



# OTTAWA TENNIS CLUB

*Your Cottage in the City*

176 Cameron Avenue , Ottawa, ON K1S 0X5 | [info@otlbc.com](mailto:info@otlbc.com) | 613-730-7207 | [www.otlbc.com](http://www.otlbc.com)

## Tennis Court Booking Rules

- All Members **MUST** scan in at the front desk prior to playing – or it will be counted as a **NO SHOW**.
- Repeated no shows may result in booking privileges being revoked. Repeated no-shows will result in a penalty (members will be placed in the penalty box and receive a suspension from advanced tennis booking privileges). Exceptions may occur for extenuating circumstances.
- **Courts 1 to 12** are **1-hour timeslots** (but play is restricted to 55 minutes to allow time for changeover).
- **Courts 13 to 18** are **45-minute timeslots** (but play is restricted to 40 minutes to allow time for changeover).
- Players are expected to stop play prior to the end of the court booking time.
- **Serving practice** is not permitted in prime times or on doubles courts (only permitted on the single courts of 5,6 and 7).
- A **ball machine** is available for use on court 1, but can only be used outside of prime times. Court 2 may be used, but only when Court 1 is unavailable.
- **Bookings Can be made up to:**
  - **2 Hours** on Courts 1 to 12
  - **90 minutes** (1.5 hours) on courts 13 to 18
  - If **two consecutive bookings** are made, we encourage one of the bookings to be during non-prime time.
  - Booking three (or more) consecutive timeslots is **not permitted**. Should this occur, the Front Desk Staff will release the bookings after the second one.
- Court bookings should be made online (or calling) prior to arriving at the club.
- Members can book courts up to **4 days in advance** starting at 7AM. (i.e. Members can book on Tuesdays at 7AM for courts on Saturday)
- Members can book Round Robins up to 5 days in advance starting at 7AM. This is to allow unsuccessful bookers of Round Robins a fair chance to book other courts 4 days in advance.
- Members **must cancel court bookings online at least 4 hours before the start of the booking**, to allow other members to book the court. In emergency situations where the cancellation is within 4 hours of the start of the booking please email [info@ottawatennisclub.ca](mailto:info@ottawatennisclub.ca) or call 613 730 7207.



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- **All names** on the court booking must be accurate.
  - Members should not book courts with another member's name unless they are playing together.
  - The court booker can make name changes prior to the booking or inform the front desk upon arrival.
  - You may change player names and convert singles matches into doubles and vice versa.
- **Courts not occupied within ten minutes will be released and made available for last-minute bookings.**

**Prime Time Hours:** booking start times between

- **Monday to Friday:** 9AM to 11.45AM and 6PM to 8PM
- **Saturday & Sunday:** 9AM to 11.45AM  
(prime times may change during the season)

## Guest Usage

- Guests are permitted only during non-prime times.
- Each member gets a number of free guest passes per season. 2 Free guest passes (Individual Memberships). 4 Free guest passes (Family Memberships). After that they are chargeable at the rates below.
  - Adult \$25
  - Child \$12.50
  - Family \$40
- *Guests must ALWAYS be accompanied by a member.*
- *Each Guest is restricted to a maximum of three (3) visits per season. The exception to this is when they play with a member during our Saturday Wine, Dine and Play times. Guests can play an unlimited times during these sessions (guest fees will occur).*



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## Membership Terms and Conditions:

- Members acknowledge that they have read and accepted, and will adhere to the OTC policies and [values](#).
- The club reserves the right to cancel without a refund, the membership of any individual(s) whose conduct is contrary to the OTLBC policies and [values](#), or causes any damage to the club.
- All members must be respectful and fair when booking courts, especially during Prime Times.
- **Family memberships**
  - Include a couple with their dependent children up to 21 years of age (living at same residence) and a caregiver access card.
  - Caregiver facility access is limited to that person's time caring for the family's children, and the caregiver must provide photo ID at the front desk to access the premises.
- Children aged 3 and under can use the outdoor pool for free when accompanied by a paying Adult member. The Adult member must be a parent/guardian.
- For the purposes of 2025 registration, ages apply as of January 1, 2025.
  - Incorrect age declaration will result in membership cancellation by the club without a refund.
- A returning member is defined as anyone who was a member of the club in the 2024 season. A new member is defined as anyone that was not a member in 2024.
- Memberships are not pro-rated.
- **Guest passes**
  - Guests must ALWAYS be accompanied by a member.
  - Guests are not allowed during prime times on tennis courts
  - Each Guest is restricted to a **maximum** of three (3) visits per season.
  - Guest Fees are: Adult \$25, Child \$12.50, Family \$40
  - **Heat Advisory:** During a heat advisory, guests are not permitted in the pool.
- **The Cameron restaurant, Courtside Cafe, and any other non-member activities are open to the general public**
- **REFUND POLICY**
  - Memberships, including special assessments and capital fund fees are non-refundable. A credit may be considered if supported with medical documentation. **Must be submitted within one month of ceasing activity.**
  - Programs, Clinics, and Swim lessons must be cancelled **7 days prior** to the start of the class, to qualify for a Refund (minus a \$40 admin fee) or a Full Credit.
    - If a program or clinic is cancelled by the Ottawa Tennis club prior to the start of the session, a full refund will be provided.
  - Should a swimming lesson be cancelled due to thunder and/or lightning, a make-up class will be scheduled. If no make-up class is possible (such as end of the season), a pro-rated credit will be placed on your account.
  - All Cancellation and Refund request **must be** in written form and sent to [info@ottawatennisclub.ca](mailto:info@ottawatennisclub.ca). Refunds are issued to the same method of payment, if possible
- Any terms and conditions may be changed at any times.