

## Squash Court Booking Policy

Court No	Released	Time
1	1 week ahead	06:00
2	1 week ahead	18:00
3	2 weeks ahead	06:00
4	2 weeks ahead	18:00
5	2 weeks ahead	06:00
6	2 weeks ahead	18:00

### General

- 1.1 Members may book courts up to a maximum of 14 days in advance as per the timetable above.
- 1.2 Coaches may book courts up to a maximum of 8 weeks in advance.
- 1.3 Each member and coach have an account within the booking system and must have credit on their account in order to book or check into a court.
- 1.4 Members must not book simultaneous courts at any time, nor book consecutive time slots or multiple courts during peak times:
  - Monday-Friday 16:30-21:00
  - Saturday & Sunday 09:00-12.00
- 1.5 When block booking courts for coaching; tournaments; team matches; or maintenance/repairs; LLTSC will always aim to leave 2 courts available for members to book.
- 1.6 When unable to use a reserved court, members should cancel as soon as possible so that the court may be used by other members.
- 1.7 The court booking fee is automatically refunded when the booking is cancelled more than 72 hours prior to start time.
- 1.8 When the booking is cancelled within 72 hours prior to start time, the booking fee is automatically refunded **only if the same court is re-booked by another member.**
- 1.9 Any bookings may be cancelled by the Club at any time if the court is needed. Members will be advised if this is the case.
- 1.10 If a court is booked, it is deemed that members are agreeing to abide by these booking rules.
- 1.11 Junior members under 10 are encouraged to avoid playing at peak times where possible, (e.g. after 16:30 pm on weekdays and before 12 noon on weekends).

## Solo Practice

- 2.1 A solo fob is available for the usual fob fee of £5.
- 2.2 This second fob will be clearly identified as a solo fob for booking purposes.
- 2.3 The lights fee is shared between the main account and the solo practice account, so credit will need to be added to the solo practice account.
- 2.4 Solo practice should not take place during peak periods:
  - Monday-Friday 16:30-21:00
  - Saturday & Sunday 09:00-12.00
- 2.5 The solo fob is meant to be used only for solo practice. It is not to be used for guests.
- 2.6 Anyone found violating the terms of the second fob system will have the privilege revoked. The club's decision on this is final.

## Guest Fee

- 3.1 In order to pay for your non-member guest, you must book a court and check in using your main account fob. This will automatically incur a £6 guest fee.
- 3.2 Guests are welcome to play at the club any time as long as they are always accompanied by a member, however, we encourage play to take place outside of peak hours.

**It is the responsibility of a member to ensure that their guests wear goggles (if a junior) and appropriate non-marking footwear when playing.**

**Only clean trainers with non-marking soles are allowed to be used on the squash courts.**

## Coaches

- 4.1 The Head Coach is given 8 weeks advance booking rights to secure courts for the junior and adult programmes and their own coaching sessions.
- 4.2 For programme, block booking and coaching sessions, the Head Coach must always leave at least 2 courts free for members to book.
- 4.3 Private coaching – during peak hours (Mon-Fri 16:30-21:00), coaches shall only be able to book one court for private coaching as long as at least 2 courts are left available for members to book. E.g. if team matches have 4 courts booked out on one evening or a mix-in takes place using 4 courts, coaching must not take place during those peak hours.
- 4.4 If group coaching is booked during Mon-Fri during peak hours using more than one court, the coaching must be agreed by the committee and offered after 8:30 pm. Any exceptions to this will be considered by the committee.
- 4.5 If the Head Coach has enlisted the help of an additional coach, both coaches will not coach simultaneously during peak hours.
- 4.6 The override key shall only be used in emergency situations or the following circumstances\*:
  - Team Matches –to extend the lights if a team match continues beyond the block booked time.
  - Kiosk/system failure
  - Maintenance work

The lights must ALWAYS be turned off at the end of every session.

\*Any exceptions to this will be at the discretion of the committee/club manager.