

# Court Booking and Covid-19

*A Guide for Ebbisham Sports Club Members*

This document explains some extra requirements in the Court Booking Portal that are required to comply with Covid-19 Track and Trace

Neil Hudspeth

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Version 1

A circular logo with a double-line border, containing the letters "ESC" in a bold, sans-serif font. The logo is positioned on the right side of the page, overlapping a vertical green gradient bar and two thin white lines.

ESC

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## INTRODUCTION

Whilst the Government has allowed sports clubs to reopen their courts as they relax Covid-19 restrictions, they have placed a number of obligations on clubs that do so. One of these obligations is to collect the names and contact details of members and non-members who use the Club's courts. To assist the Club's compliance with these obligations, the court booking portal has been updated.

## MAIN CHANGES

1. Tennis Courts should only be booked for 90 minute slots of which 75 minutes is playing time leaving a 15 minute buffer between bookings. The Tennis booking slots start at 09:00, 10:30, 12:00, 13:30, 15:00, 16:30, 18:00 and 19:30. Whilst bookings of 30, 60 and 120 minutes are still available on the duration menu they should not be used. **Please only book 90 minute slots and only slots starting at the times above.**
2. Squash bookings are for 45 minutes with a 15 minute buffer between bookings.
3. Badminton bookings are for 60 minutes with a 15 minute buffer between bookings.
4. For Tennis and Badminton bookings, a tick box has been added to the booking form to indicate that the court will be used for a doubles match. If the court is being booked for a doubles match, please tick this box and fields for two additional players will be displayed. Details for all four players must be entered.
5. When a booking is made, the booker will be unable to complete the booking without entering the name of their opponent(s), and their contact details if they are :
  - a. A non-member
  - b. A member who has not ticked the consent box for

### **Show name in opponent player selection list**

6. There is a new Bookings Terms and Conditions tick box that you must tick to signal your agreement prior to saving your booking

## BOOKING A COURT

The way you access the court booking system and the way to initiate a booking has not changed. The booking form itself has changed.

Select Participant and/or Confirm - Tennis Court 3 (FL), 29/07/2020, 15:00 to 16:30

Booking for - Neil Hudspeth

Opponent

Opponent - Enter Surname and Select

Non Member As Opponent:

Non Member Phone Number:

Non Member Email:

nhudspeth

Doubles - Please enter names and contact detail for all players

Booking Terms & Conditions

I confirm that Government guidelines do not require anyone on this booking or in their respective households to stay at home, for example because I, or someone I live with (or my opponent or someone they live with) has or has had symptoms of COVID-19, or I (or my opponent) are in the most vulnerable category and have been advised to shield from the coronavirus, or I (or my opponent) am required to self-isolate following contact with someone who has (or is suspected of having) coronavirus. If you are unable to confirm this, you should not proceed with this booking.

OK Cancel

1. When booking a court, your name will automatically be entered as the booker.
2. If your opponent is a paid up member of the Club enter the first three letters of their family name into the field labelled **Opponent – Enter Surname and Select**. A list of the names that match what has been entered will be displayed. Click on the name of your opponent to select them. In the image below, one must click on Tom Thumb even though it is the only entry in the list.

Select Participant and/or Confirm - Squash Court 2, 29/07/2020, 13:30 to 14:30

Booking for

Opponent

Opponent - Enter Surname and Select

thumb|

Tom Thumb

Non Member As Opponent:

**Note:** If you enter a name and do not select it, when you try to save the booking a message will be displayed to indicate that you must select an opponent for the booking.

3. If your opponent's name does not appear in the list, there are three possible reasons:
  - a. You have typed your entry incorrectly.
  - b. Your opponent has not given consent for their name to appear in the list (see above).
  - c. Your opponent's membership is not current.
4. If your opponent is not a member enter their name in the **Non Member as Opponent** field. You will also have to enter their telephone number on the **Non Member Phone Number** field and their email address in the **Non Member Email** field. Failure to enter all of this information will prevent the booking from being saved.

- When booking a badminton court or a tennis court, a tick box labelled **Doubles - Please enter names and contact detail for all players**. Ticking this box will cause two extra sets of opponent fields to be displayed.

**Doubles - Please enter names and contact detail for all players**

3rd Player
<b>Additional Player - Enter Surname and Select:</b> <input type="text"/>
<b>Non Member As Additional Player:</b> <input type="text"/>
<b>Additional Player Phone Number:</b> <input type="text"/>
<b>Additional Player Email:</b> <input type="text"/>

The **Additional Player – Enter Surname and Select** field should be completed in the same way as the **Opponent – Enter Surname and Select** field in 2 above. The remaining 3 fields are used for non-members and should be completed in the same way as in 4 above.

- If you have clicked the doubles box, you must the completed the fields for both additional player 3 and additional player 4.
- Finally you must click the **Booking Terms and Conditions** tick box which will change from red to green once ticked.
- Click OK to save your booking.