

NORTH HARBOUR COURT BOOKING POLICY

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	This document applies to all court bookings at Badminton North Harbour
Scope	To ensure and maintain an orderly and fair court booking system and procedures for all of our badminton community.
Effective Date	October 2021

Section 1: Court Bookings

Court Booking Badminton North Harbour	<p>. Priority on the courts will be given in the following order:</p> <ul style="list-style-type: none"> d) Badminton North Harbour Events: (Including Badminton New Zealand) <ul style="list-style-type: none"> a) Tournaments b) Representative Ties (Training Camps) c) School Holiday Programmes d) School Competitions e) Any other event organised or run by The Association e) Badminton North Harbour Representative Team training f) Badminton North Harbour affiliated Clubs g) Schools h) Badminton North Harbour approved groups – ie. over 35s, over 55s, Family group i) Registered court cards j) Non-registered court cards k) Casual bookings <p style="margin-left: 20px;">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.</p>
Club Bookings	<p>CLUB BOOKINGS</p> <p>The following policy applies to formally designated and approved clubs who book(s) courts on a regular basis at the Badminton North Harbour Centre</p> <ul style="list-style-type: none"> l) 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. m) 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.

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n) 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

20 registered members upto three courts per hour

21 – 30 registered members upto six courts per hour

31 – 40 registered members upto seven courts per hour

41 – 50 registered members upto eight courts per hour

Over 50 registered members Court numbers at the discretion of the Chief Executive

This may be varied 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.

- a) If a club requires additional courts, for a special event, they must apply in writing to the Chief Executive at least 21 days prior to the event.
- b) 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.
- c) Courts cancelled within 48 hours of the booking are charged to the club.
- d) 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.
- e) 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.
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Card Holder
Bookings

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

CASUAL BOOKINGS

- a) All casual bookings must be paid for prior or 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 Bookings

COACHES COURT CARD BOOKING

- a) To apply for a coaches court card you must apply to the Chief Executive
- b) in writing. The Chief Executive has sole discretion on granting an individual a coaches court card.
- c) 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.
- d) If a Coach has an outstanding account of 30 days his/her court card will be suspended 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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Breaches	<ul style="list-style-type: none">Any breach of this policy may result in bookings being cancelled and any member being suspended from booking courts at Badminton North Harbour.

Document Control

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Review Cycle	Bi-Annual	Review Date	November 2023

Version Control

Version No.	Version Date	Document Author	Change Description
V0.2	October 2021	Karen Blank	Updated to new format