

COURT BOOKING POLICY

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

1. Wellington North Badminton Events:
 - a. Tournaments
 - b. Inter-association Competition Ties
 - c. Shuttle Time/School/Holiday Programmes
 - d. Shuttle Time/School Competitions
 - e. Any other event organised or run by Wellington North Badminton
2. Wellington North Badminton Representative Team training
3. Wellington North Badminton Affiliated Clubs
4. Schools
5. Wellington North Badminton approved groups
6. Members bookings
7. Casual users' bookings

In a situation where a Wellington North Badminton 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 Wellington North Badminton Stadium:

- a) The club must abide by the number and times of courts as agreed with the General Manager of Wellington North Badminton. To permanently change these details a club must apply in writing to the General Manager at least one month prior to the change requested. If there is a temporary change the General Manager 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 General Manager, 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 General Manager to ensure fair and optimal use of the facility
 - 12 registered members Maximum of two courts per hour
 - 12 – 16 registered members: maximum of three (3) courts per hour
 - 16 – 20 registered members: maximum of four (4) courts per hour
 - 20 – 28 registered members: maximum of five (5) courts per hour
 - 28+ registered members: maximum of six (6) courts per hour
- d) The number of courts a club is eligible to have as a permanent booking is indicated by the number of players registered with Wellington North Badminton at that time. It is incumbent on the club to notify Wellington North Badminton of player registration.
- e) If a club requires additional courts, for a special event, they must apply in writing to the General Manager at least 21 days prior to the event.
- f) If a club has an outstanding account of 30 days or over the General Manager has the right to withdraw any courts booked for that club until such time that the account is settled in full.
- g) Courts cancelled within 48 hours of the booking will be charged to the club.

- h) Wellington North Badminton 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.
- i) It is the responsibility of the club to ensure that all members observe the Rules of Wellington North Badminton and the Wellington North Badminton Stadium. Failure to observe these rules may, at the discretion of the General Manager, result in the cancellation of the booking rights of the club.

Member 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 Wellington North Badminton website.
- b) Members may only book courts up to 21 days in advance.
- c) Each member may only book one court per session. (i.e. no concurrent bookings are permitted)
- d) Members must observe the Rules of Wellington North Badminton. Failure to observe these rules may, at the discretion of the General Manager; result in the account being suspended.

Casual bookings

- a) All casual bookings must be paid for at the time of booking
- b) If a casual booking is cancelled within 24 hours of playing, the court charge is non-refundable. Cancellations made outside the 24hr period will receive a full refund.
- c) Casual users of the facility must observe the Rules of Wellington North Badminton. Failure to observe these rules may, at the discretion of the General Manager; result in the refusal of future bookings.

Coaches court card booking

- a) To apply for a coach's account, you must apply to the General Manager in writing. The General Manager has sole discretion on granting an individual a coach's account.
- b) Specific rules will be agreed with each coaching arrangement.

The General Manager has the sole discretion with regard to court bookings.