

Wednesday Night Mixed Round Robin Program (“RR”) Registration & Court Booking Guide

What is it?

- The UTC Round Robin Program is a social mixed doubles event played every week throughout the season on Wednesday evenings. For a onetime fee each year, adult members of UTC may register for this program, and book a game each week in one of the two sessions played every Wednesday.
- Members of the RR program can book weekly in advance, as described below, using Gametime, for one of the two Wednesday sessions.
- The annual fee covers the use of the Gametime system and balls are provided.

How Do I join?

- When you register for your overall UTC Club membership, you can register for the RR at the same time. Refer to the membership registration process on the [UTC website](#) for further details.
- Please keep a note of your UTC membership number (A-2018xxxx) as it will be used to create your initial Gametime User Name. You may select a new User Name the first time you log in.
- You may also join the RR at a later time, space permitting, by revisiting [Karelo.com](#), using the same Karelo ID and Password, and register for the Round Robin.
- NOTE: Applications will be processed on a first come, first served basis. If it is full you may join the RR program waiting list, also on Karelo.com.

Who can join?

- Any currently paid up adult member of the Unionville Tennis Club may join.
- This round robin is not suitable for highly ranked competitive players or for players new to the game who cannot serve consistently or who cannot rally at least 3 consecutive times.

Is there a limit to the number of members who can participate in the RR?

- Yes, participation in the RR is initially limited to 95 members.
- We have 6 courts available each Wednesday evening. There are two 90 minute sessions starting at 6:30 pm and 8:00 pm respectively.
- Participants are determined by the first completed and paid applications received.
- Membership in the RR is not transferable and the fee is non-refundable.

How am I notified?

- You will receive a confirmation email from Karelo that you have joined the RR program.
- RR members will then receive further email instructions on how to set up their Username and Password for the “Gametime” system.
- For 2018 only, because of the migration to Gametime Version 2, all RR members must set up a new Username and Password. In future years you may continue to use the same Username and password if you once again join the RR program.

When can I book the Round Robin?

- Online booking opens each Thursday at 10 am the week before each Wednesday’s round robin event. Online booking for both sessions each Wednesday remains open until Tuesday at 1:00 pm. Members book a new slot every week they wish to play.
- Bookings are processed first come first served.
- **Please do not book for a session** if you cannot play the full time allotted, or if you are at risk of being late or not showing up at all. This is a disservice to all those who come on time.

How can I book a Round Robin?

- Go to [GAMETIME](#), (note you are using the First Time User tab), enter your Last Name, and enter your UTC membership number in the Club Number# field in the format A-2018xxxx.

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- On the next screen choose your own Username and Password, and update your profile with any missing contact information, especially email address and telephone numbers.
- You can then sign in each week with your Username and Password at [GAMETIME](#) and book one of the two sessions each Wednesday.
- See the detailed weekly booking instructions at the end of this Guide.
- You will receive an email that confirms your booking by time and date.
- Email confirmations of a confirmed spot or being placed on the wait list optionally include an automatic calendar notification attachment.
- If your email calendar system is not compatible you will see an error message in your email. You can just ignore this or you can also prevent future error messages by clicking on “My Account” (top right hand side) and then unclicking “Attach a Calendar File” under “Preferences”.

What happens if my desired time slot is full?

- You may want to consider another time slot, if space is still available, or put yourself on the automated waitlist in case someone cancels.
- For the Wednesday evening sessions, please do not waitlist at one time AND book another time just in case. This causes difficulties for the session administrators.
- If you choose to add your name to the waitlist, you must commit to being available to play should a slot become available. Please do not join the waitlist if you cannot commit to that date and time.
- A confirmation email will be sent if players are moved by the system from being on the waitlist to being confirmed. Members can also check the online system to see if they have made it from the waitlist to the player list.

Can I book at the same time for my spouse/partner?

- Sorry no, the new version of Gametime does not limit this function to only one additional booking. To have one member be able to make unlimited bookings for other members would be difficult to administer and also not fair to individuals making their own bookings.

What happens if I have to cancel?

- If you have to cancel please use Gametime before Tuesday at 1:00pm so that the system can promote any waitlisted members, and notify them in good time. Failure to do so, and then not showing up, will mean that your Username will be blocked from booking into the round robin for the next 2 weeks, or more for persistent offenders.
- To cancel click on “My Account” top right hand side, then the “Appointments” tab, then “Cancel” underneath the Action heading on the event (a Wednesday RR) you wish to cancel from.
- For late cancellations due to real emergencies such as accident or sudden family sickness please contact the RR administrator, preferably via email to roundrobin@unionvilletennisclub.ca, or failing that, as a last resort, call the clubhouse at 905-470-7059.
- Any RR member frequently failing to cancel without proper notice as outlined above will have their RR membership revoked and the fee will not be refunded.

What happens if it looks like rain?

- Call the clubhouse to see if courts are playable. If they are not playable, the evening is cancelled. If they are playable and you have booked in, you should play or risk that your Username may be blocked from booking for the next 2 weeks. The RR administrator for each time session will make the judgement on playability. If time permits an email alert of bad weather will be sent via Gametime.

Why may I experience being waitlisted?

- Some sessions and/or dates (e.g. spring) can be busier than others, so getting online as early as possible after registration opens at 10:00 am, increases your chance of a successful booking.
- Try a different time slot if possible.

Can I just drop in and hope to play?

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- By checking online with Gametime you can check to see if there are available slots for each Wednesday's Round Robin.
- There is no point calling monitors to check availability. Each session administrator takes the information from Gametime and starts the session with 4 players per court from whoever is booked, waitlisted or otherwise known to be committed, before the start of each session.
- Should you still decide to show up anyway you may join the session only if there is a no show.

At the courts

- The RR administrator for each session will have a list of names for that session taken from Gametime, and will post the names on the board at the clubhouse, and assign courts.
- Starting partners are pre-determined by each session administrator to try and ensure as enjoyable a game as possible for everybody, and will be posted on the board.
- At the end of each 30 minute rotation, winners move up a court and split partners, losers go down a court and split partners.
- There are 3 rotations of 30 minutes each, in each of the two 90 minute sessions, every Wednesday.
- New balls are provided every week at the start of the first session, and the same balls are used for the second session.

Weekly Booking Help - Follow the series of steps below:

- **Step 0.** If you have not already done so, go to [GAMETIME](#), (note you are using the First Time User tab), enter your Last Name, and enter your UTC membership number in the Club Number# field in the format A-2018xxxx. On the next screen choose your own User Name and Password, and update your profile with any missing contact information, especially email address and telephone numbers.

FOR EVERY WEEK YOU WANT TO PLAY, FOLLOW THESE STEPS WEEKLY....

- **Step 1.** Log in using your Username and Password. Underneath the club logo, click on "TENNIS" in the green bar, and use the little green arrow to move the date bar until the date you want to play is visible. Click on that date.
- **Step 2.** Under Court 1, select the time you want to play, and click on "DETAILS" and on the next screen click on "REGISTER".
- **Step 3.** If the next screen shows slots still available, click on "REGISTER" and when the billing page comes up just click on "REGISTER" again. Don't worry about billing, cost is zero. If you see the following you have successfully booked and will get an email confirmation.



You have successfully signed up for this class

- **Wait List.** If Step 3 shows "Event Full" with no slots available, you have the option to join the wait list by clicking "JOIN WAITLIST", then on the billing page click on "REGISTER" again and you will see the following, and also get an email confirmation.



You have successfully added into the waitlist