

# CITY HOUSES SQUASH CLUB – CLUB GUIDELINES FOR MEMBERS

City Houses Squash Racquets Association is opening a Squash Club ("City Houses Squash Club") which will allow members of this club exclusive access to the following Squash Court:

**LAW Courts** (Court No.2), - 14th Floor, Corner Phillip, King and Elizabeth Sts

(Refer to the City Houses website section "Court Locations" for instructions on how to access the courts)

<http://www.chsra.org.au/index.php?page=court-locations#law>

Below are guidelines for the use of the City Houses Squash Club members.

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## 1. HOW DO I JOIN THE CITY HOUSES SOCIAL SQUASH CLUB?

Complete the **City Houses Squash Club Application / Direct Debit Form**.

[http://www.chsra.org.au/uploads/forms/DDR\\_25292.pdf](http://www.chsra.org.au/uploads/forms/DDR_25292.pdf)

Once you complete the form, either send a scanned copy with your **ACTUAL SIGNATURE AT THE BOTTOM** (this is preferred method of delivery) to the City Houses Membership Officer ([chsquashra@gmail.com](mailto:chsquashra@gmail.com)).

Once the membership officer has received your application form, it will take 3 days to process your membership. You will be issued a login and password to book the court (see section 5 for Court bookings).

## 2. COST OF MEMBERSHIP

### Annual Membership:-

The City Houses Squash Club Season and Membership Year begins on **April 1<sup>st</sup>** and end on **March 31<sup>st</sup>**.

Category	Membership Description	Joining Fee (One Off Payment)	Annual Membership Fee
1	Sydney University Sports Union (SUSF) members	\$10	\$15 / year
2	Non SUSF Members	\$10	\$30 / year

IF who are applying for Category 2 membership, please provide a scanned copy of your SUSF membership card along with your membership application form to the membership Officer.

### What if I want to join during the City Houses Membership Year?

Your first membership fee will be on a monthly pro-rata basis depending on when you join during the City Houses Membership Year.

For example - if you join in July you will only pay for July to March that year and membership fee becomes:

$(\$15/12) * 9 \text{ months} = \$11.25$  for Category 1 members

$(\$30/12) * 9 \text{ months} = \$22.50$  for Category 2 members

You will still pay the full \$10 joining fee regardless of when you join.

You will be charged again in April for the full membership year if you choose to maintain your membership of the club.

The pro-rata offer is only applicable on your initial Membership fee (i.e. if you wish to leave the club the yearly membership / joining fee is non-refundable and non-transferable).

NB: CBA Squash Club Members will initially not be permitted to join the City Houses Squash Club unless the CBA Squash Club member is also on the City Houses Committee.

### **3. WHAT DOES MY MEMBERSHIP COVER**

Annual membership (provided the member is financial – see sections 6-7) allows the player to book the court at anytime excluding:

- a) Times specified for use for the purposes of running the Annual City Houses Squash Competition.
- b) Times where the building is closed by the owner of the LAW school building (Sydney University) e.g. University semester break

These times will be blocked out on the internet booking site by the Club Booking Officer

### **3. HOW DO I PAY FOR MY MEMBERSHIP / USAGE OF THE COURT?**

The application form you fill out in section 1 of this document will give the City Houses Squash Club authority to direct debit your nominated account for the following charges:

- a) The Initial Joining Fee (non-transferable and non-refundable)
- b) The Annual Membership Fee (non-transferable and non-refundable)
- c) Court Hire Fees (excluding the light box money)

No other methods of payment are available to members / prospective members to cover costs specified in section 4.

Direct debits on any of the fees mentioned above will be processed on the 5<sup>th</sup> working day of the following month (“the payment cycle”). Provided there are enough funds in your nominated account (see section 7 for defaulted payments).

**Note that your account details will be provided to EziDebit (our payments service provider) and will not be kept by the City Houses Squash Club. The Club will keep your account details until the first payment from your nominated account is successfully executed.**

**For more information of Ezi Debit, the e-mail to their website is below**

<http://www.ezidebit.com.au>

#### 4. COURT HIRE COSTS

Below are the Court Hire Costs (note these are subject to change)

##### Court Hire Fees (for both Membership Categories)

User Type	Cost Per Player (charged to each member's nominated account)	Court Light Fees (coin operated at the courts)
Both players are members	\$ 4 per player (each player pays \$4 not just the person booking)	\$2 / 15min (\$6 per 45 min session)
One player is a member the other play is a <b>NOT</b> a member	\$ 4 for member and \$8 for non member (non member fee charged to member's account)	

The court light fees is paid by inserting \$2 coins into the Court light box located on the wall outside the men's change rooms (use the light box on the left closer to the stairwell). This money is to be supplied by the users of the court.

#### 5. HOW DO I BOOK THE COURT?

Court bookings will exclusively be done via an internet booking site which will be located on the City Houses Website. The Link to the Internet booking system is below.

<http://www.cityhousescourtbooking.net/squashclubASP2005/>

Once your login and password is issued you will have access to the booking system. You may change your password at anytime.

Instructions on how to book the court are also displayed on the front page of the booking system.

Rules have been built into the internet booking system programming in order to allow all members equal access to the court. (Again see front page of booking system for a list of these rules).

#### 6. ANNUAL MEMBERSHIP RENEWALS

A notice to renew memberships will be sent out to members via e-mail with voting options at the beginning of February each Year. If you do not respond by the 31<sup>st</sup> March to the membership renewal e-mail it will be assumed that you do not want to continue membership.

Notice of membership renewals will also be posted on the City Houses Squash Club page on the City Houses website.

#### 7. DEFAULTS ON PAYMENT DUE TO LACK OF FUNDS IN NOMNATED ACCOUNT.

You will be deemed to be in default if there are not enough funds in your nominated direct debit account to pay for:

- a) The Initial Joining Fee.
- b) The Annual Membership Fee
- c) Court Hire Fees (excluding the light box money)

At the time of the payment cycle for that particular month.

You will be given until the next direct debit cycle after your initial default to make the funds available in your nominated account.

A second default will result in suspension of your membership and removal of booking rights on the internet booking system until outstanding fees are paid via direct debit.