



## Individual Card Holders and Casual Players COVID 19

### Back to Play Processes and Procedures

#### North Harbour Badminton - Bond Crescent & Active Badminton Centre - Apollo Drive

When Badminton Courts become available please book them in your normal way. However, lights will not turn on, and play must not be commenced, until a Covid-19 Tracking/Authorisation process has been completed.

This process requires written details of every member of the party attending whether or not they use the court – Name, Mobile Phone Number, email address and Court card User Number if applicable. The form must also show the date, time and court booked. (Please see attached form).

Hard copies of the forms are available at the Badminton North Harbour Centre (Foyers, Shops and Office) and Active Badminton Centre (Foyer) as well as this version in Excel format which can be used and emailed back to us once fully completed prior to your booking time. Email is [info@bnh.org.nz](mailto:info@bnh.org.nz) for Badminton North Harbour and [rossml@xtra.co.nz](mailto:rossml@xtra.co.nz) for Active Badminton Centre

These completed forms are then to be submitted to Badminton North Harbour staff or Active Badminton Centre staff who, following a check of the details, will then complete the authorisation process to allow the lights to turn on at the scheduled time. Authorisation can be carried out at any time after the court is booked but we suggest that this be done promptly as Badminton North Harbour staff will not always be available. As previously mentioned, authorisation can also be carried out by sending the details by email to [info@bnh.org.nz](mailto:info@bnh.org.nz) or [rossml@xtra.co.nz](mailto:rossml@xtra.co.nz) but this process may take longer to action, particularly if the details are incomplete.

Card check-in is still required and multiple consecutive hours for the same court will be covered by the same authorisation. All persons attending whether playing or watching for any or all of the time must be included on the form.

Failure to provide the information will prohibit you from playing on the booked court until you have obtained the authorisation number and that has been processed by BNH. Playing on unlit courts will result in card holders' cards being suspended until further notice from Badminton North Harbour and this includes Apollo Drive.

In summary

1. Courts are booked.
2. Contact Tracing form submitted either by email to Badminton North Harbour or Active Badminton Centre staff (during business hours) or in hard copy prior to you playing.
3. Validation and Authorisation by Badminton North Harbour staff/Active Badminton Centre Staff.
4. Court light validation complete, lights turn on.

Any questions please email or phone Badminton North Harbour [info@bnh.org.nz](mailto:info@bnh.org.nz) or phone 4106941 during office hours. For enquiries for Active Badminton Centre call Ross on 0220892485

Kind regards,

Glenn Cox  
Chief Executive  
Badminton North Harbour