

SLBC Visit-In Procedures

Requests for a Visit-In usually are received by the Club through emails or phone calls. All requests are to be passed onto the Visit-In Coordinator for processing.

The Visit-In Coordinator will check the Diary for the availability of the date requested, and also check the SLBC Calendar Of Events as a double check.

If the requested date is not available, the Visit-In Coordinator will contact the requestor and discuss other dates that may be suitable.

If a date is agreed upon, the Visit-In Coordinator will obtain information on the number of players, time of arrival, and who will be doing game cards.

The Visit-In Coordinator will then update the Diary with the number of players ensuring the Greenkeeper will know what he has to prepare for, inform the Bar Manager with date and time of arrival, and inform the Bistro, if required, with numbers and time of meals.

The Visit-In Coordinator then prepares a Visit-In sheet with the relevant information for SLBC members to nominate to play, and place it on the Selectors Desk.

The Visit-In Coordinator will add the Visit-In details to the Social Selectors Notification List.

One week before the event, the Visit-In Coordinator contacts the requestor to confirm all details of the event and update the Green Keeper, Bar Manager and Bistro of any changes.