

# BIOMECHANICS SPORTS LABORATORY AND GAIT LABORATORY BOOKING PROCEDURES

The following are the rules for booking the Biomechanics Sports Laboratory and Biomechanics Gait Laboratory via the web based booking system. This allows all registered users (see below) the right to freely book either laboratory, but must do so in accordance with the rules set out below. If a user violates these rules then they will cease to have the privileges that this booking system provides and will have to rely upon the School Manager, Chief Technician, Executive Assistant or Financial Administrator of the School to make their bookings for them.

## Priority of bookings:

Following are the categories for priority of bookings and is the overriding guideline upon which all bookings are made. This list also specifies the level of *negotiation* possible between users within the different categories wishing to make bookings for the same dates and times.

- |   |                             |
|---|-----------------------------|
| 1. Scheduled teaching                           | <i>Non-negotiable</i>       |
| 2. Grant-related Research / Contracted Research | <i>Possible negotiation</i> |
| 3. Other staff / student related research       | <i>Negotiable</i>           |
| 4. Other purposes                               | <i>Very flexible</i>        |

## Register of users:

There will be a list of every person that uses the biomechanics sports laboratory and the biomechanics gait laboratory. This register is kept by Dr Soibhan Ried.

This register will include the following info:

- Name
- Colour code
- Mobile number
- E-mail
- Contact avail/unavailability
- What project they're participating in (if available)

## The types of bookings:

Generally there are **confirmed** and **unconfirmed** laboratory bookings. There is also a block booking that is generally unconfirmed (but may be confirmed), and is > 9 hours per week and/or have repeat bookings more than 2 weeks in a row. It is **NOT** considered a block booking if the unconfirmed booking is < 9 hours per week and/or is not a repeat booking.

## Rules for general booking and block bookings:

1. Bookings can be only made by registered users of the Biomechanics Sports Laboratory and Biomechanics Gait Laboratory.
2. Every booking must have the bookers name, contact number, e-mail and what study they're involved in.
3. Bookings for scheduled teaching must be confirmed ASAP or as soon as the semester timetable is finalised.
4. Any confirmed booking that is cancelled or if there is an un-used, unconfirmed booking, it must be removed ASAP and the booker must notify the registered users immediately of the new availability.
5. Rules for making a block booking

- a. If anyone plans on making a block booking, notification about when and for how long the booking will stand, must be given to all registered users ASAP via e-mail.
  - b. Generally, a block booking can occupy no greater than 3 days per week.
  - c. Longer block bookings can be only be made for scheduled teaching, grant-related or contracted research. However this can only be done with no less than 3 weeks prior notification of all registered users and with full negotiation with all potential registered users.
  - d. If 1 week prior to possible testing, some free booking periods are available that would enable a user to have greater 3 days for that week, that user may book greater than 3 days for that week. However, that user must notify all registered users.
6. To signify a confirmed booking, the word "CONFIRMED" must be written in the 'Pop up or URL text' section. This will underline the details of your booking and will make it visible to all users.

### Overbooking an unconfirmed booking:

1. The general rule is that an unconfirmed/block booking must be confirmed no later than 48 hours before the booked time. If the original booker fails to do so, that time slot is deemed available.
2. Another person can overbook the booking in the 48 hours before the booked time, but they must contact the original booker via mobile phone/office number. If the original booker is not available on their mobile/office number, the over-booker then has right to take that time slot. They must then notify the original booker and the registered users of the change that has been made. If the original booker is reached on their mobile/office number, then it is up to those two people to reach a compromise on the booking. However, the new booker has every right to take the booking.
3. If a compromise cannot be reached, their academic supervisors will ultimately make the decision and/or an Emergency Meeting (see below) is held.
4. The main principle of overbooking is communication and courtesy.

### Emergencies:

An emergency meeting must be called immediately if an emergency situation arises, where there is

- a) equipment failure in a laboratory that delays many research projects and scheduled teaching,  
or
- b) there is an unresolved clash of bookings where 2 or more users cannot reach a compromise booking solution

Dr David Lloyd has been appointed chair of these meetings with the affected users in attending and an emergency plan will be put in place to rectify booking issues and to ultimately avoid compromising the function of the other labs. In these meetings the "Priority of Bookings" order is the overriding guideline upon which the rescheduled bookings will be based.

### Web page design:

The web based booking system will be accessed by a homepage on School's web site and have 4 links. One link will be to the rules of the booking system, with one link to the list of registered users. The two other links will be to the Biomechanics Gait Laboratory booking web page and the Biomechanics Sports Laboratory booking page.

The calendar web page at <http://www.calendars.net/> or <http://aus.calendars.net/> such as used in Biomechanics Gait Laboratory booking site is the lay-out for booking the Biomechanics Sports Laboratory. Both calendar web page systems can be updated with more streamlined version or software as long as the new system has at least the same functionality of the current system.

### Registered Users List:

Could everyone please e-mail there registered user details (page 1) to Dr Siobhan Reid at the following e-mail address: [siobhan.reid@uwa.edu.au](mailto:siobhan.reid@uwa.edu.au)