

BOOKING PROCEDURE

PHONE 905-333-5850

PLAYING HOURS

- | | | |
|-------------------|-------------------|---------------------|
| FULL TIME MEMBERS | 7:00am to 12:00pm | DAILY |
| STUDENT MEMBERS | 7:00am to 12:00pm | DAILY |
| * JUNIOR MEMBERS | 7:00am to 5:30pm | Monday to Friday |
| | 1:00pm to 9:00pm | Saturday and Sunday |
- * Can play at all times when playing with a FULLTIME member.

ADVANCED BOOKING PROCEDURES

- A) The following schedule shows the first availability of courts six days in advance
- | <u>TELEPHONE BOOKING DAY</u> | <u>TO PLAY THROUGH TO NEXT</u> |
|------------------------------|--------------------------------|
| Monday | Sunday |
| Wednesday | Tuesday |
| Friday | Thursday |
- B) Call 6:30pm to 8:00pm to book **PRIME TIME**
PRIME TIME is Monday-Friday 5:00pm to 11:00pm and Weekends
Call 7:00pm to 8:00pm to book **DAYTIME**
DAYTIME is Monday-Friday 7:00am to 4:00pm
- C) **DOUBLES** can only be booked for **1 ½ HOURS**.
- D) **SINGLES** can only be booked for **1 HOUR**.
- E) Court four (4) must be used for lessons and multi-ball practice.
- NOTE:** No leagues scheduled on Holidays or Christmas week.
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HOW TO ADVANCE BOOK A COURT WITH THE BOOKING CLERK

- A) Advanced court bookings are allowed only by telephoning the Booking Clerk.
- B) Decide what day you would prefer to play before you phone the Booking Clerk.
Be concise, state day and time you would prefer to play.
DO NOT BOOK UNLESS YOU INTEND TO PLAY!
- C) Clerk will advise availability of courts.
- D) When court date and time are finalized, state names of all members and guests you are playing with. Clerk will check to see if all the rules are being followed.
- E) **The CLERK will repeat the DAY and TIME.** It is the member's responsibility to verify that the booking is correct and to notify all other players of date and time.
THE BOOKING WILL BE RECORDED AND STAMPED.
- F) Cancellations must be telephoned to the clubhouse 905-333-9409 and a message left on the answering machine prior to scheduled play.
- G) In the case of a booking error, the court-booking log posted in the clubhouse shall stand.
- H) Players who book a court and **"Do Not Show"** are abusing the advance booking privilege. Repeat violations will be dealt with by the Board of Directors.

COURT BOOKING RULES:

PHONE 905-333-5850

- A) Only one advance booking (Max 1 ½ hrs) will be allowed per booking night and only one booking per phone call. If a member phones to book singles or doubles, the person(s) they are playing with will not be allowed to phone on the same booking night.
 - B) No members are allowed to “remove” or “write over” the names on a previously booked court in the Booking Log.
 - C) Any group on court who’s names are not recorded in the Booking Log, can be bumped by later arriving “on spec” players.
 - D) Please indicate your arrival by putting your initials beside your name.
 - E) When leaving the courts members are requested to write "**DID NOT SHOW**" in the Booking Log if they notice an empty court that had been booked and not used.
 - F) Members are only allowed **ONE** guest each when playing.
 - G) If you pre-book a guest the \$10.00 fee **MUST** be paid (No Changes Allowed).
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HOW TO BOOK OPEN COURT TIME:

- A) “Open court time” can be determined by calling the Booking Telephone Number 905-333-5850 outside court booking hours. An answering machine will inform the caller of any open courts up to and including the next booking night. The Booking Log will also show the same information.
- B) If all the members of one group are more than 15-minutes late for their **SCHEDULED** time slot the court becomes “open”.
- C) Open courts are available to members on a first come, first sign-in basis. Once signed-in at least one member must remain in the clubhouse. It is not permitted to sign-in for an open court, then leave the clubhouse and return later.
- D) Open courts can be booked for **ONE HOUR ONLY** (Singles or Doubles).

NOTE: Members waiting in the clubhouse have priority over members already using the courts.

If you already have a court booked or are playing with members that have a court booked you may not sign for an open court that comes immediately before or after your booked time.

GUEST RULES:

- A) Guests must play with a member. A member is only allowed **three (3)** guest privileges per season. The same guest is only allowed to play **three (3)** times.
- B) The member is responsible for collecting the \$10.00 per visit “Guest Fee”, filling out the “Guest Form”, and depositing the envelope provided in the message slot of the office **before going on court.**
- C) **The “Guest Fee” doubles to \$20.00 if not paid prior to going on court.** After 5-days, unpaid guest fees will result in loss of booking privileges for the member.

Please telephone GERRY BLAKE at 905-335-5824 with any court booking questions or problems. These rules have been established to be fair to all members. All players are requested to use common courtesy both on and off the courts.

Approved by: ATC Board of Directors