



City of Yorkton

POLICY TITLE Deer Park Golf Course Payment Policy		ADOPTED BY City Council	POLICY NO. 30.300
ORIGIN/AUTHORITY City Council	JURISDICTION Recreation & Community Services	EFFECTIVE DATE December 11, 2006 Last Reviewed: January 31, 2024	PAGE # 1 of 2

1. Purpose

- a. This policy will address the process required for the sale of seasonal items at the Deer Park Golf Course, including season passes, cart access, and club storage. It is intended that the following outcomes will be the result of this policy.
 - i. Purchasing a season pass at Deer Park Golf Course will be more attractive and easier for the general public, resulting in an increase of passes being sold.
 - ii. Golf at Deer Park Golf Course will be more accessible to the general public.
 - iii. The number of accounts receivables that require collection after the payment deadline will be reduced.
- b. The outcomes above will be accomplished by:
 - i. Defining the various options available and the processes used when purchasing season passes for the Deer Park Golf Course.
 - ii. Defining when refunds are permitted and the procedures used in processing a request for refund.
 - iii. Prescribing a process for collecting unpaid accounts.

2. Purchasing Options

A season pass, seasonal cart access, and seasonal club storage at Deer Park can be purchased at any time during the year. However, to make the purchase of these items more attractive and affordable, a purchase plan is also offered.

Option 1: Payment in Full

Season passes, seasonal cart access, and/or club storage can be purchased by paying in full at time of purchase. This can be done at the Recreation & Community Services office located at the Gallagher Centre during the off-season, or at Deer Park at any time during the playing season. All benefits associated with these items will be implemented at the time of purchase, or at the start of the golfing season if the purchase is made prior to the start of the golfing season.

Option 2: Payment Plan

The golfing public may purchase a season pass, seasonal cart access and/or club storage at any time by agreeing to the established payment plan as outlined below. This can be done at the Recreation & Community Services office located at the Gallagher Centre during the off-season, or at Deer Park any time prior to July 1 of the current golfing season. All benefits associated with these items will be implemented at the time of purchase, or at the start of the golfing season if the purchase is made prior to the start of the golfing season.

- a. A down payment of 50% of the total purchase price is required at time of purchase.
- b. The balance of the purchase price is to be paid in full by July 1 of the current golfing season.
- c. The purchaser completes a Payment Plan Authorization form, acknowledging that:
 - i. The purchaser is required to provide either a valid credit card or postdated cheques with the final payment being made by July 1 of the year for which the pass is being purchased.

POLICY TITLE	POLICY NO.	PAGE #
Deer Park Golf Course Payment Policy	30.300	2 of 2

- ii. If providing a credit card, the purchaser acknowledges, that at a minimum, equal monthly charges will be applied to the credit card until such time as the purchase is paid in full and by July 1 at the latest.
- iii. If providing post dated cheques the purchaser will provide, at a minimum, equal monthly payments to ensure the purchase is paid in full by July 1 of the year for which the pass is being purchased.
- iv. If a cheque is returned N.S.F. or a credit card is declined, credit privileges may be revoked, and payment in full is required prior to golf being permitted.
- v. Any accounts not paid in full by July 1 of the year for which the pass is being purchased, will result in loss of golfing privileges and the account will be considered delinquent.

4. Delinquent Accounts and Credit Privileges

The following process shall apply to all accounts that are unpaid as of July 1 each year.

- a. Golf privileges will be revoked immediately for any account holder whose account is not paid in full.
- b. The account holder shall have 30 days to settle their account. All unpaid accounts after 30 days will be sent to the City of Yorkton's collection agent for collection.
- c. Credit privileges will be revoked for a period of one year and all purchases will require payment in full at the time of purchase.

5. Refund Credits

Requests for a refund credit can be made by completing a Refund Request Form through the Pro Shop or the Recreation & Community Services office. Refund credits of season passes will be considered under the following conditions:

- a. Medical Conditions
 - 1. Participant is required to obtain, and attach to the request form, a medical certificate from a duly qualified medical practitioner.
 - 2. The refund credit will be calculated one of the following two ways and will be considered on a case by case basis.
 - a. The refund credit may be pro-rated based on the total cost of the Season Pass less the number of rounds played calculated at the current green fee rate or,
 - b. Refund credits may be pro-rated based on the number of months the season pass was used.
- b. Other Reasons
 - 1. If the participant must withdraw for other reasons, the request will be forwarded for review by the City.
 - 2. If approved, the refund will be calculated one of the following two ways and will be considered on a case by case basis.
 - a. The refund may be pro-rated based on the total cost of the Season Pass less the number of rounds played calculated at the current green fee rate or,
 - c. Refund may be pro-rated based on the number of months the season pass was used.
 - 3. Whenever possible, refunds will be returned to the customer via credit on their Deer Park account. Alternatively, a cheque refund will be issued.
- a. Green fee receipts will not be rebated towards membership purchase.
- b. Rain Checks – green fees will not be refunded or credited when players start a round in rain or impending rain conditions, or when players have completed five holes of play.
- c. Executive Packs – refunds will not be considered for any executive packages offered at Deer Park.
- d. There will be a \$25.00 administration fee on all refund, which will be deducted from the refund.

6. Responsibility

The Director of Recreation & Community Services is responsible for the ongoing review and update of this policy.