

New Member Information

Member Name _____ Date _____

Business Office

1. Penny Sallome is our Business Office Manager.
 - a. Phone number is 585-343-5397.
 - b. Office is located at 1 Evans Street in Batavia.
 - c. Hours January thru March 1:30-4:30PM.
 - d. Hours April thru December 8:30AM-12:30PM & 1:30-4:30PM.
2. Member number and Locker number is assigned by Penny.
 - a. Lockers for the women are assigned by Women's Association.
3. Members can pay their bill by cash, check or credit card.
 - a. Members are billed over 10 months (January thru October).
 - b. If you pay your dues in full by February 14th you will receive greens passes (It is 4 for 2014).
 - c. Stafford pays a higher fee for credit card payments phoned in so if it is convenient you can stop in the office to pay your bill.

Golf Shop & Course

1. Meet Eric and his staff
 - a. Golf calendar is on website and in Membership Book.
 - b. Explain Bag storage
 - c. Explain cart storage if applicable
 - d. Role of the Bag staff (Bag Staff should always have a name tag on)
 - i. If you need a towel ask the Bag staff (do not take out of locker room)
 - e. Cart fees (billed to account)
 - f. Guest passes (must rent a cart)
 - g. Stag Days
 - h. Explain Reciprocal process (List of reciprocals is on website & in membership book)
 - i. Explain Sweeps
 - j. Tournaments
 - i. How to sign up
 - ii. Scoreboard
 - iii. Winnings are on your sweep account
 - k. Handicap Ghin system
 - l. Explain the different groups or leagues that are available
 - i. Men's 9 hole league at 5PM
 - ii. Men's day is on Wednesdays. Tees are reserved from 10AM to 5PM

- iii. Men's Wedge league Wednesday afternoon around 3PM
 - iv. Women's day is on Thursdays. Tees are reserved for women until 11AM
 - v. Fridays in July & August the 1st tee is reserved from 8 to 9:15AM
 - vi. Skins group plays Tuesday, Wednesday, Friday, Saturday & Sunday Mornings
 - m. Wednesdays is Men's day
 - i. Wednesday afternoon there is the Wedge League
 - n. Thursdays is Women's day (they have tee until 11AM)
2. Tour of Golf Course
- a. Location of water/ice machine
 - b. No tee times. There is a ball rack on the 1st tee to establish tee off order
 - c. Driving range
 - d. Tennis Courts
 - i. Reservations are made thru Golf Shop
 - ii. For 1 ½ hour intervals
 - iii. Reservations for week days may be made 3 days in advance and 1 day on weekends
 - iv. Children may play if courts are available.
 - v. Guests are treated the same as golfers and must be registered at the Golf Shop. Guest fees are \$5 per visit.
 - vi. All players must sign in at Golf Shop before beginning play.
 - e. Tour of Men's and Women's Locker rooms
 - i. Shoeshine service available for a fee.
 - f. Bathrooms on course
 - i. One between 2 green & 6 tee and One near 15 tee
 - g. Rakes stay in Sand bunker. When you rake push sand toward middle of bunker and leave rake in bunker. Also, bang your shoes with your club to get most of the sand off shoes.
 - h. Please be careful around the railroad ties. They are very slippery when wet.
 - i. Many of our tees and greens are close together so be conscious of golfers. For example when you walk from 3 green to the 4th tee you walk close to the 14th green. There may be golfers putting.
 - j. If riding in a cart when you get to the 11th green please pull your cart over the bridge so the group behind you has room for their carts. Then walk back to the 12th tee.
 - k. Always use golf etiquette.
 - l. There is a walkie talkie near the 9th tee so you can place your food order. Your order will be ready prior to teeing off on 10.
 - m. You could also use your cell phone to call the bar if you wanted to order something the halfway house doesn't have. The phone number is 343-9109. You can then drive your cart up to the patio and pick up your order.

- n. In case of an emergency we have AED defibrillators at Stafford.
 - i. There is one outside the golf shop
 - ii. Another one at the pool
 - iii. Another one in the Shanty near the 15th tee
 - iv. Another one in the Clubhouse

House (Bar/Restaurant)

1. Meet Brett, Gina and staff
 - a. Make sure each new member gets a membership book.
 - b. Tour of bar, restaurant, Travis room and Mason Room. Also, show where the bathrooms are located.
 - c. Explain how tipping works.
 - d. All purchases in the bar, restaurant, halfway house and pool goes towards minimum spending (excluding tax & gratuity).
 - e. Reservations are highly recommended. It helps our managers plan and have the appropriate number of staff on duty.
 - f. Appropriate denim is allowed.
 - g. Explain Special events so new members are aware of the availability to them and our outside events.
 - h. Halfway House hours.
 - i. Talk about lunch and dinner menus. Also, about any specials being offered.

Pool

1. Pool hours (on website and in membership book)
2. Sign in book at pool.
 - a. Pool fees are \$5.00 per visit per guest
3. Need to pass test to swim in deep end.
4. Cover up needed when exiting pool.
5. More detail in membership book.

Women's Association

1. Meet with Women's Association President
 - a. You must join the Women's Association in order to get a locker. The current cost is \$27.
2. Thursday morning and evening leagues.
 - a. Sign up in locker room.
3. Julie Haile and Leslie Harrower have clinics with women who would like lessons or just beginning to golf.