BLTC Court Allocation

Below are the recommendations of the Court Allocation Group (CAG), applicable from 1st January 2023.
In making their recommendations, the CAG has taken into account feedback from members, coaches and mix-in event attendees to understand their requirements.

The main objective of the new policy is to ensure court allocation is "fair" as far as is practically possible for all user groups, including members of all ages and levels of play along with the Byfleet LTC coaches.

Implementation of the court Allocation Policy will largely be an office function, but visibility and a clear understanding of the Policy is key for a range of users. Members wishing to use the courts with friends, Team Captains booking for matches, Coaches undertaking private lessons and implementation of the Club Programme which covers all Club led activities and Group bookings.

This policy provides top level guidance to ensure a consistent approach to the allocation of courts, but an element of discretionary rights will be afforded to the Club Manager to adjust on rare occasions once all consideration of the implications to bookings on any select date have been understood. This will be referred to as "Management Discretion".

Outdoor Courts: Pre – Bookings for Club Programme of Adult and Junior Group Coaching

In principle, outdoor courts will be available for the Club Programme to pre-book allocations for group coaching within the timeframes and court limitations of:

- Monday to Friday 15:30 – 20:30: Courts 1, 2 and 3 (Principally but not limited to Juniors)
- Monday to Friday 20.30 – 22:00: Courts 1, 2 and 3 (Adult Group Coach & Member led Activities)
- Monday to Friday 15: 30 – 18.30: Courts 10 & 11 (Principally but not limited to Juniors)
- Saturday 09:00 – 13:30: Courts 1, 2,3, 10 & 11 (Principally but not limited to Juniors)
- Sunday 09:00 - 11:30: Court 3 (Principally but not limited to Juniors)

Outdoor Courts: Pre - Booked Other Sessions

The Club Programme will include a number of Member Opportunities to play in Groups and these will include Mix In's, Drills, Training sessions Club Nights for Adults and Juniors**.**

Junior Holiday Camps

Monday to Friday: Daytime: **Max 5 courts**, 1, 2 and 3, plus either 2 Indoor or courts 10 & 11.

Club Group Programme

- All Club organised sessions require members to book beforehand and court allocation will be based on the number of bookings 48 hours prior to the start of the sessions.
- Where numbers dictate, additional courts will be allocated at key times.
- Club Sessions will have a court allocation which is determined by the prevailing number of attendees at the discretion of the Club Manager.

The following sessions are correct at the time of writing but discretion to amend the following is given to the Tennis Committee based on any revision of the Club Programme offering FOC (Free of Charge) member sessions:

1. **Tuesday** *Morning Mix-In*
   11:00 – 12.30: Courts 7, 8 and 9
2. **Wednesday** *Doubles Drills & Match Play*
   19.30 -21.00: Courts 1, 2 and 3.
3. **Thursday** *Adult Doubles Tactics*
   10:00 – 11:30: Courts 1, 2 and 3
4. **Friday** *Mix-In*
   13:00 – 14.30: Courts 7, 8 and 9.
   Friday *Junior Club Night*
   16:30 – 18:30: Courts 10 and 11
5. **Saturday** *Mix-In*
   13:30 – 16:00: All courts dependant on number of bookings

Club Matches

All club matches to be booked centrally by the Office. The Office is responsible for applying the below court allocation limits. Note captains can use MyCourts Team and Events Calendar by logging into the membership area to see what matches have been booked on specific dates up to 6 months forward.

Saturdays (between 09:30 - 13:30) – 4 courts maximum at one time.

Saturdays (between 16:30 – 22:00) – 6 courts maximum at one time.

Sundays (between 9.30 – 22:00) – 6 courts maximum at one time.

Monday to Friday (09:30-18:30) – 4 courts maximum at one time.

Monday to Friday (18:30 – 22:00) – 4 courts maximum at one time. (Summer only, subject to review prior to start of Summer season)

NB Where a date for a league match is specified the Club Manger has the discretion to allocate appropriate courts based on predicted impact on Club users.

AD hoc events: Courts will be allocated at the discretion of the Club Manger (e.g., Club Open Tournaments & Club Finals)

Maintenance Courts will be allocated at the discretion of the Club Manger

Outdoor Court - Booking Guidelines

- For all Individual & 1:2 Coaching – The outdoor courts will be available for coaches to book with the same advanced booking lead time as the Members. Only coaches with contracts with the Club have the right to book courts in advance.
- If there are matches on courts 1 and 2, the Coaches are asked to avoid booking court 3 for coaching.
- The Coaches, not members, to book courts for individual coaching lessons, providing the name of the member being coached.
- The Coaches must not speculatively block book courts in advance. Only courts for pre-arranged lessons must be booked.
- When booking courts 1, 2 or 3 for individual coaching lessons, the Coaches should, where possible, first book an end court followed by the adjacent court.
- When lessons are cancelled the court must be released back onto the booking system ASAP.
- Club matches have priority on courts 1, 2, 6 and 7. If a member wants to book a match with less than 14 days' notice, they will not have priority over these courts. Coaches will not be expected to move their individual lessons.

Outdoor Court - Booking Rules

- Members and coaches can book courts 14 days in advance, 14th day in advance from 07:00.
- Members can book all the courts unless they have been pre-booked by the club.
- Members can book up to an overall maximum of 240 minutes per day across any number of courts i.e., 1 * 240, 2 * 120, 3 * 80, 4 * 60 etc.
- Coaches can book as many hours as required each day but are limited to one court only at a time unless part of an agreed group administered by the Club.
- Courts booked for coaching between 15:30 and 20:30 on weekdays and on Saturday and Sundays

should be prioritised for coaching groups.

Indoor Courts: Pre-Booked Group Coaching Sessions
In principle, indoor courts will be available for the coaches to request pre-booked allocations for group coaching within the timeframes of:

- Monday to Friday 15:30 – 19:00: 2 courts
- Saturday 9:00 – 11:00: 2 courts

Indoor Court - Booking Rules (based on a priority booking system)

- Members can book courts 14 days in advance, 14th day in advance from 07:00.
- Coaches can book courts 10 days in advance, 10th day in advance from 07:00.
- The CT (Coaching Team), not members, to book courts for individual coaching lessons, providing the name of the member in their booking.
- Members can book up to a maximum of 90 minutes for each session.
- Members can book up to 90-minutes total per day.
- When lessons are cancelled the court must be released back into the booking system ASAP. Any late cancellation fees owing are the responsibility of the coach, who should collect them from the member.

Coaching

- Members must not book courts for individual lessons and all individual lessons are restricted to outside courts 1,2,3,10 and 11. This policy is to ensure other members are not inconvenienced by members booking an adjacent court for their private lesson.
- The coaches must agree any new pre-booked indoor or outdoor court allocations with the Tennis Committee.

MyCourts booking rules for members and coaches are as follows.

	Indoor Courts		Outdoor Courts	
	Member	**Coach**	**Member**	**Coach**
Book from today n days in advance	14	10	14	14
Book nth day from today at	07:00	07:00	07:00	07:00
Single booking times allowed in minutes per court	30, 60 or 90	30, 60 or 90	30, 60, 90 or 120	30, 60, 90 or 120
Max Minutes can book in advance per day (mins) – note you have both limits each day	90 mins per day	No restriction	240 mins per day	Unrestricted
Max number of separate bookings	Unrestricted within max minutes limit	None	Unrestricted within max minutes limit	Unrestricted within max minutes limit
Can book multiple indoor or outdoor courts with same start time (as separate bookings)	No	No	No	No
Can book indoor AND outdoor courts with same start time (as separate bookings)	No	No	No	No
Courts bookable by members & coaches	Yes	Yes	All	Courts 1-3 & 10 & 11
Court Lighting Charge per 30 mins booking slot	£5	£5	£3 where applicable *	£3 where applicable *
* For outside courts, a lighting charge is only applicable for each 30 min booking slot if the sunset time occurs during or before the slot time or the sunrise time occurs after or during the slot time				
Fines (£2 per 30 mins) if cancel less than 48 hours before start (and court not booked out subsequently)	Yes	Yes	No	No
Minimum Member Account Top-up Amount	£20			
Adult Guest Fee per 30 mins	£2			
Under 18 Guest Fee per 30 mins	£1			