



# Ball Machine Policy

**Prepared by: Derek W Lawther**  
**Approved by Squash PEI Executive: Jan 7, 2008**  
**Last Update: Jan 7, 2008**

## 1. Background Information

Squash PEI purchased a squash-specific ball machine (the “Squash Cannon”). It arrived on Nov 30<sup>th</sup>, 2007. The purchase price was approximately \$4000.00 and as such, represents a major expenditure for Squash PEI . Squash PEI used funds from three of its accounts: (1) Canada Games Account; (2) Atlantic Hosting Account; and (3) Squash PEI Cash Account.

Acquisition of the ball machine represents a significant step forward in Squash PEI’s ability to assist its members in developing their squash player and coaching skills . It is also expected that the machine will become a useful tool for promotion of the sport.

The purpose of this policy is to ensure that Squash PEI has taken reasonable steps to protect its investment by ensuring that the ball machine is operated in a safe and appropriate manner. The policy seeks a balance between this concern and the desire to make the machine accessible to its membership in the most effective and inclusive manner.

## 2. Custodian

The Squash PEI executive will appoint a custodian in charge of the day to day handling and use of the ball machine. The custodian will ensure consistent adherence to the Ball Machine Policy. Specific duties include:

- Ensuring proper care, handling, use and storage of the ball machine. The custodian has the discretion to entrust these duties to Squash PEI members on an as needed basis, but

- only after the custodian is satisfied that such members will adhere to the procedures for proper care, handling, use and storage of the ball machine.
- Coordinating the scheduled use of, and maintaining a “record of usage” for the ball machine, including any “incident reports” detailing occurrences of injury, malfunction, or abuse. A list of the custodian-approved members with sign-out privileges will also be maintained.
  - Making recommendations to the Squash PEI Executive on revisions to the Ball Machine Policy, and procedures.

### **3. Eligibility**

Only Squash PEI members are eligible to use the ball machine. Rationale for this restriction includes the following arguments:

- The ball machine was 100% financed using Squash PEI funds
- Squash PEI members are insured against squash-related injuries
- Squash PEI envisions the ball machine as a recruitment tool for attracting new members (privileges of membership)

### **4. Scheduling Priorities**

Squash PEI sanctioned events and programs will receive the highest priority when scheduling usage of the ball machine. The Squash PEI executive is responsible for maintaining the list of sanctioned events and programs.

Squash PEI members can book the ball machine for individual, or small group (all participants must be Squash PEI members) usage by making appropriate arrangements with the custodian.

### **5. Safety**

Due to the inherent danger of operating the ball machine in a confined space, the wearing of squash-approved eyeguards is mandatory! In addition to this, the custodian will ensure that any additional safety procedures are adhered to by users.

### **6. Fees**

Squash PEI must institute some form of cost-recovery process in order to replenish accounts used to purchase the ball machine. Furthermore, there is expected to be on-going costs (replacement of balls, storage and transportation costs, etc.). On the other hand, fees for the usage of the ball machine must be minimal in order to not discourage effective use of the machine. The Squash PEI Executive will set usage fee amounts, and will seek government and third-party financial support as opportunities arise.

## **APPENDIX A**

### **Squash PEI Sanctioned Event and Programs**

The following list of Squash PEI sanctioned events and programs are eligible for priority use of the ball machine.

- JETSET
- Tournaments (Squash PEI sanctioned tournaments)
- coaching clinics



**APPENDIX C**  
**Ball Machine Incident Report Form**

**Date of Incident:**

**Location of Incident:**

**Report Filed by:**

**Nature of Incident:**       **Injury**       **Malfunction**       **Abuse**       **Other**

In the space below, give details of the incident

The ball machine custodian is to maintain a file containing all Incident Reports. The custodian will ensure that all Incidents are communicated to the Squash PEI Executive as soon as possible.



## **APPENDIX E**

### **Ball Machine Fees**

The following fees are in effect for the use of the ball machine.

- JETSET (no fee)
- Squash PEI sanctioned tournaments (Skills competition - \$5.00/participant)
- coaching clinics (no fee)
- individual booking (\$20.00/hr + transportation cost)
- group booking (\$20.00/hr + transportation cost)