



Sandycove Tennis & Squash Club

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Court Booking Rules

May 2017

1) Introduction

This document sets out the rules governing court booking using the Sandycove Tennis & Squash Club ('STSC') on-line booking system. The successful operation of the court booking system requires the active participation and cooperation of all members. Respect and consideration for other members when using the system will ensure everyone has fair access to courts and can fully enjoy the facilities of the club. It is also important that members support the efficient operation of the system by reporting no shows, releasing courts early rather than holding-on to courts and booking and playing on courts that you have booked in your name.

This document updates the rules which were first published in 2012 and are designed to improve the operation of the court booking system for members. In some cases the rules set out in this document are built-in to the programming of the STSC booking system - in other cases it may be impractical to try to automate rules into the system.

The rules set out in this document are the official STSC rules for court booking. The latest 'in force' version of this document is posted on the STSC website.

The rules are subject to amendment by the STSC Committee.

The on-line booking system also features a 'waiting list' facility whereby, if courts at your preferred time have already been booked, you can then go on to the waiting list for a cancelled court. Should a court become free, members will receive an email alert advising them of court availability.

2) Principles

There are a number of over-riding principles which govern court booking. These principles seek to ensure that all members have the opportunity to book courts and at the same time ensure maximum use of the available courts.

Principles

- a) Senior members have priority access to book courts as set out in the rules and in Appendix I.
- b) A senior member may play with a junior member subject to the rules set out in Appendix I.
- c) When using the booking system, members are expected to have due consideration for other members of the club who are also trying to book courts.
- d) The effective operation of the booking system requires the active participation of members:
For example reporting no shows, releasing unwanted courts early and bringing relevant matters to the attention of the committee.

The adoption by members of these principles and the rules set out herein will allow members fair access to court bookings and reduce the administration / monitoring burden on the club. Failure to adhere to these principles and rules will result in withdrawal of booking privileges.

3) Rules

Rule 1: Court Booking using appropriate 'Log On'

Members can only book courts using their own 'log-on' for their own play.

Parents should note that junior members have restricted entitlements to book courts (see Appendix I). Booking restrictions for junior members are built-in to the on-line booking system.

Rule 2: Playing on the Booked Court

Booked courts are not transferrable. You cannot assign a court booked in your name to another member. You must cancel the court and make the court available to other members.

Rule 3: Standard Booking Time

Members are only allowed to book a court for one hour. Consecutive booking is not allowed. Double-booking, where 2 players book courts back-to-back, with the intention of playing continuously for more than 1 hour, is against the rules.

Note: There is no difficulty with players playing for a second hour where courts are available or have not been booked.

Rule 4: Daily Limit

Members are allowed to book up to a maximum of 2 courts on a single day, however only one booking is allowed during peak times (weekday evenings Monday to Thursday from 7pm and Saturday / Sunday mornings 10am to midday).

Rule 5: 'No Shows'

Where a member books a court and fails to use that court, a 'no show' should be reported. See Appendix II for how to report a 'no show'. Members are encouraged to report 'no shows' as it promotes the efficient use of courts. Where a member is reported as a 'no show', that member will be unable to book courts using the on-line system for 1 week. Additional 'no shows' for the same member will result in extended blocked access to the booking system.

Rule 6: Late Release of Courts

The late release of courts offers limited opportunity for other members to use the court. Members are encouraged to cancel their court as early as possible. Cancellation is permitted up to 4 hours before the booked time. Cancellation after this time is not permitted and will render the member liable to sanction according to section 4.

Rule 7: Playing beside League Matches.

For all DLTC leagues, members may not play on a court if the league match immediately adjacent to the booked court has not concluded.

The Tennis Captains may override this rule in certain circumstances.

4) Sanctions

It is in members' interests that the principles and rules set out in this document are followed. In the event that the principles and rules are departed from, the following sanctions may apply to members depending on the particular circumstances:

- Warnings to abide by the rules
- Naming and shaming
- Temporary suspension of the member's ability to book courts (e.g. for 1 week)
- Extended suspension of the member's ability to book courts (e.g for 4 weeks)
- Removal of access to the booking system

Should a member feel aggrieved by any action taken under this section, the member should email relevant details to sandycovestc@eircom.net and the matter will be investigated.

Appendix I

Restricted Court Times for Junior Play

General Rules

Juniors may book and play up to 6pm subject to the table below which sets out Senior Priority Times.

Senior members have priority according to the times listed below. Please note juniors may play during these times as long as the courts are free and have not been booked – but not after 6pm per table below. Seniors may play with juniors during Senior Priority Times up to 6pm.

Juniors are free to book courts for times outside Senior Priority Times.

These times can be varied for organised tournaments and coaching.

Senior Priority Times							
Courts	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1-6	9am to 1pm	10am-12pm	10am-12pm				
1-6	6pm-10pm	6pm-10pm	6pm-10pm	6pm-10pm	6pm-10pm	6pm-10pm	6pm -10pm

School Holiday Arrangements

During June, July and August, junior members are allowed to book courts as follows:

11am – 6pm Monday to Friday – Courts 1 – 6

12pm – 6pm Saturday – Courts 1 – 6

12pm – 6pm Sunday – Courts 1 – 6

Appendix II

Reporting a 'No Show'

To report a 'No Show'

Login to the Members Area and select Report a No Show

The following form will be displayed.

All entries are mandatory together with a security question. Press **SUBMIT** button when completed.

The Club will fully respect the privacy of members who report 'No Shows'.

Sandycove TSC - Report a No Show

* Required

Players Name to Report *

Your answer

Date *

Date Time

dd/mm/yyyy : AM

Court Number *

Choose

Reported by *

Your answer

Security Question....



Type the characters you see above *

Your answer

SUBMIT