



TITLE	5.5 Use of Courts and Scheduling Policy
CATEGORY	Operational
EFFECTIVE DATE	December 9th, 2024
DATE OF LAST REVIEW	New
ADOPTED ON	December 9th, 2024

1. Purpose

To provide guidelines to ensure the fair and proper use of courts and scheduling platforms for all members, guests, and visitors.

2. Policy

2.1 Scheduling Platforms

- *Playtime Scheduler* will be used for group session play and training session.
- *Pickle Planner* will be used for private matches or training sessions.

2.2 Registration Requirement

All members, guests, and visitors must be registered via Playtime Scheduler or Pickle Planner to participate in any PBM sessions.

2.3 Visitor Communication

Visitors must contact the General Manager through the PBM website or any other way to request playing opportunities.

4. Session Limitations

2.4.1 A member, guest, or visitor may participate in one session per day. See Guest and Visitors Policy.

2. Members wishing to play in more than once a day, must register within the same day of the extra session. If the session has a waiting list, they must remove their name.

2. Session participation

Players must play only in the session they registered for and at the time indicated on the schedule.

3. Players must stay in the lounge until the beginning of their session.

4. Court Use During Sessions

Members can not use empty courts during an ongoing session but can request permission from the session captain to join the group session if there is space available.

5. Unused Sessions

If a designated session is not in use by the scheduled group, it will be converted by the General Manager, on that day, into a self-training session. This will also apply to a session with three empty courts. Members must register for self-training through Play time scheduler and specify court use.

2.9 Special Event

Unless it is organized by PBM, a plan must be presented to explain the reason to hold a Special event and how it will benefit the Membership. The request must be made to the B.O.D. with the General Manager's recommendation.

3. Procedures

3.1 Registering Guests

When bringing a guest to a session, members must:

- Add a note to the session on Playtime Scheduler with the guest's name.
- Ensure the session does not become full. If it does, the guest will not be allowed to participate.

3.2 Self-Training Sessions

Members registering for a self-training session must:

- Create a note indicating the court they plan to use.
- If using the Ernie ball machine, it is recommended to use court six and dividers to minimize disruption to other members.

4. Responsibility

The General Manager is responsible for ensuring compliance with this policy.