

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	62.3
Section:	Cooke Municipal Golf Course	Issued:	May 16, 2011
Subject:	Booking Procedure	Effective:	April 12, 2021
Council Resolution # and Date:	Council Resolution No. 0152 of April 12, 2021	Page:	1 of 3
		Replaces:	Council Resolution No. 0228
Issued by:	Darcy Myers, Head Professional	Dated:	June 1, 2020
Approved by:	Jody Boulet, Director of Community Services		

1 POLICY

- 1.01 Cooke Municipal Golf Course will accept bookings for tee times on-line and over the phone only. In person bookings are accepted in accordance with the Saskatchewan Golf Course Guidelines.

2 PURPOSE

- 2.01 The purpose of this policy is to clarify the booking procedure(s) at the Cooke Municipal Golf Course and to safely serve our patrons in accordance with the Saskatchewan Government Guidelines.

3 SCOPE

- 3.01 The policy applies to the Booking Procedure at Cooke Municipal Golf Course.

4 RESPONSIBILITY

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

5 DEFINITIONS

- 5.01 "Regular Tee Times" – Designated from 10:00 a.m. – 7:00 p.m. daily (can be booked in advance).
- 5.02 "Prime Time Tee Time" – Designated from 6:00 a.m. – 10:00 a.m. daily (cannot be booked in advance).
- 5.03 "Advanced Tee Time" – A tee time reserved more than seven (7) days in advance requires a credit card at time of booking (Prime Times cannot be booked in advance).
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6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.01 N/A

7 PROCEDURE

7.01 On-line Bookings:

- (a) The Cooke Municipal Golf Course will accept on-line tee times up to seven (7) days in advance.
- (b) One (1) tee time reservation for up to 4 people per person per day is allowed.
- (c) Two Tee Times per hour will be reserved for Public Green Fee Play after 10 a.m. daily and outside of regular League play. The reserved tee times will be released 24 hours in advance should they remain available.
- (d) Non pass holders require a credit card. (12) hours or more notice is required if cancelling or changing the amount of players.
- (e) Prime times may be booked.

7.02 Phone Bookings:

- (a) The Cooke Municipal Golf Course will accept tee times over the phone up to seven (7) days in advance beginning at 8:00 am daily.
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- (b) One (1) tee time reservation for up to 4 people per person per day is allowed.
 - (c) Two Tee Times per hour will be reserved for Public Green Fee Play. The reserved tee times will be released 24 hours in advance should they remain available.
 - (d) Non pass holders require a credit card. (12) hours or more notice is required if cancelling or changing the amount of players.
 - (d) Prime times may be booked.
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