



Saanich Tennis Club Policy – Organized Events & Activities

1.0 Purpose

This policy provides a framework for enabling STC members to organize events, activities or programs (all herein referred to as “organized events”) that require the prioritization of STC court use or facilities for a scheduled, potentially reoccurring, time of the week.

2.0 Principles

- The facilitation of organized events is an opportunity and a benefit to STC members.
- Scheduling of organized events must also be limited to maintain significant opportunities for STC members to play tennis outside of organized activities.

3.0 Scope

This policy applies to all requests for reservation of court time at STC including single, intermittent and regularly occurring organized events.

4.0 Policy

- The opportunity for members to initiate organized events must be communicated to all STC members by the STC Executive
- Prioritization of court time for organized events cannot be made during public or member drop-in times unless the STC Executive approves as a special single or annual event. The approval from Saanich Parks must be obtained if public hours are to be affected by the organized event.
- The STC Executive must approve organized events scheduled at STC.
- Organized Event Coordinators, instructors and facilitators (herein referred to as “Event Coordinators”) must submit an Organized Event Agreement Form (see Appendix 1) at the discretion of the STC Executive a minimum of 14 days prior to the anticipated start date of the organized event
- Organized events will only be approved for group activities involving at least 6 participants
- Organized events will NOT be approved if it is not offered to a significant proportion of STC members. For example, a request to reserve the courts for 8 specific members will not be approved but a request for a women’s 3.5 drop-in for skill development activities or group lessons would be considered
- Organized events will be prioritized for STC members. However, participants who are not members of STC may participate, at the discretion of the STC Executive, in order to help facilitate the effectiveness of the activity if another STC member is not available to participate (e.g. a non-member may act as a substitute in group lessons to maintain the cost structure of the event). A guest fee, as identified by the STC Executive for that calendar year, will be applied as an additional fee for participants who are not STC members.
- The STC Executive reserves the right to decline specific organized events and Event Coordinators, including organized events that do not align with STC goals
- STC Executive reserve the right to terminate organized events at any time
- Notification of organized event court reservations must be communicated by STC Executive to

- STC members by email and website posting no later than 7 days prior to the organized event
- Upon commencement of an organized event, Event Coordinators must:
 - Ensure the organized event is complete within the approved time
 - Ensure the clubhouse and grounds are tidied and locked up and all STC supplies are returned at the completion of the session for the organized event
 - Communicate any lost / damaged items to STC Executive as soon as possible
 - Organized events with more players than available spaces must be organized such that every person interested in participating has an equal opportunity for play. This does not apply for fee-for-service activities where participation is reserved by payment.
- All participants in the organized event must have signed the STC liability waiver form (appendix 2) for the relevant calendar year.
- Fee-for-service events
 - All proposals for organized events that are associated with activity fees must adhere to STC's policy on fee-for-service activities.

5.0 Procedures

- An Event Coordinator may initiate a request for an organized event to take place at STC by completing the Organized Event Agreement Form (appendix 1). This form will be received by the STC President or a member of the STC Executive who will then distribute to the STC Executive for approval
- The STC Executive will provide all communications to STC members (i.e. all communications that are sent to the entire membership such as notification of court reservation and advertising the organized event)
- When applicable, STC Executive will also request approval from Saanich Parks if public hours would be affected. Events affecting public hours must not be regularly occurring.

Appendix 1 – Organized Event Agreement Form

Saanich Tennis Club (STC) Organized Event Agreement Form

Name of Event: _____

Date(s) and Time(s) of Event: _____

Description of Event:

Event Organizer: _____

Email Address and Phone Number of Event Organizer: _____

Other Event Organizers / Coordinators / Coaches: _____

Which Event Organizer / Coordinator / Coach be on site during the event? _____

Email Address and Phone Number: _____

Do the dates and times of the event overlap with public hours or STC scheduled activities? _____

What group of participants will be invited to this event? _____

Will all participants be STC members? _____

How many participants are expected to attend this event? _____

What STC equipment, supplies or resources will you require for this event?

What other equipment, supplies or resources will you be bringing to STC for this event?

Will the event involve the consumption of alcohol at STC? _____

(over)

Will this event involve a fee to participants? _____ (if yes, this event must comply with the STC Fee-for-Service Policy)

If this event involves a fee to participants, please describe:

a. Cost to participants: _____

Is the Event Organizer requesting financial assistance from STC for this event? _____

If yes, please complete table:

Type of Expense	Estimated Amount (Total)	Amount Requested from STC
Total:		

I have read the Saanich Tennis Club Policy – Organized Events & Activities: _____ (please initial)

I have read the Saanich Tennis Club Policy – Fee-for-Service Activities: _____ (please initial)

Name: _____ Signature: _____ Date: _____

Appendix 2 – Liability Waiver Form

WAIVER AND RELEASE

In consideration of my participation in activities at Saanich Tennis Club and run and/or operated by the Saanich Tennis Club of 4301 Viewmont Ave., Victoria, BC, V8Z 7H9,

I _____, of _____,
(name) (city/province)

waive, release, and discharge the Saanich Tennis Club, its executive, directors, members and all partners in the presentation of all activities, from all liability for or by reason of any damage, loss or injury to person and property, or death, which has been, or may be sustained in consequence of my participation in activities associate with Saanich Tennis Club, and notwithstanding that such damage, loss or injury may have been caused solely or partly by the negligence of the Saanich Tennis Club or its partners.

Date

Participant Signature

Witness Signature