



Reciprocals - Booking Procedure

Background

We have a number of reciprocal arrangements with other clubs. The dates and times available vary from time to time from summer to winter.

A number of reciprocal clubs have also changed their administration procedures.

We have now changed the procedure for booking reciprocals which will hopefully simplify the administration and also help to ensure that they are allocated on a fair basis.

New Procedure

The new procedure is summarised as follows:

- The dates available for reciprocals will be displayed on the notice board in the club house entrance no later than the beginning of the previous month to that which the list relates to. (i.e. 1st July for August)
- To be considered for a reciprocal, you must fully complete a ballot form which are available in the Pro Shop.
- This ballot form must be placed in the Reciprocal Box in the Pro Shop no later than the date stated on the "Availability List". Normally this will be by the 7th of the month prior to the reciprocal.
- We will endeavour to allocate reciprocal places according to the wishes expressed on the ballot forms. In situations where requests for reciprocals exceed available places the following procedure will apply.
All first choices will be handled first and second choices once all first choices have been allocated
- A ballot will be drawn.
- Where possible due note will be taken of any alternative specified.
- The result of the ballot will be published within three days of the ballot being closed.
- If successful you will then need to directly contact the reciprocal club to confirm the tee time and date.

Prior to visiting the reciprocal club you must collect an introductory letter from the office. As organiser you will need to state all members visiting and take responsibility for any issues that arise during your visit.

Gary Peddie
General Manager

7th January 2010