



WellingtonNorth
Badminton

Taylor Park, Tawa Street
PO Box 51154, Tawa
Wellington 5249
www.wnba.org.nz

Wellington North Badminton Stadium

Court Booking and Fair Usage Policy

Last review

- 16/10/2021
- 18/11/2020
- 22/11/2018



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COURT BOOKING AND FAIR USAGE POLICY

Effective from 1 December 2021

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

- 1.1. Wellington North Badminton Events such as:
 - 1.1.1. Sanctioned & unsanctioned tournaments
 - 1.1.2. Inter-association competitions
 - 1.1.3. Shuttle Time/School/Holiday Programmes
 - 1.1.4. Shuttle Time/School Competitions
 - 1.1.5. Any other event organised or run by Wellington North Badminton
 - 1.1.6. Wellington North Badminton Representative Team training
 - 1.1.7. Wellington North Badminton Affiliated Clubs
 - 1.1.8. Schools
 - 1.1.9. Wellington North Badminton approved groups
 - 1.1.10. Club/Association Members bookings
 - 1.1.11. Casual users' bookings
- 1.2. 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 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.

2. Peak Hours

- 2.1. Wellington North Badminton reserve the right to change the peak hours based on court usage trend, without prior notice.

Current Peak Hours	New Peak Hours (starting from 1/12/2021)
Monday – Friday: 18:00 – 22:00 All Weekends	Monday – Friday: 16:00 – 20:00

3. Club bookings

- 3.1. The following policy applies to affiliated clubs who book(s) courts on a regular basis at the Wellington North Badminton Stadium:
 - 3.1.1. 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.
 - 3.1.2. If a club has been issued with a club keytag, this club keytag may only be used at designated club times, i.e. the times that the club has requested



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- according to (a) above. (The keytag is primarily to book additional courts, if required, at the time of playing) The General Manager has the right to recall the keytag if it is misused.
- 3.1.3. The number of courts and times available to a club as a regular booking is determined by the following, except for 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:
- 3.1.3.1. 12 registered members Maximum of two courts per hour
 - 3.1.3.2. 13 – 16 registered members: maximum of three (3) courts per hour
 - 3.1.3.3. 17 – 22 registered members: maximum of four (4) courts per hour
 - 3.1.3.4. 23 – 28 registered members: maximum of five (5) courts per hour
 - 3.1.3.5. 28+ registered members: maximum of six (6) courts per hour
- 3.1.4. The number of courts a club is eligible to have as a regular 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.
- 3.1.5. 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.
- 3.1.6. 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.
- 3.1.7. Courts cancelled within 24 hours of the booking will be charged to the club.
- 3.1.8. 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 regular booking.
- 3.1.9. 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 Conditions of Use. Failure to observe these rules may, at the discretion of the General Manager, result in the cancellation of the booking rights of the club.

4. Member bookings

- 4.1. The terms and conditions pertaining to the use of the court booking system are set out as part of the account registration process. These can also be found on the Wellington North Badminton's website and booking system.
- 4.2. Members may only book courts up to 7 days in advance.
- 4.3. Each member may only book one court per session. (i.e. no concurrent bookings are permitted)
- 4.4. During peak hours, no consecutive bookings will be allowed.
- 4.5. Cancellation should be made as soon as practical. This allows other members and players to use the court. Any no-shows will be monitored and will be charged a no-show fee of \$50. Repeat offenders may have their membership suspended/cancelled without notice and refusal of new membership.



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- 4.6. If a booking is cancelled within 6 hours of playing, the court charge is non-refundable. Cancellations made outside the 6-hour period will receive a full refund as account credit.
- 4.7. Members must observe the Rules of Wellington North Badminton and the Wellington North Badminton Stadium Conditions of Use. Failure to observe these rules may, at the discretion of the General Manager; result in the account being suspended.

5. Casual bookings

- 5.1. All casual bookings must be paid for in advance at the time of booking.
- 5.2. If a casual booking is cancelled within 6 hours of playing, the court charge is non-refundable. Cancellations made outside the 6-hour period will receive a full refund as account credit.
- 5.3. Casual users of the facility must observe the Wellington North Badminton Stadium Conditions of Use. Failure to observe these rules may, at the discretion of the General Manager, result in the refusal of future bookings.

6. Coaches court card booking

- 6.1. 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.
- 6.2. Specific rules will be agreed with each coaching arrangement.

7. The General Manager has the sole discretion regarding court bookings.