

## KBC Booking Policy

Revised August 1, 2023.

These KBC policies may be revised over time and the most recent version supersedes all previous versions.

Players are responsible for being aware of the current policies and rules, and all members are asked to kindly encourage each other to follow them. If everyone does their part to abide by them, all members can enjoy playing badminton at KBC.

Please keep in mind that these policies are designed to provide access to our five courts by our 500+ members. If you have any questions or concerns about them, please contact [booking@kelownabadminton.ca](mailto:booking@kelownabadminton.ca).

### Booking Accounts

- Any KBC member in good standing may request a booking account to create a court booking for a specific court at a specific time. Contact the Booking Manager at [booking@kelownabadminton.ca](mailto:booking@kelownabadminton.ca) to set up an account.
- Courts are booked online at [kelownabadminton.skedda.com](http://kelownabadminton.skedda.com), which can be accessed directly or from the KBC website at [kelownabadminton.ca](http://kelownabadminton.ca).
- A booking account is considered a privilege. Failure to abide by these booking rules can result in suspension of this privilege.

### Regular Bookings

- Regular bookings may be created from 72 hours (3 days) in advance to 8 hours in advance of the start time.
- Courts may be booked for singles or doubles. Please avoid singles during busy times to make the club available to more players. Our highest demand times are usually Monday to Friday from 5pm – 9pm.
- Bookings may be made online in half hour increments up to a maximum of 2 hours.
- Members should not book more time than they need. Not using the full booking wastes court time and may result in a booking penalty for all members in the booking.
- A group may not reserve additional time by having someone in their group book the subsequent time slot. Any individual player may not appear in back-to-back bookings for different groups. See “Late Bookings” below for exceptions to this rule.
- One member booking for a group of players may book up to a maximum of two (2) courts provided they have at least six players. Failure to fill multiple courts may result in a booking penalty for each member in the group.
- Court bookings must identify the specific members included in the booking. The full names of all players, including the booker, must be included in the Notes section of the booking (which is only visible to the booker and the Booking Manager).
- A player may not appear in multiple bookings at the same time.

- Please update bookings if the players change. Bookings may be edited up to the start of the booking time. After that, please send changes to [booking@kelownabadminton.ca](mailto:booking@kelownabadminton.ca).
- Guests of a member may be included in bookings and should be clearly identified as guests. The guest fee for each guest must be paid at [kelownabadminton.ca/kbc-guest-fee/](http://kelownabadminton.ca/kbc-guest-fee/) by the guest or the sponsoring member prior to the start of play.
- Courts that will not be used must be cancelled 24 hours in advance to avoid a booking penalty for each member in the booking.
- The Booking Manager has the right to cancel or modify any booking.

#### Late Bookings (Within 8 hours of the Start Time)

- At 8 hours before the start time, all members have had an opportunity to book courts and remaining unbooked courts are considered surplus.
- Late bookings may be created beginning no earlier than 8 hours in advance of the start time.
- A number of booking rules are relaxed for late bookings in order to utilize available courts:
  - Additional time before or after an existing booking (back-to-back bookings) may be booked by any player or group.
  - One additional court (to a maximum of three) may be claimed for an existing group, provided they have the players to utilize it.
  - Cancellation of a late booking may be made up to two hours in advance of the start time without penalty.
- When multiple groups are interested in the same surplus court space, we ask that they work out a way to share the space/time instead of competing for it.
- All of the court usage rules still apply to late bookings. Courts must be fully utilized to avoid booking penalties.

#### Playing With a Booking

- Booked courts are reserved for those players listed on the booking. Others may join only if that group allows.
- Players are asked to be ready to play at their scheduled start time and leave the court at their scheduled end time.
- Players may continue to play on a court that remains unbooked or unused after their booking, but it is their responsibility to be aware of the next group and to vacate the courts when that group arrives.
- Not showing up for a booking wastes court time and may result in suspension of booking privileges.
- Showing up late for a booking, or leaving early, wastes court time and may result in suspension of booking privileges.

## Playing Without a Booking

- A booking is not required to play. Unbooked courts are available to anyone at the club, but must be shared by anyone not listed on an active booking.
- Booked courts that remain empty may be used by anyone in the building until the group with the booking shows up. They are treated like an unbooked court until the group shows up.

## Miscellaneous

- Juniors (under 18 years old) may book courts at any time, but their access cards only work during junior-specific times. Juniors require a supervising adult in the building, which can be someone that is also playing or not playing.
- Unnecessary movement behind the courts should be avoided.
- Sportsmanship is encouraged but needs to be done in a way that everyone is comfortable with. A wave or virtual high-five may replace the traditional handshake after a game.

## Booking Penalties

The intent of the booking system is to utilize the courts efficiently and to provide fair access to members. Booking courts should be considered a privilege and not a right. Any actions by members that limit court utilization or affect fairness may result in a penalty. The goal is to discourage actions that waste court time or undermine fairness. We all play a part in making KBC a better place for all members. If you notice something that doesn't seem right, let us know at [booking@kelownabadminton.ca](mailto:booking@kelownabadminton.ca). Penalties are assessed to all members included in a booking, as everyone shares in the responsibility for utilizing booked courts.

### Penalty 1

- The booking window is reduced to 24 hours instead of the normal 72 hours. Members can still book, but will not have access as early to available courts.
- The typical duration of this penalty is two weeks, but it may be shorter or longer at the discretion of the Booking Manager.
- This penalty applies to:
  - Late cancellations (less than 24 hours in advance of the start time)
  - Underutilized courts (courts that go unused more than half hour in any booking)

### Penalty 2

- Booking privileges are suspended. Members can still play on open courts or in groups, but may not make their own bookings.
- The typical duration of this penalty is two weeks, but it may be shorter or longer at the discretion of the Booking Manager.
- This penalty applies to:
  - Failing to show up for a booking, leaving the court uncancelled and unused.
  - Repeated Penalty 1 violations

## Club Bookings

A number of bookings are made by KBC to facilitate various organized activities. These bookings are organized separately and follow a different set of rules. Examples include:

- Weekly Organized Groups: several groups have pre-booked court time and cater to a specific set of players. Members can join these groups if they fit the criteria and follow the rules organized by each group.
- Junior Training Program: time is set aside for KBC to coach our popular junior program.
- Tournaments and Events: occasionally time is reserved to run a tournament or special event.
- Private Events: KBC occasionally rents out courts for private functions, though we look to avoid busy times for this.
- Maintenance: sometimes things need to be fixed.