

STAYING ON COURSE INDIANA

Guidelines for Indiana Golf Courses to Expand Operations



Indiana Section

Objective	Working together as Allied Associations to provide Operational Guidance to Indiana Golf Facilities with a comprehensive blueprint that outlines best practices for Golf Course Operations consistent with the Back on Track Indiana, 5-Staged Plan with thoughtful consideration for guest and staff well-being.			
Key Strategies	Utilize guidance from the Allied Golf Associations to define best practices and operating procedures according to their specific operational functions.			
	Provision of Resources to Golf Course Operators to expand their knowledge of specific methods and procedures as defined by Industry Professionals, the State and the CDC.			
	Maintain consistent communication with State Officials and Medical Professionals regarding updated situation analysis and implement changes as needed.			
Understanding	Golf Course Operators utilizing all best practices are not always able to control the actions of every customer. Patrons are responsible for their own actions and should follow facility recommendations for safety this does not always happen and they are responsible for the assumed risk.			
	STAGE 2*	STAGE 3	STAGE 4	STAGE 5
Anticipated Dates <small>IF KEY PRINCIPLES OF HEALTH REMAIN POSITIVE</small>	Beginning May 4th	Beginning May 24th	Beginning June 14th	Beginning July 4th
BACK ON TRACK INDIANA**				
Social Gatherings	25 People or Fewer	100 People or Fewer	250 People or Fewer	250+ People Permitted
Facial Coverings	Recommended	Recommended	Optional	Optional
Retail	50% Capacity	75% Capacity	Fully Open with Social Distancing	Fully Open with Social Distancing
Restaurants	50% Capacity beginning May 11 th	50% Capacity	75% Capacity	Fully Open with Social Distancing
STAYING ON COURSE				
GOLF SHOP AND PLAY				
Golf Shop / Retail Operations	In line with the opening guidelines for retail establishments, Golf Pro Shops and retail spaces may open with 50% capacity. Prominent, clear and specific directives on Social Distancing messaging should be utilized. Visual floor decals should indicate proper line spacing.	Maintain protocols from Stage 2 with the allowance for capacity increased to 75%.	Golf Shops and retail spaces open at full capacity. Social Distancing to remain in place.	Continuation of protocols from Stage 4.

Golf Operations Staffing	Appropriate personal protective equipment should be provided based upon job function.	Some staff allowed to remove protective gear.	Staff levels can return to normal levels based on facility requirements. No protective gear required.	Continuation of protocols from Stage 4.
Payments/ Cash Handling	Transactions utilizing credit cards over the phone or online are strongly recommended. Limited cash transactions may be accepted. In-person credit card transactions may also be processed on a limited basis with terminals sanitized after each customer.	In-person credit card transactions can be processed with sanitation after each customer. Recommendation for online and phone transactions still in place. Cash accepted on a limited basis.	Return to in-person acceptance of credit cards and cash. Consistent sanitation of credit card terminals recommended.	Continuation of protocols from Stage 4.
Daily Play & Golf Events	Individual play and golf leagues are allowed, no more than four players per group/tee time is recommended. Duration of time between tee times should be expanded to allow more space between groups.	Duration of time between tee times recommended to remain expanded. Tournaments and Golf Outings of 100 players or less may begin, if Tee Times are utilized such events may include up to 150 participants. Specifics regarding Tournament Operations available from the Indiana Golf Office Guidelines.	Duration of tee time intervals may be reduced to normal. Tournaments and Golf Outings of 250 players or less may begin.	Tournaments and Golf Outings of any size may begin.
Cart Operations	Single rider carts are recommended. At their discretion, golfers may elect to ride together in golf carts or may choose to ride alone. If there are 2 Riders, the driver and passenger should not change places during the round. Golf carts to be properly sanitized after each use.		Normal Golf Cart Procedures may begin with specific sanitization methods reviewed and encouraged to be maintained.	New Normal Golf Cart Procedures continue.
Caddies	No personal caddies. Forecaddies allowed only with strict Social Distancing measures in place.	Modified caddie service which could include walking with appropriate Social Distancing measures.	Caddies resume normal operations.	Continuation of protocols from Stage 4.
Guest Supplies: Scorecards, Tees, Pencils	Golfers should be informed of opportunities through apps and other online resources to keep score. Scorecards and pencils may be provided when requested, staff should be wearing gloves when handling cards for distribution. At the courses discretion cards and pencils may be placed on carts in advance of play. Leagues should not exchange cards among players or physically attest to scores with signatures. Golf shops should not accept cards for league scores or handicaps. Technology or reading of scores should be utilized.		Technology use should still be encouraged. Scorecards and pencils may be placed on carts in advance or handed directly to customers upon request.	Normal procedures for scorecard and pencil distribution may resume including boxes on the pro shop counter or at the tee.
Rental Clubs	Clubs should not be rented.	Clubs may be rented with specific procedures in place regarding their sanitation after use.	Rental club operations may return to normal.	Continuation of protocols from Stage 4.
Rules	Rules of Golf apply with additional guidance and consideration for the Committee; Temporary measures in place for the Rules of Handicapping and the acceptability of scores played under the Phase 1 guidance. Specifics may be obtained through the USGA Rules and Handicapping Guidance.	Rules of Golf apply with additional guidance and consideration for the Committee; Temporary measures in place for the Rules of Handicapping and the acceptability of scores played under the Phase 2 guidance. Specifics may be obtained through the USGA Rules and Handicapping Guidance.	Rules of Golf and Rules of Handicapping apply.	Continuation of protocols from Stage 4.

GOLF COURSE				
Course Set-up and Maintenance	Minimal Course Set-up. Golf Holes should be filled or adapted to allow for easy ball retrieval; golfers instructed to not touch flags; bunker rakes should be removed. No on course amenities. Enhanced sanitation procedures should be put in place.	Course Set-up can expand to moderate levels with special consideration given to provide for appropriate Social Distancing of staff. Continue the additional protocols from Stage 2 regarding golf holes, flags, bunker rakes, and enhanced sanitation.	Course Set-up and Staff levels may be determined by each facility. Enhanced sanitation procedures should be continued.	Facility is fully operational. No restrictions. Continuation of enhanced sanitation procedures recommended.
On Course Water	Not Available	Not Available	Limited Availability Only***	Limited Availability Only
Trash	Players should be encouraged to remove their own trash completely from golf carts. Appropriate signage should be provided to inform players of such guidelines. Receptacles at the end of round should be clearly marked Specific directives should be provided to staff handling trash and receptacles.	Continue protocols set forth in Stage 2.	Trash Operations may expand to a New Normal level. Employees handling trash should be provided with specific directives on proper procedures for this level.	New Normal Trash Operations may continue.
On-Course Restrooms	On-Course restrooms should only be opened if they are equipped with running water and soap for handwashing. If the restroom is normally designed for more than one person, the occupancy should be limited to 50% capacity. A routine cleaning and sanitation schedule should be established and maintained with an approximate frequency of hourly intervals based on level of play.	Continue protocols set forth in Stage 2.	On-Course restroom availability may begin a Normal level which may include New Normal procedures. Employees involved in cleaning and sanitation should be trained on proper procedures for this level. A routine cleaning and sanitation schedule should be established.	New Normal On-Course Restroom availability may continue.
PRACTICE AND INSTRUCTION				
Practice Facility	Practice facilities may be open but Driving Range stations should have expanded areas to ensure Social Distancing. Putting Greens should have flags removed and no more than one player per hole. Enhanced protocol in place for sanitation of balls, bags and buckets that hold balls and dispensing equipment should be in place. Well defined procedures for staff retrieval of balls and equipment should also be in place.	Continued protocol from Stage 2.	Normal capacity and operations may resume including Driving Range stations returned to normal spacing, flags may be returned to putting green.	Continuation of protocols from Stage 4.
Instruction & Club Fitting	Individual Golf Instruction and Club Fitting may be conducted in person while practicing strict Social Distancing. Facial coverings are recommended for instructors and students. Group lessons may be held with up to 25 and ideally divided into smaller groups. Spectators should be discouraged from attending.	Individual Golf Instruction and Club Fitting may conducted with adherence to strict Social Distancing guidelines. Group clinics may be resumed based upon the practice facility space available to abide by the Social Distancing guidelines.	All Instruction and Club Fitting is allowed on site. No restrictions.	Continuation of protocols from Stage 4.

Camps and Clinics Junior Golf First Tee	<p>Camps, Clinics and Junior Golf Programs of 25 or less may be held with specifically directed Social Distancing instituted. The number of participants should include players, coaches, and others present.</p> <p>No First Tee Programming. Refer to the Indiana Golf Office Guidelines</p>	<p>Camps, Clinics and Junior Golf Programs of 50 or less may be held with specifically directed Social Distancing instituted. The number of participants should include players, coaches, and others present.</p>	<p>Camps, Clinics and Junior Programs may be held without restrictions. Social Distancing encourages.</p>	<p>Continuation of protocols from Stage 4.</p>
GOLF FOOD AND BEVERAGE				
Food and Beverage Operations	<p>Clubhouse Restaurant and Dine-In Operations shall remain closed until May 11th at which time restaurant and bar/lounge areas with food may open at 50% capacity. Prominent, clear and specific directives on Social Distancing messaging should be utilized. Visual floor decals should indicate proper line spacing where appropriate. Specific guidelines for preparation, cleaning, and sanitizing should be in place include that for food, beverages and supplies deliveries. Bars without food shall remain closed for indoor seating.</p>	<p>Extension of protocols in Stage 2 with capacity levels raised to 75%. Bars/Lounges without food to remain closed for indoor seating.</p>	<p>Normal operations may resume with Social Distancing to remain in place as well as enhanced sanitation procedures. Bars/Lounges without food may reopen indoor seating at 50%.</p>	<p>All Operations open at Full Capacity.</p>
Halfway Houses and Beverage Carts	<p>Halfway Houses may be open and Beverage Carts may be used for service with proper Social Distancing, cleaning, and sanitation protocols in place. The recommendation for enhanced cleaning. All food items are individually wrapped and served to guests, Beverages in cans or other closed containers only. No self-service items should be available. Payments should be handled ideally through credit cards with any terminals/touch points sanitized after each transaction. Cash should only be accepted on a very limited basis. Staff should be wearing proper PPE at all times specifically gloves that are changed regularly.</p>	<p>Continuation of protocols from Stage 2.</p>	<p>Normal operations may resume with Social Distancing to remain in place as well as enhanced sanitation procedures.</p>	<p>Continuation of protocols from Stage 4.</p>
CLUBHOUSE				
Clubhouse	<p>Clubhouses may open but should operate at limited capacity adhering to social distancing, cleaning, and staffing safety protocols. Deep cleaning on a regular basis recommended. Specific facility amenities such as locker rooms, pools and fitness areas are addressed in subsequent sections.</p>	<p>Clubhouses may open to normal capacity with Social Distancing remaining in place. Enhanced cleaning on a regular basis recommended.</p>	<p>Continuation of protocols from Stage 3.</p>	<p>Continuation of protocols from Stage 4.</p>

Signage & Announcements	Amplification of social distance messaging, signage and floor decals are recommended throughout facility outlining Phase 1 CDC Guidelines.	Amplification of social distance messaging, signage and floor decals are recommended throughout facility outlining Phase 2 CDC Guidelines.	No additional signage required.	Continuation of protocols from Stage 4.
Locker Rooms	Locker rooms may be available for limited use (restrooms, changing clothes, and assigned locker use, etc.) with proper Social Distancing, cleaning, and enhanced sanitation protocols in place. No towels, amenities provided nor are showers available.	Continuation of protocols from Stage 2.	Normal operations may resume with Social Distancing to remain in place as well as enhanced sanitation procedures.	Continuation of protocols from Stage 4.
Gyms/ Fitness Classes	Workout/Gym Facilities should remain closed. Outdoor workout activities allowed with proper Social Distancing and no more than 10 people.	Standalone gyms may be open if they adhere to strict physical distancing, cleaning, and sanitation protocols (done every hour at a minimum). Outdoor workout activities allowed with proper Social Distancing and no more than 50 people.	Normal operations may resume with Social Distancing to remain in place.	Continuation of protocols from Stage 4.
Pool	Pools should remain closed.	Pools may open but be limited to individual workouts with Social Distancing. Enhanced sanitation measures should be developed and utilized.	Pools may open with expanded participation with Social Distancing. Enhanced sanitation measures should continue.	Normal operations may resume with Social Distancing to remain in place as well as enhanced sanitation procedures.
Tennis	Refer to the USTA Tennis & Pickleball Operations & Recommendations			
Club Storage and Bag Handling	No club storage and staff will not handle bags.	Club storage not available. Outside Staff will assist under proper CDC guidelines. Staff should use appropriate personal protective equipment.	Bag Storage and Outside Service Operation may resume to normal.	Continuation of protocols from Stage 4.
Clubhouse Events	25 People or Fewer	100 People or Fewer	250 People or Fewer	250+ People Permitted

RESOURCES				
BACK ON TRACK INDIANA	STAGE 2	STAGE 3	STAGE 4	STAGE 5
INDIANA GOLF OFFICE	Click for Guidelines for First Tee and Tournament Programming.			
CDC:	Click for Link to CDC's Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes Click for Additional Cleaning Guidelines Click for Link to CDC COVID 19 Updates			
DISCLAIMER	<p>Information contained in this document and the corresponding operational playbook are for the general education and knowledge of the recipient. It is not designed to be, and should not be used as, the sole source of information when analyzing reopening plans.</p> <p>As the situation surrounding COVID-19 is evolving quickly and the subject matter contained herein may be subject to federal, state and local laws and regulations, we urge you to consult legal counsel to assist in developing your specific operational plans.</p> <p>Please note that while the intent is to move forward through each phase, it may be necessary based on health conditions or poor behavior by golfers to take a step backwards.</p>			
	<p>*Stage 1 was not included because the dates for that Stage have been passed.</p> <p>**Back On Track Indiana are the Guidelines set forth by the State of Indiana to reopen the Indiana Economy and businesses in a staged, measured approach, for more information Click Here.</p> <p>***The use of unattended water jugs and coolers on the golf course is only recommended with very careful and detailed consideration given to proper cleaning, maintenance and monitoring. As a best practice, they are not recommended and customers should be made aware of alternatives.</p>			