

Booking No Show Policy

The purpose of this policy is to ensure that the Club's timesheets are being utilised by all members in a fair and optimised manner.

The policy aims combat the practice of members making a 'block booking' whereby members book a group of four players to reserve the whole tee time knowing that some players may not ever be intending to play and therefore 'blocking' the spot.

When a member books a tee time for themselves and/or others and a member of that group, or the whole group does not show up, this takes away timeslots that other members would otherwise be able to use.

Policy:

It is the responsibility of all members to be aware of their bookings on the time sheet and to either:

- Check in and play at their booked tee time, or
- Cancel the booking at least 2 hours prior to their tee time.

All member bookings are covered by this Policy including:

- Bookings for a tee time which have been made by another member, and
- Bookings for both competition and social play.

A member will be deemed to be a 'Booking No Show' when the member's name is on the timesheet and:

- they do not check-in at the golf shop prior to their tee time and play at their booked tee time; and
- they have not contacted the golf shop to cancel their booking at least 2 hours prior to their tee time.

A 'No Show Fee' may be charged to a member's account whenever they are deemed to be a Booking No Show unless the member:

- has cancelled their booking prior to their tee time by contacting the Golf Shop, and
- has provided a valid reason for the cancellation.

The No Show Fee is to be equivalent of the current competition fee of the day.

Members who persistently incur No Show Fees may be subject to disciplinary action including suspension or amendment of Playing Privileges in accordance with the IGC Constitution and Member Code of Conduct Policy.

Version Record:

Version	Board Approval Date	Version Change Description
1	28 Oct 2025	New Policy