

<b>City of Prince Albert</b> <b>Statement of POLICY and PROCEDURE</b>			
Department:	Community Services	Policy No.	<b>61</b>
Section:	Cooke Municipal Golf Course	Issued:	October 18, 2004
Subject:	<b>Tournament Policy</b>	Effective:	May 12, 2014
Council Resolution # and Date:	Council Resolution No. 0328 of May 12, 2014	Page:	1 of 4
		Replaces:	Council Resolution No. 0877
Issued by:	Jody Boulet, Director of Community Services	Dated:	October 18, 2004
Approved by:	Jody Boulet, Director of Community Services		

## **1 POLICY**

- 1.01 The minimum fee for a shot gun start will be 100 rounds with cart.
- 1.02 The round fee and cart price will be set as per the annual fee schedule set by City Council.
- 1.03 The tournament organizer will pay full price for the first 100 golfers. After 100 participants are confirmed a discount will be applied to the tournament. The rationale for this is that the tournament organizer will ensure they fill the tournament or pay the full price.

## **2 PURPOSE**

- 2.01 The purpose of this policy is to clarify the Tournament Fee Policy at the Cooke Municipal Golf Course.

## **3 SCOPE**

- 3.01 To establish booking procedures for tournaments at the Cooke Municipal Golf Course and identify those eligible to make such bookings.

## **4 RESPONSIBILITY**

- 4.01 Director of Community Services or designate and Head Professional.

## **5 DEFINITIONS**

- 5.01 N/A
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## **6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

6.01 N/A

## **7 PROCEDURE**

7.01 Application Procedures:

A letter of request must be submitted by the prospective organization to:

Attention: Head Professional, Cooke Municipal Golf Course  
c/o Community Services Department  
1084 Central Avenue  
Prince Albert SK S6V 7P3

The letter of request must be received by the Community Services Department no earlier than one (1) year prior to the date of the proposed tournament and/or no later than one (1) week prior to the proposed tournament date. Tournaments conducted in the previous year will have first right of refusal until January 31 of the year in which the tournament is to be held to re-book their tournament.

An application form will be forwarded to the contact person for the respective group or organization along with an outline of the rental fee and tournament and user regulations.

7.02 Approval

All such applications are subject to the approval of the Head Professional and the Community Services Department. Communication from

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administration confirming or denying the request will be forwarded to the organization.

### 7.03 Payment

A deposit of One Thousand Five Hundred Dollars (\$1,500.00) is required sixty (60) days prior to the date of the proposed tournament in order to secure the date. Balance is due seven (7) days prior to event.

### 7.04 Eligibility

For groups requesting tournaments on weekends, the sponsorship shall be ranked in the following order or priority as to preferred tournament bookings and subject to the restrictions placed herein:

		<b>Min. No. of Golfers</b>	<b>Max. No. of Golfers</b>	<b>Tee Time Weekends</b>
A.	Local Golf Clubs	20	*1	*1
B.	Provincial and National Golf Associations	20	*1	*1
C.	All other clubs, associations, commercial organizations, employee associations and groups	20	*1	After 10 a.m.

\*1 at the discretion of the Head Professional

Except for categories A and B above, no group shall conduct more than

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one (1) tournament per season.

Exceptions to above eligibility and conditions to be authorized only by the Director of Community Services if the tournament consists of at least  $\frac{3}{4}$  majority of local participants, or in the case of out-of-town tournaments, the Director may approve up to three (3) exemptions annually with respect to the eligibility criteria provided the tournament is provincial in-scope and provided that only one (1) such exemption be permitted in any given month.

Min. No. of Golfers refers to green fee players.

#### 7.05 Shot Gun Starts

One (1) golf tournament per month will be permitted to utilize a shot gun start on weekends. Shot gun starts on weekdays may be conducted at the discretion of the Head Professional.

#### 7.06 Cancellation Refunds

In the event of the cancellation of a tournament, written notification must be received by the Community Services Department prior to the tournament date. A refund will be issued if notification of cancellation is given at least five (5) days prior to the tournament. Refunds will not be issued to individuals or groups who do not show at their designated tee times.