



# COURT ALLOCATION PROCESS

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## 1. DEFINITIONS

- 1.1 For the purpose of this document and to clarify the language used, NNA understands the following terms and definitions as specified:
- a) **Club:** An affiliated NNA Netball Club or Independent team.
  - b) **Youth User Group:** A facility booking for which the primary participants are 17 years old and under
  - c) **Adult User Group:** A facility booking for which the primary participants are 18 years of age and older
  - d) **Community Partner:** A not-for-profit group in which NNA has entered a written agreement for use of services.
  - e) **Commercial Groups:** A facility booking for a for-profit endeavour (including classes or lessons, friendly competitions, tournaments, etc.)
  - f) **Representative Groups:** being NNA representative and development teams
  - g) **User Group:** A general term used to describe all users of the Courts and Facilities
  - h) **Facility Booking/ Exclusive Use:** A set time, date, and specific court reservation for which organised User Groups enter into a facility booking agreement with NNA and pay the corresponding fee based on their User Group type.
  - i) **Tournament:** An event hosted by a business, group, or individual that requires the use of the full court facility(s). All tournaments, including for profit, not for profit, and fundraising events must be approved by NNA.

## 2. DOCUMENT STATEMENT

- 2.1 Newcastle Netball Association (NNA) is committed to establishing a fair, transparent, and consistent allocation process for allocation of our Netball Courts. This document aims to define facility users and prioritise scheduling based on factors like usage, demand, peak times and maintenance requirements. This document and allocation process is designed to be flexible and adaptive to evolving club and community needs. NNA recognises that the process may require alterations and updates to better fit club and community needs.

## 3. GOALS AND GUIDING PRINCIPLES

- 3.1 To establish an allocation process for NNA's courts that allows our Facilities Management team with a tool to make fair, equitable, transparent, and consistent facility allocation decisions. Refer draft matrix in appendix
- 3.2 To define the various facility users and establish a scheduling prioritisation list.

- 3.3 To ensure that by-laws, health and safety requirements, rental contract conditions and regulations are followed by the public use of the facilities.
- 3.4 To promote collaboration between user groups to find solutions and alternatives to facility allocation conflicts, wherever possible.
- 3.5 To ensure the process reflects NNA's unique club and community needs.

#### 4. PRIORITY SCHEDULE

- 4.1 Facility rental contracts will be granted in a fair and equitable manner based on the following priority schedule:
  - a) NNA Competitions
  - b) Representative and Development groups
  - c) Clubs
  - d) Community Partners
  - e) Youth User Groups
  - f) Adult User Groups
  - g) Commercial Groups / potential tournament hosts

#### 5. NNA COURTS

- 5.1 All courts have been resurfaced in 2022.



5.2 All courts have a quality assigned to them with 5 being the best. This quality is used to calculate the quality percentage in section 8.

Daylight Bookings	
Court	Quality
1	2
2	2
3	5
4	5
5	5
6	5
7	5
8	5
9	5
10	5
11	3
12	5
13	5
14	5
15	5
16	5
17	5
18	5
19	5
20	5
21	5
22	5
23	2
24	5
25	5
26	5
27	5
28	5
29	5
30	5

Nighttime Bookings	
Court	Quality
1	2
2	2
3	5
4	5
5	5
6	5
7	5
8	5
9	5
10	5
11	3
12	5
21	3
22	2
26	3
27	2
28	2
29	2
30	4

5.3 Summary of Court Availability:

- a) Summer Access: 8am to 7pm – all 30 courts, no lights needed
- b) Winter Access: 8am to 4:30pm – all 30 courts, no lights needed
- c) Winter Access: 4:30pm onwards – 19 courts available

## 6. BOOKING PROCESS

6.1 The booking application form is an online form available on the NNA website.

- 6.2 User groups are not permitted to use the courts without a booking application.
- 6.3 Clubs booking applications are due 5 days after NNA registration closing date.
- 6.4 It is encouraged that 7, 8 and 9 year old teams train from 3pm to 4.30pm, due to the night demand and limited number of lit courts available.
- 6.5 All endeavours will be made to allocate courts requested at the required time, however no promises are made. If there is a shortage of courts and high demand, courts will be allocated fairly between all the clubs requesting the courts.
- 6.6 All court bookings will be published.
- 6.7 All User Groups are to submit Insurance details and Child Safety Policy.
- 6.8 It is encouraged that toilet keys are purchased from Newcastle Council, under the theory ***if you open it, you close it.***

## 7. FEES AND CHARGES

- 7.1 NNA pays Newcastle Council a yearly fee for the exclusive use of the Netball Courts and facilities.
- 7.2 As NNA is responsible for the upgrade and maintenance of the courts and facilities, a percentage of the membership fees covering Saturday competition is attributed to these costs.
- 7.3 NNA Clubs will be charged a discounted court hire usage of:
  - a) \$100 lighting fee per court per season
  - b) \$100 court fee per court per season. Note: This fee will be implemented 1<sup>st</sup> January 2026.
- 7.4 All other use of the courts by User Groups (as defined) will incur a hire fee in line with Newcastle Council's fees schedule. The fees include GTS. This fee schedule is subject to change every financial year, and currently sits at:
  - a) Netball Courts – Senior Fee \$34.00 per court per day or \$11.05 per court per hour
  - b) Netball Courts – Junior & School Fee \$19.00 per court per day or \$4.95 per court per hour
  - c) Lights – \$3.65 per light per hour
  - d) Newcastle Council Current Fees and Charges:  
[https://newcastle.nsw.gov.au/getmedia/712ac782-5785-45f4-8ade-b6b468451c89/Fees-and-Charges-2023-24\\_1.pdf](https://newcastle.nsw.gov.au/getmedia/712ac782-5785-45f4-8ade-b6b468451c89/Fees-and-Charges-2023-24_1.pdf)
- 7.5 An individualised package fee per User Group will be calculated.
- 7.6 If building facilities are required, a cleaning fee of \$65.00 + GST per hour will be charged.

- 7.7 Use of the courts without a Booking Application will incur a \$200.00 fine per non booked occasion.

## **8. COURT ALLOCATION MATRIX FOR CLUBS**

- 8.1 Court allocations will be calculated on the number of teams requesting the courts at that time and split up via percentage.
- 8.2 Court allocation percentage for daylight hours (i.e. before 4:30pm in winter) will be calculated separately to nighttime hours.
- 8.3 The quality of courts will be calculated as a percentage each season and made as even as possible. A rolling average of five years will be kept of the quality percentage, ensuring all users get even use of quality courts.
- 8.4 Club allocations will be calculated 10 days after NNA registration closing date. Draft allocations will be sent to all users for review highlighting any courts still available. If any clubs wish to change their allocations to a different date/time they have 48hrs to respond. The final allocations will then be published 48hrs after this.
- 8.5 Clubs with only one team may be allocated half a court to share with another user.
- 8.6 If a club does not use their allocated booking for 3 weeks in a row (outside inclement weather), the booking will be cancelled and the court made available to other users in that timeslot.
- 8.7 Court allocation examples:
- a) Example 1:
- Club Green 40 Teams requesting Monday 6pm to 8pm
  - Club White 20 Teams requesting Monday 6pm to 8pm
  - Courts available Monday night with lights: 16
  - Calculation for Club Green:  $40/(40+20)*16 = 11$  courts/hour
  - Calculation for Club White:  $20/(40+20)*16 = 5$  courts/hour
- b) Example 2:
- Club Green 50 teams requesting 10 teams 3pm to 4pm, 40 teams 6pm to 8pm
  - Club White 25 teams requesting 5 teams 3pm to 4pm, 20 teams 6pm to 8pm
  - Club Brown 8 teams requesting all 6pm to 8pm
  - Courts available Monday night with lights: 16
  - Courts available Monday daylight: 30

- Calculation for Club Green before 4:30pm  $10/(10+5)*30 = 10$  courts/hour
- Calculation for Club Green after 4:30pm  $40/(40+20+8)*16 = 9$  courts/hour
- Calculation for Club White before 4:30pm  $5/(10+5)*16 = 5$  courts/hour
- Calculation for Club White:  $20/(40+20+8)*16 = 5$  courts/hour
- Calculation for Club Brown:  $8/(40+20+8)*16 = 2$  courts/hour

8.8 Court quality percentage examples:

a) Example 1:

- Club Green allocated courts 1-8, 26-28
- Club White allocated courts 9-11, 21-22
- Calculation for Club Green  $(2+2+5+5+5+5+5+5+3+2+2)/(5*11) = 74.55\%$
- Calculation for Club White  $(3+2+5+5+3)/(5*5) = 72.00\%$