



Court Booking & Stadium Users Policy

The below policy regulations must be observed at all times when booking courts and using the Eastlink Badminton Stadium. Failure to comply with these regulations may result in a court hire penalty of \$50 per offence, invalidation of card(s) or cancellation of membership. The WBA Office reserves the right to decline, amend or cancel any court bookings and / or deny access to the stadium where there are breaches of the below policy. Any disputes arising from the below policy will be dealt with in accordance with the WBA Constitution.

Court Bookings Policy

1) Fixed Clubs:

- a. Two club days per week may be identified
- b. The maximum amount of courts that can be booked by a Fixed Club is to be approved by the WBA Office and will depend on:
 - i. The day(s) the booking is requested for
 - ii. The time the booking is requested for
 - iii. Availability of courts
- c. Bookings must be consistent in terms of:
 - i. The number of courts used each week (approval is required from the WBA Office)
 - ii. The times courts are booked for (approval is required from the WBA Office)
- d. Courts and times booked must be consecutive, no gaps are permitted (e.g. if 3 courts are booked then they must be next to each other and periods booked must be consecutive)
- e. Fixed club bookings should not be altered without the approval of the WBA office
- f. From time to time a club may ask for their regular bookings to be adjusted however this should be kept to a minimum
- g. Fixed Clubs may only book under their club card(s) on the days and times as approved by the WBA Office. Use of the club card(s) for bookings other than the approved bookings is NOT permitted unless prior approval has been given by the WBA Office.
- h. Courts may be booked online as long as they are consistent with the weekly bookings as approved by the WBA Office (6 hour "No Refund" policy applies to online bookings that are being changed within 6 hours of the booking starting)
- i. If on the day(s) of a regular club booking, there is a need for additional courts, then Clubs may use their club card to book extra courts if they are available. This should be done upon arrival at the stadium and not online
- j. Fixed Clubs can book their courts up to 12 months ahead
- k. Fixed Clubs are provided with an overspend limit on their account. Court hire should be paid each month as per the invoice/statement received from the WBA Office
- l. Any damage caused to the stadium by (members of) the club will be the responsibility of the club and must be reported to the WBA Office as soon as possible

2) Flexi Clubs and Corporate Groups:

- a. No limit to the number of days that can be booked
- b. A maximum of 5 courts can be booked on any day/time
- c. Court bookings do not have to be approved by the WBA Office
- d. Courts and times booked must be consecutive, no gaps are permitted (e.g. if 3 courts are booked then they must be next to each other and periods booked must be consecutive) unless consecutive courts are not available, then any courts may be booked.
- e. Bookings may be altered as required (6 hour “No Refund” policy applies to online bookings that are being changed within 6 hours of the booking starting)
- f. Courts can book up to 30 days ahead only
- g. Flexi Clubs and Corporate Groups are provided with an overspend limit on their account. Court hire should be paid each month as per the invoice/statement received from the WBA Office
- h. Any damage caused to the stadium by (members of) the club will be the responsibility of the the club and must be reported to the WBA Office as soon as possible

3) Stadium Card Holders (including casual card holders)

- a. Court bookings available 24/7 without restrictions (where courts are available)
- b. Courts may be booked online or at the stadium
- c. The card holder MUST be present in the stadium at all times when his/her card is being used for a court booking
- d. Under this policy, the card holder is responsible for all guests and their actions
- e. Courts booked online have a 6 hour “No Refund Policy” (6 hour “No Refund” policy applies to online bookings that are being changed within 6 hours of the booking starting)
- f. Multi Court bookings are NOT permitted unless requested and approved by the WBA Office
- g. Multi Court bookings for stadium card holders will only be approved if requested for court bookings outside of “Peak Time” being Monday to Friday 4pm-9pm
- h. “Pay per Play” bookings available only by ensuring sufficient funds are deposited on the card
- i. Any damage caused to the stadium by card holders and /or their guests will be the responsibility of the card holder and must be reported to the WBA Office as soon as possible

4) Drop-In / Casuals (excluding casual card holders)

- a. Courts can only be pre-booked and pre-paid through the WBA Office
- b. Courts may be pre-booked and pre-paid for any day and time depending on availability
- c. For pre-paid bookings after/outside of office hours, stadium access will be provided by the automated door system for a set time prior to the booking starting (usually 10 minutes prior to the booking starting)
- d. Any damage caused to the stadium by casual users will be the responsibility user and must be reported to the WBA Office as soon as possible

5) Student Special (9am-4pm Monday to Friday)

- a. Courts can only be pre-booked and pre-paid through the WBA Office
- b. Only available when office as open and if courts are available
- c. Only available for students (all players must be students and carry student ID)
- d. Any damage caused to the stadium by student users will be the responsibility of user and must be reported to the WBA Office as soon as possible

6) Schools & Community Groups

- a. All court bookings to be arranged through the WBA Office
- b. Court bookings allowed for any day and time depending on availability and upon approval by the WBA Office
- c. No limit to the number of courts and times that can be booked depending on day, time and availability (pre-approval required)
- d. Schools and Community Groups are invoiced by the WBA Office upon conclusion of their booking or every month depending on usage of court hire account
- e. Any damage caused to the stadium by (students of) the school will be the responsibility of the school and must be reported to the WBA Office as soon as possible

Stadium Users Policy

The below policy regulations must be observed at all times when booking courts and using the Eastlink Badminton Stadium. Failure to comply with these regulations may result in a court hire penalty of \$50 per offence, invalidation of card(s) or cancellation of membership. The WBA Office reserves the right to decline, amend or cancel any court bookings and / or deny access to the stadium where there are breaches of the below policy. Any disputes arising from the below policy will be dealt with in accordance with the WBA Constitution.

Any incidents and/or identified hazards should be reported immediately or soon as possible to the WBA Office during office hours or by contacting the Chief Executive on 021 464 229 or by emailing office@waikatobadminton.co.nz

1) Health & Safety

The Waikato Badminton Association Inc. and the Eastlink Badminton Society Inc. are committed to providing a safe and enjoyable facility to all its users. It is the responsibility of all users to follow the below guidelines to ensure safe usage of the facility. All users need to ensure they are familiar with the Emergency Evacuation procedures as displayed around the stadium and on our website www.waikatobadminton.co.nz

a) Use appropriate equipment to reduce and manage the risk of injury

- I. Appropriate footwear to be used being clean and Non-Marking Indoor Court shoes
- II. Only approved Badminton shuttlecocks to be used inside the stadium, balls or any other flying objects may not be used at any time
- III. Wear comfortable clothing which does not restrict the movements required when playing Badminton as this may result in injuries
- IV. For after-hours use of the stadium ensure you have suitable first aid equipment and a mobile phone in case of injury and/or emergencies.

b) Keep the courts clear from any obstacles which may interfere with play

- I. Remove shuttlecocks from the court area if not in use
- II. Keep the immediate area surrounding the court(s) clear to allow for sufficient "run-off" space
- III. Avoid having any other equipment on the court(s) other than racquets and shuttles
- IV. Ensure that other people present in the stadium keep clear of the playing area
- V. Keep an extra eye on young children and make sure they are aware of the dangers when coming too close to the playing area

c) Ensure the playing surface is clean and dry

- I. All users should check the playing surface before playing to ensure it is free from condensation caused by severe rain and/or humidity outside which can cause the playing surface inside the stadium to become slippery.
- II. All users to check that the playing surface is free from spilled water and / or perspiration caused by previous users
- III. All users to check that excess dust is removed by using the dry mops available
- IV. If after checking the courts and removing any substances the playing surface still feels slippery then play should be cancelled or suspended until the surface has been checked by WBA staff

2) Court & Stadium User Etiquette

The following rules and guidelines are to be followed by stadium users for the enjoyment of all:

- a) Play on unlit courts is **NOT** permitted under any circumstances
- b) Players/Clubs may **NOT** play on courts booked by other users unless permission has been given by the person that booked the court(s)
- c) The card holder **MUST** be present in the stadium at all times when his/her card is being used for a court booking
- d) Use **CLEAN & NON-MARKING** shoes **ONLY** to avoid dirt coming into the stadium and courts being damaged
- e) Players must vacate the court area as soon as the booking has finished
- f) No food is to be consumed on the court (use dedicated seating or upstairs mezzanine flooring)
- g) Used courts to be swept using the available dry mops so that the next users can enjoy a clean court
- h) Respect other users by:
 - I. Using appropriate clothing (shirts should not be removed while playing)
 - II. Using appropriate language
 - III. Not causing unnecessary loud noise
- i) Respect our stadium by:
 - I. Sweeping the court area after use and putting dust collected by the dry mops in the rubbish bins using the brush and pan provided
 - II. Cleaning up after yourself
 - III. Putting rubbish in the bins provided
 - IV. Not abusing or causing damage to equipment provided by Waikato Badminton

3) Stadium Security

- a) Only WBA staff, Club Captains and authorised people are allowed to use the door “clip” to keep the front door open, all other users should **NOT** use the clip to keep the front door open
- b) If you find the front door open upon arrival, then you may leave it open as you arrive
- c) Upon exiting the stadium close and lock the front door if:
 - I. The office is closed or;
 - II. You are the last person out or;
 - III. Very few people are still playing or;
 - IV. It’s after 9pm
- d) Emergency exit doors are alarmed. Emergency doors are **NOT** to be used unless there is an emergency which requires immediate evacuation.
- e) Stadium users who use the emergency doors when there is no emergency will be fined \$100