

### 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 Coaches may use the booking system to block book courts for group coaching sessions, however, they will be invoiced by the club quarterly at their agreed rate per session. Coaches must use their personal court account and pay to book courts for private coaching at their agreed rate.
- 4.5 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.
- 4.6 If the Head Coach has enlisted the help of an additional coach, both coaches will not coach simultaneously during peak hours.
- 4.7 The override key shall only be used in emergency situations or the following circumstances\*:
  - o Team Matches –to extend the lights if a team match continues beyond the block booked time.
  - o Kiosk/system failure
  - o 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.