



Gladstone Netball Association

Memorial Park, Side Street | Gladstone, QLD 4680
(PO Box 982)

Standard Operating Procedure (SOP) – Court Usage/Hire

Effective Date: [Insert Date] Reviewed By: [Insert Reviewer Name]

1. Purpose

This SOP outlines the procedures for hiring and using netball courts to ensure equitable access, safety, and adherence to booking policies.

2. Scope

This procedure applies to all individuals and organizations hiring or using the netball courts, including association-affiliated clubs, local teams, schools, corporate groups, and external event organizers.

3. Booking Process

3.1 Court Hire Requests

- Clubs affiliated with the association will be given priority access for regular training and match scheduling.
- External groups must submit hire requests via Email to Association Secretary at least **7 days** in advance.
- Requests must specify:
 - Date and time of booking
 - Purpose of hire (e.g., training, matches, events)
 - Number of courts required
 - Contact details of the booking party

3.2 Booking Confirmation

- Bookings will be reviewed and approved by the **association Executive committee** within **48 hours**.
- Confirmation will be provided along with:
 - Hire fees and payment details (if applicable)
 - Terms and conditions of use
 - Court access and equipment availability

3.3 Priority of Use

- **Association clubs, Scheduled Fixtures and official programs** take priority over external bookings.
- Courts will be allocated on a **first-come, first-served basis** for external hires.



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4. Court Usage Guidelines

4.1 Access & Entry

- Hirers must check in with association staff upon arrival.
- Clubs must adhere to their allocated court times and vacate courts **promptly** when their session concludes.

4.2 Equipment & Facilities

- Nets, posts, and other club equipment may only be used with prior approval.
- Any damage to facilities or equipment must be reported **immediately**.
- Clubs are responsible for ensuring their members adhere to facility rules.
- Clubs are to ensure lights are turned off at the end of the session

4.3 Conduct & Safety

- All users must comply with **safe playing practices** and follow the association's **code of conduct**.
- Alcohol, smoking, and illegal substances are **strictly prohibited** on court premises.
- Any injuries or incidents must be reported via the **association's incident report form**.

5. Club Responsibilities for Court Use

- Clubs must ensure their players, coaches, and officials follow association guidelines.
- Clubs must submit seasonal **training schedules** in advance for court allocation.
- Any disputes related to court allocation must be resolved through the association's **dispute resolution process**.
- Clubs are responsible for ensuring prompt payment of any hire fees if applicable.

6. Fees & Payment

6.1 Hire Rates

- Clubs using courts for **official training and matches** may be exempt from hire fees under association agreements.
- External hires will be charged based on duration and type of event.

6.2 Payment Process

- Full payment must be made **prior to court use** via bank transfer, online payment, or cash at the association office.
- Refunds for cancellations will be issued as per the **association's cancellation policy**.

7. Cancellation & Rescheduling

- Clubs must notify the association of any **schedule changes** or cancellations at least **48 hours** in advance.
- Late cancellations may result in loss of priority access or rescheduling restrictions.

8. Enforcement & Review

- The **association executive committee** is responsible for ensuring compliance with this SOP.
- Non-compliance may result in **booking restrictions, disciplinary action, or loss of hire privileges**.