

TITLE: CORPORATE GOLF PASS ADMINISTRATION

RESOLUTION NUMBER: 2024-06-16

POLICY #: CP-006

EFFECTIVE DATE: JUNE 25, 2024

SUPERSEDES:

UP FOR REVIEW: 2028

PURPOSE

The Corporate Golf Pass Administration Policy outlines the guidelines and procedures for the management and allocation of corporate golf passes within the Town of Magrath. This policy aims to ensure transparency, and accountability in the distribution and utilization of corporate golf passes. This policy applies to all employees, elected officials, and individuals involved in the administration, allocation, and use of corporate golf passes provided by the Town of Magrath.

POLICY STATEMENTS

Eligibility

The corporate golf pass may be allocated to elected officials, employees, or volunteer firefighters of the Town of Magrath who have it for use either on official town business or as a recognition of service. Unless agreed to in advance by the Town's Chief Administrative Officer (CAO) use of the pass is nontransferable and the user should be part of the group golfing.

A day pass may also be donated by the Town of Magrath as a door prize for community group events.

Allocation Process

The CAO or designated authority shall oversee the allocation and booking of corporate golf passes.

Requests for corporate golf passes must be submitted through an official request form, detailing the purpose and duration of use.

Allocation decisions will be made based on the availability of passes, the nature of the request, and adherence to this policy.

Utilization Guidelines

Corporate golf passes may only be used for official town business purposes, such as meetings with stakeholders, community events, service recognition, or official entertaining purposes.

The pass user is responsible for ensuring their use of the corporate golf pass aligns with the objectives and values of the Town of Magrath.

The pass user and their party must adhere to all rules and regulations set forth by the golf course management.

Accountability and Reporting

The CAO or designate will maintain accurate records of the use of corporate golf passes, including dates, times, and purposes of use.
Any misuse or unauthorized use of corporate golf passes shall be reported to the CAO.

Compliance

Failure to comply with this policy may result in the revocation of pass privileges and disciplinary action, as per town policies and procedures.