

## **EWLTC BOOKING SYSTEM OPERATING PROCEDURE**

The following rules have been developed to be as open and flexible as possible, while also trying to promote usage of all courts. If there are any changes required to promote fairer usage, then these may be enacted at a later date. These changes may come from monitored use of the booking system and courts, or from Committee due to members comments.

Members should check the Booking Calender regularly to check availability.

**Recommended Maximum Booking Length:** 2 hours

**Booking System Administrator:** Adam Walsh

### **Operating Procedures**

- Any members who feel that they are unable to use the courts due to unfair usage should make it known to the Secretary or to the Booking System Administrator in writing, either by e-mail or private message. Discussion around the use of the booking system **should not** take place on the WhatsApp group.
- Courts will be released for booking 2 weeks in advance.
- Committee will ensure, where-ever possible, that all Club Events are added to the schedule before being made available to members.
- During the League Tennis season, Members should be aware that Rearranged Matches may take precedent over their bookings; therefore, those 2 weeks may not adhered to.
- Courts will be available for booking between start-of-play and the end-of-play; as determined by the light.
- A member must be designated as the Lead and included when booking the session, they are responsible for any issues relating to the booking, and are required to be present throughout the whole booking.
- All visitors must be named when booking the session.
- If a Member has to cancel their booking, then it should occur as soon as possible.