

Court Booking Policy

Version: 1.0

Board Approved Date: April 9, 2026

Effective Date: April 9, 2026

Visibility: Public, Website, Also summary for members with rules for those booking

Purpose & Scope

This policy sets the rules for court bookings at Red Deer Pickleball Club. It explains how members, organized groups, non-members, and event organizers may access or request court time, and when Board approval is required. This policy applies to all RDPC court bookings and court use arrangements.

Definitions (only if needed)

- **Active booking:** A future court booking or program registration that has not yet been used, cancelled, or completed.
- **Peak hours:** 8:00 a.m. to 11:00 a.m. seven days per week, and 5:00 p.m. to 10:00 p.m. on weekdays.
- **Organised Play Facilitator:** The person or persons appointed by RDPC to manage organized play and certain group booking requests within the limits of this policy.
- **Open gate hours:** Times when the facility is open and accessible without special access arrangements.
- **Private court booking:** A court booking made by a member for personal play or for a small group of players.
- **Event booking:** A request for court use for a larger group, school, clinic, social event, third-party organization, corporate group, or similar activity.

Policy

- Members may have up to 3 active bookings and/or program registrations at any one time.
- During peak hours, a private court booking may be a maximum of 2 hours.
- After sunset, all courts transition to drop-in use so players can share the limited number of courts that remain playable once lights are required.
- Courts 1 and 2 are prioritized for ball machine use, coaching, drilling, and similar activities, and may only be booked for 1 hour at a time.

- Members are asked not to use Courts 1 and 2 for general play when other courts are available. These courts should remain available for their priority uses unless all other courts are full.
- During peak hours, Courts 1 and 2 may be used for drop-in or organized play if they are not needed for coaching, drilling, or other priority uses.
- A member making a private court booking is expected to add all participants to the booking through the club's booking system.
- One member may not hold more than one court booking at the same time without prior written approval from the Club Administrator or Organised Play Facilitator.
- Members may organize larger private groups, round robins, birthday parties, social gatherings, or similar activities, but requests for multiple courts must go through the Club Administrator or Organised Play Facilitator.
- Organized groups may request up to 7 courts through the Club Administrator or Organised Play Facilitator.
- Any request for 8 or more courts must be approved by the Board.
- Third-party groups, private events, or outside organizations requesting court use during peak hours require Board approval.
- Non-members may not make private court bookings directly.
- Non-members may only access RDPC courts through drop-in play, by participating with a member where permitted, or through an approved group or event booking arranged by RDPC with required fees paid in advance.
- Coaching-related court use must follow the Coaching Policy.
- All court users must follow RDPC policies, posted rules, and facility expectations.

Roles and Responsibilities

Board of Directors

- Approves this policy and any major changes to it.
- Reviews and decides on booking requests that fall outside the authority granted in this policy.
- Approves requests for 8 or more courts.
- Approves third-party or event booking requests during peak hours when required under this policy.

Organised Play Facilitator

- Manage court booking issues within the authority set by this policy.
- Approve organized group bookings of up to 7 courts.
- Manage event booking requests and determine whether Board approval is required.
- May grant written approval for a member to hold more than one court booking at the same time.
- Help ensure fair and consistent use of RDPC courts.

- May carry out these responsibilities directly or through another designate assigned by the Board.

Members

- Follow the booking limits and processes set out in this policy.
- Use booked courts responsibly and in line with RDPC rules.
- Add all participants to their booking where required.
- Request larger group bookings through the proper process.
- Must not misuse bookings in a way that limits fair access for others.

Process (How to Use This Policy)

- Members may book courts and register for play through the club's approved booking system, subject to the limits in this policy.
- Members requesting larger organized bookings or multiple courts must contact the Club Administrator or Organised Play Facilitator.
- If the request is for up to 7 courts and fits within this policy, it may be approved administratively.
- If the request is for 8 or more courts, or otherwise falls outside this policy, it must be brought to the Board for decision.
- Non-member groups or event organizers must contact RDPC to request court time and arrange advance payment where required.
- After sunset, courts are no longer used for private bookings and transition to drop-in use.
- RDPC may review booking patterns, court use, and member concerns from time to time and make administrative adjustments within this policy to support fair access.

Cancellations, No-Shows, and Misuse

- Members are expected to cancel court bookings they no longer plan to use as early as possible.
- Repeated no-shows, failure to cancel unused bookings, inaccurate participant lists, or misuse of the booking system may result in loss of booking privileges, suspension of access, or other corrective action.
- Concerns about misuse of bookings may be reviewed by the Club Administrator, Organised Play Facilitator, or the Board, depending on the situation.

Exceptions (only if needed)

Any exception to this policy requires Board approval unless authority has been specifically delegated under this policy.

References and Related Policies

- Coaching Policy
- Facility Access and Use Policy
- Code of Conduct Policy
- Discipline and Corrective Action Policy