



# Light Override – Terms of Use

## Waikato Table Tennis Association

Created May 2026

### PURPOSE

These Terms of Use apply to those members and/or suppliers who have been given the right to turn the Stadium lights on/off for a **specific purpose** and **only for that purpose** as approved in advance by the Management Committee.

**Such members/suppliers are expected, without exception, to adhere to these Terms of Use.**

### DEFINITIONS

**Activity or Private Booking** allows members to make a table booking at times when an Event is not in progress. The value of such membership is reflected in the annual membership fee

**Chattels** refers to items other than the building itself. Examples are tables, chairs, electrical equipment and computers.

**Event** is a regular and recurring club event bookable through Hello Club.

**Fob** or **Fob Key** is the electronic key that allows access to the Stadium and activation of the table lights.

**Hello Club** is the membership management system that is used to manage light access.

**Kiosk** is the wall computer that allows table lights to be manually turned on or off.

**Light Override** is the ability to turn the Stadium lights on or off at any time.

**Management Committee / Committee** is the group of members elected to administer the club.

### CHALLENGES WITH LIGHT OVERRIDE

The provision of light override is *not given freely* as misuse can lead to:

- circumventing the normal process of on-line member bookings, potentially having a detrimental effect on activity and membership fees
- circumventing the need to correctly set up a Club Event within Hello Club and potentially having a detrimental effect on event entry fees and visibility of such events to members and guests
- skewing the management information recorded within Hello Club on actual Stadium usage and upon which key decisions are made by the Committee
- skewing information that is provided to potential sponsors in acquiring funding and well as information provided to TTNZ and other bodies
- providing the *wrong impression* to members who pay a premium for on-line access if they see others are blatantly circumventing the agreed rules.



## Light Override – Terms of Use Waikato Table Tennis Association

### PROVISION OF LIGHT OVERRIDE

Light Override may be provided on a long or short term basis. Following Committee approval, this is set up by a Committee Member with Administrator rights within Hello Club.

It is envisaged that Light Override would only be used for building maintenance, cleaning and chattel repair.

Either a fob key is provided (or an existing fob key enhanced), or a unique pin number is provided. In either case the period of use can be left open ended or restricted.

Light Override, alongside Event and Activity usage, is explicitly logged within the Hello Club system with name and time duration.

The use of Light Override **is not recorded** in the Hello Club diary of Events and Activities.

### INITIATING LIGHT OVERRIDE AT THE STADIUM

This is initiated by swiping the fob, or entering the pin number at the kiosk, selecting the light feature and turning table light(s) on. Stadium lights will remain on until they are turned off by a similar process.

### LIGHT OVERRIDE : DO's

**Light override must only be used for the purpose it is provided and no other purpose.**

### LIGHT OVERRIDE : DON'T's

The fob or pin number must not be given or loaned to others.

The below are *examples* where Light Override must not be used:

- to turn lights on for players in advance of the Event lights coming on
- turning lights off at the end of a scheduled Event
- to turn on lights because an Event had not been set up in Hello Club (Note1)
- turning lights on for your own private use (Note2)
- allowing members or guests to make use of the lights when turned on (Note3)

Note1: All regular Events are set up in a structured way by an Administrator and this provided visibility (through Hello Club and the Waikato web site) to both members and guests. Event Mangers then rely on Hello Club to manage attendees and record payment of fees.

Note2: Private bookings are available to selected membership types. Again, these bookings must be recorded within Hello Club to provide the management information requested by the Committee. As private bookings can be made via the kiosk, there is not additional effort in following the correct process to activating light override.

Note3: Members and guests are not allowed to use the tables when the lights are on. They must be told the Stadium is closed for the duration and asked to leave.



## Light Override – Terms of Use Waikato Table Tennis Association

### **MISUSE**

The Committee will review any use of the Light Override being contrary to these Terms & Conditions.

### **LOSS OF FOB**

In case of loss of the fob key, please advise the Secretary immediately via email ([waikatotabletennis@gmail.com](mailto:waikatotabletennis@gmail.com)) so that it can be disabled. There may be a fee for a replacement.

### **PERSONAL SAFETY**

For personal safety and the security of the stadium, it is advised to keep the entrance door locked.

### **EXITING THE BUILDING**

At the end of the maintenance session:

- all lights to be turned off
- heater or fans to be turned off
- doors, especially the larger exit doors in the main stadium are to be securely closed
- the alarm is set and the entrance door securely closed.