

Evergreen Squash Club of West Vancouver

Squash Court Booking Rules

Updated November 2, 2025



- 1) Full Members include the categories of Full Adult, Full Senior, Young Adult, Elite Junior, Honorary, Discretionary, and Trial Members.
- 2) Only Full Members can book one singles court during Prime Time and one non-prime court, subject to a maximum of two courts per day.
- 3) No singles or doubles courts may be booked or utilized for solo sessions during Prime Time.
- 4) Guests are not allowed to utilize courts during Prime Time.
- 5) Full members can book doubles courts, subject to a maximum of two courts per day for all bookings (1 prime plus 1 non prime time). For clarification, any doubles court reservation will be treated independently of any singles court booking restrictions.
- 6) Both members on the booking must be present and on court playing with appropriate gear and attire for squash.

Restricted Members

- 1) Restricted members (except doubles members) can book up to one non-prime time in advance and 1 non prime time same day.
- 2) Restricted members can book doubles courts only during non-prime-time sessions, one non-prime time in advance and 1 non prime time same day.

Doubles Members

- 1) Full Doubles members may book one prime time and one non-prime time doubles courts per day, subject to a maximum of two courts per day.
- 2) Restricted Doubles members may book a maximum of two non-prime-time courts per day. One advance booking and one same day booking, if available - within 4 hours of court time.
- 3) Doubles only members may not book a singles court at any time.

General

- 1) Prime time is determined by the Board of Directors and may be changed from time to time. Prime time is allocated as follows:

Singles

- a. Monday to Thursday: 3:45 pm -8:15 pm
- b. Friday: 3:45 pm-6 pm
- c. Saturday and Sunday: 9am-12pm

Doubles

- d. Monday to Thursday: 3:00 pm-7:00 pm Friday: 3:00 pm-6:00 pm
- e. Saturday and Sunday 9:00am to 6:00pm

***Note that Prime Time was updated November 2, 2025**

- 2) Bookings for singles courts can be made up to three days ahead of time.
- 3) Bookings for the doubles court can be made up to one week in advance.
- 4) Any unreserved courts available 4 hours from the start time, Full Members with single court privileges can book one additional prime-time court for that day, subject to a maximum of two court reservations per day.
- 5) The same arrangements are valid for Full Doubles members who can book one additional prime time court on the same day of play, subject to a maximum of two reservations per day.
- 6) Members and coaches who do not cancel unused bookings in advance will be warned and may be sanctioned or penalized for repeated transgressions. The Club Manager shall monitor and document any breaches of club policy. Members will be issued a written warning via email for the first and second infractions. Repeated violations may result in the suspension or revocation of booking privileges at the discretion of the Board.
- 7) If a court is not claimed within 15 minutes, the court booking is forfeited

- 8) When booking a singles court during prime time, two members must be on court to claim court for prime times as noted above. If either person is not the one who plays, this will count as a no show and penalties will apply as per below.
- 9) If a court is not booked and remains available, a member can use the court without booking per their membership status. However, if a member books the same court, the booking takes precedence.
- 10) The Board of Evergreen retains full authority to alter, amend, or repeal any club rules, policies, or procedures at its sole discretion and without prior notice.

Coaching

- 1) The Head Coach (“the Coach”) can utilize two singles courts per 45 minute time slot during prime time and two courts per 45 minute time slot during non-prime time subject to the Junior Academy rules as set below.
- 2) In addition, the Coach may book one additional court per day during prime time.
- 3) The Coach can also book doubles courts as long as separate coaches provide the lessons where doubles and single lessons take place at the same time. In the case of an adult clinics, the maximum court allocation cannot exceed 3 courts (2 for clinic and 1 for private)
- 4) Members can only receive coaching during court times appropriate for their membership class, for example - coaching during prime time is only allowed for members with prime time booking privileges except on weekends.
- 5) At least one singles court must remain available at all times for member bookings which may restrict the Coach from coaching when courts are occupied for other events such as leagues, tournaments or inhouse events.
- 6) The Coach can book additional vacant courts within 4 hours of the starting time of such courts subject to point (5) above, however 1 court must be available for member bookings.
- 7) Additional courts for coaching can be booked on the weekends in non prime time slots. However, if a full member requests a court, Coaches are encouraged to accommodate such requests.
- 8) Members are NOT permitted to receive virtual coaching or to engage the services of coaches or assistants who are not approved or affiliated with Evergreen Squash Club.

Junior Academy

- 1) The Head Coach is allowed to book courts in advance for coaching at the Junior Academy. From September to June, Monday to Friday Saturday and Sunday:
 - a) 3:45 to 4:30 pm –3 courts (if needed based on group size)
 - b) 4:30 to 6:00 pm –3 courts
 - c) Weekends - 2:00pm - 5:00pm
- 2) Courts available for coaching at the Junior Academy are not in addition to other coaching sessions. For example, the maximum number of courts available for any type of coaching between 4.30 and 6.00 pm is 3 courts.
- 3) Two Junior unrestricted members are **NOT allowed to book another court during junior academy times.**

Enforcement Policy for No-Show and Abuse of Booking Rules*

If a member has a PRIME time booking and does not show up without cancelling the court within 4 hrs of booking the following shall occur:

- First two (2) incidents you will be given a verbal/email warning.
- Third (3) incident you will be charged a guest fee of \$10.
- Continued non-compliance may result in the suspension of booking privileges. Members subject to suspension will forfeit any entitlement to prorated refunds or membership fee adjustments.

*These same sanctions will be applied for any abuse of booking rules.

Definition: Prime Time shall mean:

Singles

- a. Monday to Thursday: 3:45 pm -8:15 pm
- b. Friday: 3:45 pm-6 pm
- c. Saturday and Sunday: 9am-12pm

Doubles

- d. Monday to Thursday: 3:00 pm-7:00 pm Friday: 3:00 pm-6:00 pm
- e. Saturday and Sunday: 9:00am - 6:00pm