

Badminton North Harbour

# Court Booking Policy



## COURT BOOKING POLICY

Priority on the courts will be given in the following order:

1. Badminton North Harbour Events:
  - i. Tournaments
  - ii. Representative Ties
  - iii. School Holiday Programmes
  - iv. School Competitions
  - v. Any other event organised or run by The Association
2. Badminton North Harbour Representative Team training
3. Badminton North Harbour affiliated Clubs
4. Schools
5. Badminton North Harbour approved groups – ie. over 35s, over 55s, Family group
6. Registered court cards
7. Non-registered court cards
8. Casual bookings

In a situation where a Badminton North Harbour event exceeds the time for which the courts are booked they will have first option on the courts in order to finish the event in progress. The cost of the bookings which are over-run due to these events will be reimbursed in full to the group or individual concerned.

## CLUB BOOKINGS

The following policy applies to formally designated and approved clubs who book(s) courts on a regular basis at the Badminton North Harbour Centre

- a) The club must abide by the number and times of courts as agreed with the Chief Executive of Badminton North Harbour. To permanently change these details a club must apply in writing to the Chief Executive at least one month prior to the change requested. If there is a temporary change the Chief Executive must be advised in writing 5

days prior to the change requested.

b) If a club has been issued with a club court-card, this club card may only be used at designated club times, ie. the times that the club has requested according to (a) above. (The card is primarily to book additional courts, if required, at the time of playing.) The Chief Executive, has the right to recall the card if it is misused.

c) The number of courts and times available to a club as a permanent booking is determined by the following, with the exception of bookings at peak times when the number of courts a club requires may be limited by the Chief Executive to ensure fair and optimal use of the facility

10 registered members	Maximum of two courts per hour
11 – 15 registered members	Maximum of three courts per hour
16 – 20 registered members	Maximum of four courts per hour
21 – 30 registered members	Maximum of six courts per hour
31 – 40 registered members	Maximum of seven courts per hour
Over 40 registered members	At the discretion of the Chief Executive

The number of courts a club is eligible to have as a permanent booking is indicated by the number of players registered with Badminton North Harbour at that point in time. The Payment of Registration Fees Policy applies with regard to club bookings and registrations not received by 7 April of the given year.

d) If a club requires additional courts, for a special event, they must apply in writing to the Chief Executive at least 5 days prior to the event.

e) If a club has an outstanding account of 60 days or over the Chief Executive has the right to withdraw any courts booked for that club until such time that the account is settled in full.

f) Courts cancelled within 48 hours of the booking are charged to the club.

g) Badminton North Harbour events take precedence over club bookings. The clubs are to be advised at least 14 days in advance of a change to their permanent booking.

h) It is the responsibility of the club to ensure that all members observe the Rules of Badminton North Harbour and the Badminton North Harbour Centre. Failure to observe these rules may, at the discretion of the Chief Executive, result in the cancellation of the booking rights of the club.

## CARD HOLDER BOOKINGS

- a) The terms and conditions pertaining to the use of the court-cards are set out on the reverse of the court-card application form which every applicant is required to sign. These can also be found on the Badminton North Harbour website.
- b) Card-holders may only book courts up to 22 days in advance.
- c) Each card may only book one court per hour.
- d) If a court is cancelled within 24 hours of playing the court charge will remain unless that court is booked by another user. When the court is booked by another user you receive a refund direct on to your card less a \$1.50 administration fee. Cancellations made outside the 24hr period will receive a full refund.
- e) Card-holders must observe the Rules of Badminton North Harbour and the Badminton North Harbour Centre. Failure to observe these rules may, at the discretion of the Chief Executive; result in the card being made “in-active”.

## CASUAL BOOKINGS

- a) All casual bookings must be paid for at the time of booking
- b) Casual bookings cannot be changed
- c) Casual bookings are non-refundable
- d) Casual users of the facility must observe the Rules of Badminton North Harbour and the Badminton North Harbour Centre. Failure to observe these rules may, at the discretion of the Chief Executive; result in the refusal of future bookings.

## COACHES COURT CARD BOOKING

- a) To apply for a coaches court card you must apply to the Chief Executive

in writing. The Chief Executive has sole discretion on granting an individual a coaches court card. Tier 2 coaches as detailed in the “Approved Coaches Court Card policy” have an annual court card charge of \$50.00.

- b) Each card may only book one court per hour unless coaching an official North Harbour Representative Team or North Harbour Squad as approved by the Chief Executive.
- c) If a Coach has an outstanding account of 30 days his/her court card will be cancelled until such time the account is paid in full.

**The Chief Executive has the sole discretion to make all decisions with regard to court bookings.**

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