

COURT BOOKING POLICY

Background

1. LTC leases from Lane Cove Council the facility at the corner of Kenneth and Dunois Streets Longueville, consisting of 5 tennis courts, a clubhouse and courtyard.
2. Under the lease LTC is obliged to make tennis courts available to the public for a minimum of 3 hours per weekend and 10 hours per week for all courts.
3. Members may book any of the 5 tennis courts.
4. Two courts, Courts 4 and 5 are generally available to members of the public.
5. LTC has agreements with its primary coach, Lead Tennis, and with its secondary coach Jenny de Vivo for court hire (the Tennis Coaches).
6. LTC organised Social Groups play on the mornings of Monday, Tuesday, Wednesday and Friday and on Saturday afternoon.
7. LTC enters teams in competitions played at various times throughout the year.
8. A LTC Booking Officer is appointed each year at the AGM. The role of the Booking Officer is inclusively defined in the Constitution.

Objectives

To provide a framework to manage fair access to the tennis courts by LTC members (including the Social Groups and competition teams), the Club's primary and secondary coaches and to support school sport and meet LTC's obligations to Lane Cove Council in respect of availability of court hours to the public.

To provide transparency in respect of the Committee's management of tennis court bookings.

Operational

- A. The Booking Officer shall, in advance of each NSW public school term, make all court bookings for the Social Groups and for the competition teams.
- B. The Tennis Coaches have limited access to the Booking Register and are responsible for making and deleting their own court bookings. They are permitted to book courts in advance of each NSW public school term. They are requested to delete their unwanted bookings as soon as they are aware the booking is not needed.
- C. The Tennis Coaches have the following limitations on the number of hours booked:
 - Lead Tennis may book up to 76 hours per week, except during school holidays when they may seek the Committee's approval for additional hours.
 - Jenny de Vivo may book up to 12 hours per week and may seek the Committee's approval for additional hours.

The Booking Officer is responsible for monitoring the weekly hours booked by each of Tennis Coaches and shall seek cancellation if the limitation on hours is exceeded.

- D. LTC members and members of the public make their own bookings in accordance with Rules published on the Booking Register.

- E. Rules and changes to the Rules shall be proposed by the Booking Officer and must be approved by majority vote of the Executive Committee. Any member of the Committee may suggest changes to the Rules to the Booking Officer and the Booking Officer is obliged to put the suggestion to the Executive Committee. The Executive Committee may delegate its approval function to the Booking Officer and the President jointly.
- F. Changes to the Rules shall be published as soon as possible by circular email to all members and by notification on the Booking Register. The Home page of the website shall also be updated with the change(s).
- G. LTC members and members of the public shall receive advance notice of implementation of the change(s) to the Rules equivalent to the advance booking period. For example, when bookings may be made up to 14 days in advance of play, the notice period is 14 days.
- H. The booking Officer shall request that a member who breaches the published Rules change their booking to comply with the Rules. In default of change by the member within a reasonable period of time, the Booking Officer shall change the booking.
- I. Bookings are restricted periodically as courts are closed for maintenance and repair purposes.
- J. Operation of the LTC Clubhouse and courts may cease or be limited in order to comply with NSW regulations and laws e.g. Public Health Orders

Adopted by the Committee on 11 October, 2021