



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

- A reservation platform will be used for group session play, reservation and training session.

### 2.2 Registration Requirement

All members, must be registered via the reservation platform 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.

### 2.4 Session Limitations

- 2.4.1 A member, guest, or visitor may participate in one session per day. See Guest and Visitors Policy.
- 2.4.2 **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.**

### 2.5 Session participation

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

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

## 2.7 *Unused Sessions*

If a designated session is not in use by the scheduled group, it will be converted by the General Manager, the day before (around 12 pm, subject to change), into a self-training session. This will also apply to a session with three empty courts. Members must register for self-training through the reservation platform 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:

- **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:

- Follow the rules for court reservation in policy 5.1
- 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.