

## Match Ticket Booking Instructions - 2019-20

The instructions are below, PLEASE READ ALL OF THEM CAREFULLY (PARTICULARLY POINT 6).

1. Send your ticket requests directly to **Jackyandkeith@blueyonder.co.uk** & nowhere else.
2. Send cheques (payable to BFCLSC) & SAEs to me [email above to request postal address]. Please supply a separate cheque for EACH match and write the fixture on the back. The system remains SAE DISTRIBUTION ONLY. Cash in the post is not acceptable & nor are BACS payments.
3. Bookings for all games this season are now open so you can book as soon as you know you are going to an away game – but see (8) below. THE COROLLARY IS THAT YOU REMAIN LIABLE FOR THE TICKET(S) UNLESS YOU CANCEL BEFORE BOOKINGS CLOSE. However if you have a low ranking you will probably need to apply one game at a time. Remember that an individual game booking window can be very short and can close without any advance notice at all if circumstances dictate. The system is not first come first served but prompt booking can be beneficial.
4. All monies will be required BEFORE any tickets will be distributed. So send your cheque & SAE as soon as your order is accepted (& prices are known) ASAP please.
5. The ticket-booking facility is only available to paid-up members. I will use last season's membership list until a point in the season to be advised later. Members' tickets are NOT transferable under any circumstances at all. If that is found to have occurred then the privilege of booking tickets is likely to be withdrawn.
6. FROM NOW ON EVERYONE BOOKING A TICKET HAS TO HAVE A CLARETS NUMBER. So on your first booking please let me know what it is. You can be allocated one by BFC but obviously they will require personal details. When booking please state your full name, BFCLSC & Clarets number & ticket category required.
7. Remember particularly to state if you qualify for a concessionary ticket (and if so what type – age categories vary from game to game) DON'T ASSUME I KNOW OR WILL REMEMBER YOU ARE A CONCESSION.
8. There is one ticket per member rule. A ticket ranking chart will be in operation to ensure that the allocation process is as fair as possible. The chart is updated as the season progresses. I may have to put people with insufficient ranking points on a waiting list, or ask them to re-apply later, until the level of bookings for a game becomes clearer.
9. Blank cheques (that is, signed, dated and made payable to BFCLSC, but with the amount left blank) will sometimes be required. You can if you wish endorse blank cheques "not to exceed" (a certain amount) but you must err on the high side of what you think the ticket price might be.
10. I will ONLY accept bookings by email, - all will receive a reply. It is OK for another person to email on your behalf although of course you remain liable for the ticket. If I haven't replied accepting it, then the booking isn't made.
11. Similarly I will ONLY accept cancellations by email & until I acknowledge it your booking will stand.
12. Members can book more than one ticket but the other ticket(s) must also be for members. The other members' name, membership number, Clarets number & ticket category will need to be given as well as your own.
13. Any tickets sent through the post are mailed at the recipient's own risk. Tickets will normally be posted at least five working days before the fixture whenever possible, but the London Clarets does not accept responsibility for lost or delayed tickets.
14. To help you in booking tickets you are strongly encouraged to join the email group which you can do by following the instructions inside the front cover of the magazine. Notifications regarding tickets are made via the group.

Keith Franklin, Ticket Secretary