

SCHEDULING: RTTC TABLE RESERVATION PROCEDURE

- • All players must be current members of the Rossmoor Table Tennis Club.
- • Initially, members may play two times per week, on different days.
- • Reservations can be made Monday through Saturday at 8:00, 9:00, 10:00, 1:00, 2:00, and 3:00.
- • To request a table time, send an email message to scheduler Anne Kuritsubo (annek1986@gmail.com); no phone calls/texts will be accepted.
- • Reservation requests will be accepted **beginning** on Thursday, April 8, at 8 a.m., for the weeks of April 12 and April 19. You may request a table time for those two weeks anytime during that period until noon on the day prior to your desired play date. For example, if you want to reserve a date on Friday, April 23, you can reserve it anytime between April 8 at 8 a.m. until noon on Thursday, April 22. Reservations made previously and confirmed will remain on the schedule.
- • Reservation requests received any time before 8 a.m. on April 8 will not be accepted.
- • Reservations will be accepted in the order received.
- • When emailing reservation request(s), the following items are required:
 - o Your name
 - o Name of your partner
 - o First and second choices of preferred day and time of reservation. Add "Any Available Time" if you and your partner are available at all other times that day.
- • Reservations that do not include the required information will not be accepted.
- • One of the days/times will be scheduled, if available. An email confirmation reply will be sent.
- • Going forward, you may reserve for a new week (that begins on a Monday) **beginning** on the Sunday eight days prior; for example:
 - o For the week of April 26 to May 1 - reservations will be accepted beginning Sunday, April 18, at 8 a.m.

- ○ For the week of May 3 to May 8 - reservations will be accepted beginning Sunday, April 25, at 8 a.m.
- ● **Substitution of Players.** After making a reservation, any substitution of players must first be approved by the scheduler no later than 5 p.m. the day before the reservation. If the substitution request is received after 5 p.m., the reservation will be cancelled. If a player shows up with a different partner than listed on the reservation schedule, both players must leave. If one player fails to show for the reservation, his/her partner must leave. No substitution of players is allowed on the day of the reservation.
- ● To cancel a reservation, email annek1986@gmail.com promptly so that the slot is available for other RTTC members.
- ● **Prior to playing on reservation date, players must familiarize themselves with Covid-19 Mitigation Protocols/Rules for Table Tennis Play.**
- ● There may be future changes to this procedure if necessary.

- 4/1/21