

## Rink Booking Guidance as at 19<sup>th</sup> April 2021

The following provides guidance to individuals who are co-ordinating the rink booking (on a weekly basis) and for members wishing to book rinks.

1. Rinks will be available for booking from 2pm until 9pm on Monday, Wednesday, and Friday, and 10am to 9pm on Tuesdays and weekend days to all members that have paid their membership fee. These times are subject to change dependent on green cutting and maintenance activities.
2. Currently we will limit play to a maximum of 24 people on the green including any markers. Rinks should be set-up in the specified direction and on the specified colour marks for the day.
3. Rinks will need to be booked into the rink booking spreadsheet through a rink booking co-ordinator (on rota for that week) and will be booked into am, pm, and evening slots with a start time and duration. When making the booking the individual must also advise the names of the other people playing with him or her (or as a minimum the number of individuals playing).
4. For roll-ups a member will be able to book up to seven days in advance for a maximum of 3 bookings in a Monday to Sunday calendar week. A member may also additionally make a single roll-up booking on the day should any slots still be available. The committee reserves the right to change the number of roll-up bookings permitted to be booked by an individual dependent upon demand.
5. For competitions there will be no limit to how far in advance to book or the number of bookings that a member may request.
6. Where members are offering dates to opponents for competitions the rink booking co-ordinator will:
  - I. Add each provisional date into the provisional rink booking sheet, where each provisional booking will have a unique booking reference number.
  - II. Each of the provisional booking references will be recorded in the corresponding slot in the main rink booking spreadsheet.
  - III. When the member confirms which of the dates has been chosen then the full details will be added to the main rink booking spreadsheet, and the confirmed date will be added in the provisional booking sheet.
  - IV. For those provisional dates no longer required the corresponding entries in the main rink booking sheet will be removed and marked as "Not Required" in the provisional rink booking sheet.
  - V. If the member does not confirm any of the dates within 3 days then it will be assumed that none of the dates are required, and the main rink booking spreadsheet and the provisional booking sheet will be amended accordingly.
7. When a member is requesting a rink for a competition then this request will take priority over any roll-up bookings by either changing the rink for the roll-up booking or if absolutely necessary cancelling the roll-up rink booking. In the event of cancelling the roll-up booking the rink co-ordinator will phone the member who booked the roll-up to inform them that the rink booking has been cancelled.
8. A member requesting a rink for a competition may NOT by default take a rink that is already being used for a club fixture, either a league or friendly match, but by mutual agreement with the captain of the day for the club fixture swap rinks. In the event that no mutual agreement can be reached then the member may raise a dispute on this matter with the Club President, who will arbitrate after discussion with the Club Men's and Ladies Captain.
9. The rink booking co-ordinator (on rota) will send the rink booking spreadsheet by email to Trevor Prentice to be posted daily on the club website (or at the discretion of the rink booking co-ordinator less frequently if there are few changes).
10. Each week, the name of that week's rink booking co-ordinator will be published together with their phone number and preferred hours to make bookings.