

## Reciprocal Agreement Info and Instructions

The following instructions are designed to help clubs understand the Reciprocal Agreement, how to complete the form, and the process for submission and approval.

If you have any questions, please contact Chartered Clubs Supervisor, Myrna DeBruyne, at 623-561-4662 or through email at [mdebruyne@suncityaz.org](mailto:mdebruyne@suncityaz.org).

1. The Reciprocal Agreement form (BP12-9) is available on the RCSC website at [www.suncityaz.org](http://www.suncityaz.org) under the Clubs tab. Just click on “club forms”. You may also pick up a hard copy of the form at the Clubs office if you do not have computer access.
2. Please be sure to complete all the information requested on the Agreement.
3. Be sure to list on the back page of the Agreement the events and dates that your RCSC Club will be attending event(s) at the reciprocating Club, **and** when that Club will be attending your RCSC club events. Important: *If that information is not provided, the Agreement cannot be approved.*
4. If the two clubs are attending several events at each location and you need additional space, you may reference an attached schedule and staple the schedule to the Agreement. *Please do not state “this is for all events for the year” as specific description and dates must be provided for approval.*
5. A Reciprocal Agreement is not intended for open-ended club times during which reciprocal club members can come to use your RCSC club facilities at any time. A Reciprocal Agreement is intended for specific types of events on a regular, set schedule.
6. LEAGUES: A separate Reciprocal Agreement should be completed and signed for each participating league location. If obtaining individual signatures from multiple organizations is problematic, please contact the Board Office for a Reciprocal Agreement for a league representative to sign on behalf of all the participating organizations.
7. Presidents of both clubs must sign the Agreement.
8. When the Agreement is complete, submit it to the Clubs Office, lower level at the Lakeview Center, 10626 W. Thunderbird Blvd (623-561-4660); email [mdebruyne@suncityaz.org](mailto:mdebruyne@suncityaz.org)
9. Clubs Office will review the form.
10. If the Agreement is acceptable, the Chartered Clubs Supervisor will approve it and the Clubs Office will notify the Club of approval, and provide a copy for the Club’s file.
11. The Agreement will be valid from the date it is approved through the end of that year only.
12. If the Agreement is denied, the Clubs Office will notify the Club of the reason for denial.

*Please remember a Reciprocal Agreement is an agreement between two clubs that allows both clubs to enjoy and participate with each other on an equal basis for specific events and dates. Thank you!*