



Date Issued:
05/09/2022

Golf/Driving Range/Pool Pass Policy

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Issued By: Andy Bowman, Assistant Township Manager

Revised:
02/09/2023

Intent

To provide guidance to all employees of Manheim Township regarding the employee benefits of rounds of golf, driving range use, and family pool pass. Manheim Township desires to provide all employees with desirable benefits while employed by Manheim Township, including benefits at Township-owned facilities.

Scope of Policy

All sections of this policy shall apply to all full-time, regular part-time, and seasonal employees of Manheim Township.

I. Employee Benefit - 10 Rounds of Golf per calendar year:

- A. A round of golf is defined as either a 9-hole round OR an 18-hole round of golf with golf cart. Each visit/round will count towards your total count of 10. If you choose to play 9-holes that will count as 1 visit/round, not ½ of a round.
- B. Employee benefit rounds are limited to the following time restrictions:
 - 1. Weekdays after 10 AM
 - 2. Weekends after 2PM
 - 3. No exceptions to the noted time restrictions. If you want to play before the noted times, you cannot take advantage of this Employee Benefit.
- C. New employees will be added to a SharePoint Spreadsheet that is maintained by the Golf Pro. No physical golf cards shall be issued. **Employee Golf privileges are provided to each employee and/or a designated immediate family member (living with the employee). Contact the Human Resources department to provide the name of your designated immediate family member.**
- D. The individuals listed on the Spreadsheet must be present for use of golf rounds and to obtain golf tokens. Friends and family of the employee may enjoy the golf privileges, but the employee or designated immediate family member must make tee times, and must be present when employee golf rounds are used.
- E. A photo ID is to be presented to Overlook staff when using the Employee Golf Privilege. No ID, No Golf!
- F. Overlook Pro Shop staff will mark rounds of golf/tokens on the SharePoint file.

II. Employee Benefit - 20 Driving Range Tokens per calendar year:

- A. You and/or your designated immediate family member must visit the Overlook Pro Shop to obtain your tokens.



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- B. You can obtain 1 or more tokens at a time, up to a maximum of 20 in the calendar year.
- C. Friends and family of the employee may use the range tokens.

III. Employee Benefit - Family Pool Pass

- A. Each employee will be provided with a family pool pass for the season that will allow the employee and any/all members of their immediate family access to Overlook and Skyline pools during regular operating hours.
- B. The employee must fill out the required pool pass membership form as required by the Recreation and Parks Planning Department and return the form in-person to Stauffer Mansion in order to receive the required pool pass identification card.
- C. If renewing pool pass membership from the previous season, the employee must still fill out the required pool pass membership form as required by the Recreation and Parks Planning Department and return the form in-person to Stauffer Mansion in order to renew and reactivate the previous membership.
- D. At no time shall an employee or any of their family members show up to Overlook or Skyline pool and try to gain access to the pool without a valid pool pass identification card. No Card – No Access!
- E. Any person who is not listed on the employee's family pool membership and does not have the appropriate pool pass identification card will be required to pay the approved daily fee to access the pool.

IV. Questions/Contact

- A. Any questions regarding these benefits are to be directed to Human Resources at mthr@manheimtownship.org.