unregistered guests will be charged \$60.



## LOCKER ROOMS & BATHROOMS

- Only females are allowed in the Women's Locker Room
- Only males are allowed in the Men's Locker Room
- Children under 18 may use the locker rooms when accompanied by one of their parents
- Parents accompanying children of the opposite gender may only bring them into private bathrooms:
  - Pool locker rooms
  - Exterior bathrooms outside mixed grill
  - Golf shop
  - Comfort stations on the golf course
- Diapers should be changed in pool locker rooms or locker room changing stations

**Management reserves the right to  
change these rules at any time.**



**Life to its fullest—within reach!**

Green Brook Country Club  
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Caldwell, NJ 07006

**973-228-1800 | [greenbrookcc.org](http://greenbrookcc.org)**

  "GreenBrookCC"