

Coaching and Court Sessions Procedures

To ensure fair access to facilities and maintain a safe, inclusive environment for all users, the following procedure applies to all coaching and group sessions conducted at the Mandurah Aquatic and Recreation Centre (MARC) and Halls Head Recreation Centre (HHRC).

1. **Casual One-Off Court Sessions** (Public/General entry courts are subject to availability)

- Casual court usage is single use or ad hoc use of sports courts.
- General Entry fees apply.
- Court will be shared with other casual users. **No Exclusive Court use.**
- Please refer below for more than one-off sessions.

2. **Non-Profit Group and 1 on 1 Court/Coaching Sessions** (Including Volunteer-Run and Community Programs)

Exclusive Court Usage

All non-profit, group-based coaching sessions must adhere to the following requirements:

- A formal booking application must be made through Facility.Bookings@mandurah.wa.gov.au.
- Payment must be made once application has been confirmed, unless otherwise agreed.
- If the number of sessions exceeds 12 bookings within a calendar year, organisers must provide proof of public liability insurance with a minimum coverage of \$20 million.

3. **Profit-Based Court/Coaching Sessions**

Exclusive Court Usage

All profit-based coaching sessions—whether 1 on 1 or group-based—must adhere to the following requirements:

- A formal booking application must be made through Facility.Bookings@mandurah.wa.gov.au.



- Payment must be made once application has been confirmed, unless otherwise agreed.
- Provide proof of public liability insurance with a minimum coverage of \$20 million.
- Clearly communicate session details – complete application form, including dates, times, and activity type—to the Facility Bookings team prior to the session commencing.
- Profit-Based Court/Coaching Session refers to any court/coaching session where the coach, organisation, or facilitator is receiving remuneration in exchange for their services.

4. Advertising Coaching Services

Advertising of coaching sessions at either the MARC or Halls Head Recreation Centre is not permitted unless:

- A formal booking has been completed and approved through Facility Bookings.
- All required insurance documentation has been submitted and accepted.

5. General Notes

- This Procedure applies to all indoor courts at both the MARC and the HHRC.
- All booking requests are subject to availability.
- The City of Mandurah reserves the right to monitor and review court usage to ensure compliance.
- Breaches may result in suspended or denied booking access.

