

# CLUB INFORMATION AND RULES BOOKLET

## 1. Introduction

1.1 Welcome to the Mana Squash Rackets Club (Inc). In this booklet are details of the Club, how it operates, the facilities provided, how to become involved in Club activities and the rules that govern those activities. These rules, as set out below, are for the benefit of all members and are made to ensure the Club is run efficiently. Each Member must make themselves familiar with the rules and, if necessary, draw the attention of other members to them. Please read this booklet carefully.

## 2. Brief History

2.1 The idea for the Club came from a group of enthusiastic individuals wanting to play squash locally instead of having to travel into Wellington. They were, in their own words, "*not all big-gun players but were mostly hacks that just enjoyed running around wanting to relieve the pressures of a hard days work*".

2.2 In 1976 a public meeting was called to gauge the feeling of the local populace into the setting up of a Squash Club in the Paremata area. The well-known All Black *Ken Gray* chaired the Meeting. The guest speaker was *Bill Dyson (squash coach/Basketball coach /National Water Polo coach)*. With the majority support of the meeting, a Management Committee was formed to lay the groundwork for fund raising and planning to build a Squash facility within the Ngatittoa domain.

2.3 The Club was formerly established in 1977 with the laying of the foundation stone by the then Mayor Mr. J Browne.

## 3. Club Management

3.1 The Squash Club operates as an Incorporated Society and is managed by volunteer members who form an Executive Committee comprised of a President, Club Captain, Treasurer, Secretary, Membership Secretary and a general Committee of up to 7 individuals.

## 4. Annual General Meeting

4.1 The Annual General Meeting is usually held in February/March each year, and all financial members are invited to attend.

## 5. Committee Meetings

5.1 Management Committee meetings are generally held first Monday of each month. Where a member has a matter they wish to bring to the attention of the Committee, they should put it in writing and address it to the Club Secretary. Minor matters not requiring a formal response can be raised with any Committee member.

## **6. Club Membership**

6.1 The Club has an electronic court management system that allows for a wide range of membership types. Membership types and associated fees are printed on the current Membership Application form (which is available on the club website, and also in hard copy form on the club notice boards). The Senior, Young Adult, Intermediate and Junior categories described below all attract district and national levies which are paid by the club on members' behalf. All membership types may use the "Visitor" function of the court management system, except as listed below.

### **6.2 Senior (age 24 and above)**

6.2.1 This category may use the club courts at any time of the day and night, and additionally has the right to play in the District Interclub competition and approved tournaments. This category also has "Practice" rights (see below) by default.

### **6.3 Young Adult Senior (age 19 – 23 inclusive)**

6.3.1 This category may use the courts at any time of the day and night, and additionally has the right to play in the District Interclub competition and approved tournaments. If Young Adult members wish to have the "Practice" facility on their key tag they must apply to the Club President.

### **6.4 Intermediate (age 16 – 18 inclusive)**

6.4.1 Members applying for this category must be in the age group 16-18 (inclusive) on joining; proof of age will be required. This category may use the courts at any time of the day and night, and additionally has the right to play in the District Interclub competition and approved tournaments. If Intermediate members wish to have the "Practice" facility on their key tag they must apply to the Club President.

### **6.5 Couple**

6.5.1 To qualify for this option the couple concerned must live at the same address in a married or defacto relationship. Playing rights are the same as for Senior/Young Adult/Intermediate depending on the age of the couple.

### **6.6 Family**

6.6.1 A family membership must comprise two Senior members in a married or defacto relationship and up to 5 children who meet the Intermediate/Junior criteria. The Senior members of the family may use the courts at any time of the day and night, and additionally have the right to play in the District Interclub competition and approved tournaments. The Intermediate/Junior members of the family have the rights listed above for Intermediate/Junior members, depending on their age.

### **6.7 Junior**

6.7.1 Members applying for this category must be in the age group 11-15 on joining. Junior members cannot play between the following hours:

- 5pm to 9.30pm weekdays (except for Junior Club nights)
- 12pm to 7pm weekends and public holidays

*Note: Notwithstanding these non-playing times, if the courts are not being used a junior is permitted to use the courts – they are not allowed to book courts during their non playing times, however, and must vacate the courts when asked by members who have unrestricted playing rights.*

6.7.2 If Junior members wish to have the “Practice” facility on their key tag they must apply to the Club President. Juniors may play in the District Interclub competition and approved tournaments.

## 6.8 Mini Junior

6.8.1 Members applying for this category must be the child of a Senior member as defined above, and in the age group 0-10 on joining. Mini Junior members cannot play between the following hours:

- 5pm to 9.30pm weekdays (except for Junior Club nights)
- 12pm to 7pm weekends and public holidays

*Note: Notwithstanding these non-playing times, if the courts are not being used a mini junior is permitted to use the courts – they are not allowed to book courts during their non playing times, however, and must vacate the courts when asked by members who have unrestricted playing rights.*

6.8.2 Mini Junior members will never be given the “Practice” facility on their key tag.

## 6.9 Weekend

6.9.1 Weekend members may only play after 5.00pm on Friday until midnight on Sunday; It follows that Weekend members cannot play at any other time; they are also not allowed to play in the District Interclub competition or tournaments. Weekend members will never be given the “Practice” facility on their key tag.

## 6.10 Mid-Week

6.10.1 Mid-Week members can play at any time between 6.00 am on Monday and 5.00 pm on Friday, EXCEPT FOR the peak evening periods of 5.00 pm – 9.30 pm each weekday evening. They are also not allowed to play in the District Interclub competition or tournaments. Weekend members will never be given the “Practice” facility on their key tag.

## 6.11 Social - Non-Playing

6.11.1 Applies to members who are no longer playing but still want to retain contact with the Club and make use of the facilities.

## 6.12 3 Months/6 Months

6.12.1 Members who do not wish to commit to a full year's subscription may elect to join for a 3 or 6 month period only. This incurs a flat rate of subscription irrespective of age as listed on the application form. Playing rights will be accorded to 3/6 months members on the basis of their age, however, and will be as for Senior/Young Adult/Intermediate/Junior as listed above, with the exception that 3/6 month members are not allowed to play in the District Interclub competition or approved tournaments.

## 6.13 Casual Tag - Pay to Play

6.13.1 For those who play irregularly, a pay to play system is available. Individuals purchase a key tag that gives access to the club and the courts; the tag is active for 12 months from date of joining. Each use of the tag incurs a charge of \$8 which should be left in the deposit box in the envelopes provided at the desk. If the casual club member plays a non club member the visitor provisions of the club rules apply and a further charge of \$8 applies. The tag expires after 12 months from initial date of issue unless a further fee for casual membership is paid. Casual Pay to Play members will never be given the "Practice" facility on their key tag.

## 6.14 Dual Club

6.14.1 This membership option applies to individuals who belong to another Club but also wish to play squash at the Mana Club. The playing rights for Dual membership are the same as for Senior/Young Adult/Intermediate/Junior, depending on the age of the Dual Club member, with the exception that Dual members cannot play external tournaments, interclub or in local club championships for Mana Squash Club.

## 6.15 Corporate

6.15.1 Corporate membership is available to companies/organizations that provide recreational benefits to their employees. The rights of Corporate memberships will be negotiated on a case by case basis; for more details prospective corporate members should contact the Membership Secretary. Corporate memberships will never be granted "Practice" or "Visitor" rights.

## **7. Subscription Levies**

7.1 Unless otherwise stated (eg. 3 or 6 month memberships) subscriptions are for 12 months from the date of joining and are subject to change without prior notification.

7.2 Subscription renewal notices are normally mailed 30 days prior to subscription expiry. Payment of the subscription is actioned on the Hawkeye 700 system and the key tag is then automatically renewed for the new subscription year/period.

7.3 Hawkeye 700 automatically turns off key tag access 30 days after subscription expiry. At that point reminder notices will be sent out – subsequent

renewals incur a 10% additional late payment charge in accordance with normal business practice.

7.4 New members are required to pay a refundable deposit for the key tag. A refund is only given if the tag is returned within 3 months of a member resigning or non-renewal of membership.

7.5 It is most important that members pay the subscription when it is due. This ensures (1) that you continue to have access to the courts and (2) that the Club continues to provide on-going development and services for the benefit of all members.

## **8. Access Tags**

8.1 On joining the Club, all members are given an electronic tag that allows access to the front door and, for those with squash playing privileges, will activate the squash court lights.

8.2 In addition to your subscription you will be charged a \$10 deposit fee that is refundable when the key is returned to the Club.

8.3 The access tag is NOT TRANSFERABLE and must not be lent to non-members. Such action may result in the suspension of your playing rights.

8.4 A lost key tag must be reported immediately so that it can be removed from the system. A replacement tag will cost you \$10.

## **9. How To Participate**

9.1 Participation is dependant on your playing ability and whether you want to play competitive (interclub, tournaments) or social squash (friendly games with other members of the club).

9.2 Club Nights Club nights are held on Monday nights from 7.30pm and are a great way to play higher graded players, and to meet other members.

9.3 Interclub Interclub is now played all year round broken down to the two seasons, autumn/winter and spring/summer. All clubs enter various grades (Men/Women's Open, Men/Women's Masters and Junior's). Selection of teams is based on the grading list. Individuals wishing to play interclub must have a membership type that permits competitive squash (*refer to Membership Type above*).

9.4 Each team is required to pay an interclub levy that is set for each interclub competition; typically the levy is around \$20 per person.

9.5 Social Leagues The club runs a series of social leagues that operates all year round. Each league runs for about 8 weeks and is adjusted according to ones winning ability e.g., you might be in team 4 but if you won every game in your league you could find your self in team 2 when the next league draw is posted. Conversely,

if you were in team 2 and lost all your games you could find yourself in a lower team. Teams normally comprise 4 to 6 members.

9.6 New members are encouraged to enter the leagues as it offers an excellent opportunity to meet other Club members. You simply place your name on the sheet to have your name added to the next league round.

9.7 Tournaments Each year the Club hosts a number of tournaments some of which are open events and some that are restricted to Mana Club members only. Examples are:

Open Tournaments

Mana C and Below

Mana Open

Mana Masters

Mana Junior Open

Members Only

Fun Tournaments

Club Champs

Masters Champs

Junior Club Champs

9.8 The Club on occasions also hosts National events e.g., National U21 Tournament, National Elimination finals. Notices of Tournaments are posted on the Notice Board on the passage side of the back wall to court 1.

9.9 Tournaments run by the Club, or other Clubs, incur the cost of an entry fee to cover cost (including prizes). The entry fee can range from \$15 for junior tournaments to between \$20-\$25 for open tournaments. Entry fees are payable at the time you forward your entry form. Most tournaments guarantee you a minimum of three games.

9.10 For tournaments run by the Club, you will find a notice on the Notice Board advertising the particular tournament. Members simply add their name to the list provided giving your full name, grade, (use "UG" if you do not have a grade) player code, and telephone number.

9.11 For tournaments run by *other* Clubs, you must fill in the official NZ entry form, and along with your entry fee, post to the club concerned. Supplies of Entry Forms are in the leaflet rack next to the fire hose. Members entering such tournaments must have the appropriate membership type (*refer to Membership Type above*).

## **10. Grading List**

10.1 All club members who play squash, and who have the appropriate membership type are eligible for grading. If you are not graded and intend playing interclub or tournaments you should contact the Club Statistician.

10.2 Grading lists are published monthly. Players are graded according to their rating at the time of the monthly cut-off date for the grading list. Each grade has a range of points made up as follows:

Grade	Points	Grade	Points
A1	4001 & up	A2	3501-4000
B1	3101-3500	B2	2801-3100
C1	2401-2800	C2	2101-2400
D1	1801-2100	D2	1501-1800
E1	1201-1500	E2	901-1200
F	601-900		

### Point's adjustment for wins and losses

#### A1-C1 Winner has Higher Points & 2401 or above

Difference	Winner	Loser
0-99	+20	-20
100-199	+15	-15
200-299	+5	-5
Over 300	+0	-0

#### A1-C1 Winner has Lower Points & 2401 or above

Difference	Winner	Loser
0-99	+20	-20
100-199	+25	-25
200-299	+30	-30
Over 300	+40	-40

#### C2-J5 Winner has Higher Points & Between 100 & 2400

Difference	Winner	Loser
0-99	+20	-20
100-199	+20	-10
200-299	+10	-5
Over 300	+5	-0

#### C2-J5 Winner has Lower Points & Between 100 & 2400

Difference	Winner	Loser
0-99	+30	-20
100-199	+50	-25
200-299	+70	-30
Over 300	+100	-40

Source: New Zealand Squash Web Site: [www.squashnz.co.nz](http://www.squashnz.co.nz)

## 11. Booking a Court

11.1 Bookings are for 45 minute periods, and are made through the Club's online booking system. This system can be accessed from home via the internet, or by using the computer terminal in the main corridor in the Club. Using the system is a 5 step process as outlined below.

## **Step 1 – Obtain your User Name and initial password.**

This is done by contacting the Club member responsible for the system via e-mail or telephone (at the time of writing, that is Paul Gadd who can be contacted at [pmgj@xtra.co.nz](mailto:pmgj@xtra.co.nz)). He will set you up in the system and allocate your User Name and initial password.

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## **Step 2 – Sign on**

Once you have your User Name and Password, you need to sign on to the system.

You can view the system by either clicking on the Mana Squash club web site : <http://www.manasquash.co.nz> and then click on the link for Online Bookings on the home page,

Or you can go directly to the booking system:  
<http://bookings.a-base.co.nz>

Once you have found the site, enter the user name and password in the boxes as provided, and press 'Go'.

If this is the first time you have used the system, you will be asked to change your password, confirm your email address and phone number. Enter a new password that you will remember.

Note that if at any time you forget your password you can click on the 'Lost Password' link, and the system will email it to you.

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## **Step 3 – Booking a court**

To book a court click on an available slot. Your name will appear as player 1. Click on the space for player two and follow the instructions to select your opponent. If you are just testing the system you may want to 'un check' the box that will send the email reminders.

You can only book games with other members that are setup in the system.

If you want to play a Visitor, you can use the special member 'Club Visitor' setup in the system (first name: Club Surname: Visitor).

Then press the 'submit' button.

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## **Step 4 – Delete a booking**

You can delete a booking you have made (if for example it was made in error or you simply want to cancel it), by clicking on the booking. You will be asked to confirm that you want to delete it.

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## Step 5 – Log Out

Whether you are making a booking from home, the office, the Club or an internet café somewhere, don't forget to log off. Press the log off link in the yellow menu button area.

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### 11.2 Other Options

11.2.1 *Change name* – you can change your name, password, phone or email at any time by clicking on the 'My Details' menu link.

11.2.2 *Reports* – you can look at some basic reports of how often you play.

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### 11.3 Missing User Names

11.3.1 If other members of your family or your friends have not received an email with their User Name and Passwords, or you can't find them in the list of Members when you try to make a booking, then there is a good chance they are not setup on the system yet .

11.3.2 In this case please send an email to the Club member responsible for the system (currently Paul Gadd - [pmgi@xtra.co.nz](mailto:pmgi@xtra.co.nz)) with the first name, surname, and email address of the Member required to be added and they will be set up and have their username and password emailed to them.

## 12. **Booking Rules**

12.1 Members may book up to 7 days in advance with a limit of 2 current bookings at any one time. Bookings must not be consecutive.

12.2 The Committee reserves the right to make block bookings for Club nights; Interclub; Tournaments; Coaching; Team Eliminations Training etc.

12.3 Where a court has been booked and is not being used within 10 minutes of the time booked the booking is forfeited and may be used by other members.

12.4 Members unable to make use of time booked must make every effort to ensure that the booking is cancelled at least 1 hour before the scheduled time.

***NB: Where no effort has been made to cancel a booking the Committee reserves the right to suspend members' playing rights.***

12.5 No prior booking is to be made by members wishing to practice by themselves. However if the courts are not in use practice is permitted. *Only one person is permitted on the court while the practice option is displayed.*

***NB: Where two members are observed playing with the practice option displayed The Committee reserves the right to withdraw his/her practice option without prior notification.***

### **13. Visitors**

13.1 The Club is for the use of its own members and visitors' access must therefore be restricted. Visitors must be accompanied by a member of the club.

13.2 Visitors must play with a current club Member.

13.3 The Member hosting a visitor must ensure that a visitor's fee of \$8 is paid for each 45-minute period. The Visitors fee should be placed in the envelope provided and then dropped into the "Statisticians" box. *If the Club has to invoice a member for a visitors' fee, the member will be charged double the visitors fee.*

13.4 Where a member brings the same visitor 3 times or more the visitor should be invited to apply for membership of the Club.

### **14. Court Attire**

14.1 When playing squash members are to wear clothing as defined by NZ Squash. Only non-marking shoes are to be worn on the courts. Players not conforming to the recognized dress standards will be asked to vacate the court.

### **15. Juniors**

15.1 The term junior applies to those children in the age group 11-15 as at 1 April each year. *For their own personal safety juniors are not permitted into the Club without being accompanied by a parent or guardian.*

15.2 Junior hours of play are Monday to Friday up to 5.00pm and on weekends and public holidays up to 12.00 Midday.

15.3 Juniors graded E2 and above may be granted senior playing rights at the discretion of the Management Committee.

15.4 Organized Junior Club nights, usually commence mid-April to October, are held each Friday from 5:30pm to 7.30pm. Coaching is provided and all juniors are welcome.

15.5 Any junior wanting to play outside junior time may do so on the payment of an *Intermediate* subscription

### **16. Notice Boards**

16.1 There are various notice boards along the passageway behind the courts. Important squash information such as Squash Tournaments, Grading Lists, Interclub, Squash Leagues, Junior Squash and other general notices are regularly displayed. Please check the Notice Boards each time you visit the club.

### **17. Web Page**

17.1 The Club has its own web page which can be found at [www.manasquash.co.nz](http://www.manasquash.co.nz). Members can also visit Squash New Zealand

[www.nzsquash.co.nz](http://www.nzsquash.co.nz) and Squash Wellington [www.squashwellington.org.nz](http://www.squashwellington.org.nz) pages for up to the minute information on both National and District squash events/news.

## **18. Coaching**

18.1 The Club has several members who willingly give of their time to provide coaching. If you wish to get coaching send a e-mail to: [coach@manasquash.co.nz](mailto:coach@manasquash.co.nz)

## **19. Club Facilities**

19.1 The Club has the following facilities available to all members. However there are some rules relating to the use by juniors of the Sauna which are explained further on.

19.2 Bar and Lounge The Bar and Lounge is located upstairs. The bar is manned by volunteers and is open during interclub and when the club is hosting tournaments. Normal bar hours are:

Monday - Friday	7:30-9:00
Saturday	Flexible
Sunday	Flexible

19.3 The lounge is open at all times. It offers pleasant surroundings and provides a view of the squash courts. Members are encouraged to bring along prospective members, have a game of squash, show them the facilities and then relax in the bar for a few drinks. If you do bring along a guest please have them sign the Visitors Book that is located on the left of the bar servery.

19.4 Sauna A mixed sauna is provided for members use and is situated between the Men's and Ladies changing rooms. *Juniors are not permitted in the sauna unless accompanied by a parent or guardian.*

19.5 Showers Full shower and changing facilities are provided downstairs for both Men and Women. *Please do not leave valuable items in this area.*

## **20. Security**

20.1 Members should ensure that no unauthorised individuals are allowed access to the Club, and should question individuals who ring the doorbell as to the reason for them wanting access. If they are not bona-fide members then politely deny them access.

20.2 If you are the last to leave the Club premises, please ensure that all lights, both upstairs and downstairs, have been switched off and the entrance door is secure when you leave.

20.3 Please do not leave valuables in the dressing rooms while playing. Make use of the security boxes on the court doors.

20.4 Members should ensure that no unauthorized individuals are allowed to access to the Club.

20.5 If you are the last to leave the Club, please ensure that all lights, both upstairs and downstairs, have been switched off and that the entrance door is secure when you leave.

20.6 You should not leave valuables in the dressing rooms while playing. Make use of the security boxes on the court doors.

## **21. Hiring of the Club Facilities**

21.1 The Club facilities are available for hire to Club members. The Club social premises are available for private functions providing there is no conflict with normal Club activities such as tournaments and other club related activities. Full details of the conditions for hiring the Club's premises are contained at the Club website – [www.manasquash.co.nz](http://www.manasquash.co.nz)

21.2 Applications for hiring are made in writing to the Management Committee, or via e-mail to: [clubhire@manasquash.co.nz](mailto:clubhire@manasquash.co.nz) Applications will normally only be accepted from financial members of the Club. *Any applications from non-financial members shall be at the discretion of the Management Committee.*

21.3 All applicants applying for use of the premises are responsible for:

- Payment of all hire fees;
- Maintaining the condition of the premises during the period of hire;
- The full cost of any damage that may arise during the period of the hire;
- Cleaning the premises immediately after use;
- Compliance with all regulations, and license, which apply to the Club and its facilities.

## **22. Bar Usage**

22.1 There are to be no sales of liquor within the club unless they are made across the bar counter, at normal bar prices, for the benefit of the Club. The use of the Bar facility is dependent on the availability of a Club supplied Bar Manager. Given the volunteer nature of bar operations, the club cannot guarantee such services will always be available. Arrangements for a bar manager are made on each application for hire. *If the Bar is used, all requirements of the Club's Bar License are to apply.*

22.2 Only Club supplied liquor is to be consumed on the premises, although approval may be granted for BYO wine and spirits. Where approval is given for BYO Wine and spirits, these must be dispensed and served over the bar counter.

## **23. Hours of Hire**

23.1 Normal closing hours, as provided for in the Club bar License, are to apply. The closing time is 1am with the premises to be vacated by 1:30am.

## **24. Hire Levies**

24.1 Cost of hire is \$350 (includes license fee) at the time of writing these club rules; current costs are as listed at the Club's website. A refund of \$100 will be paid if the Club is left in an undamaged and clean condition. Full payment is to be lodged with the Club treasurer 7 days before the date of hire. In the event of non-payment, the Club reserves the right to suspend the hire agreement.