**MTC Captain Info Sheet-**

1. Write clear, specific emails with all the details a player needs (time/date/place/etc.) to your team TWICE ;-)
2. Instruct your players to READ THEIR EMAILS
3. I HIGHLY RECOMMEND you REPEATEDLY ask them to update their availability in the USTA site. This makes the job of getting players qualified (2 matches) that much easier.
4. Send lineups out a week prior (at least--if possible)
5. Give name and info of the at level liaison to the TC.
6. Instruct them to reach out to the liaison if necessary.
7. Inform your team who the outside players are on that team.
8. Inform the outside players that they need to pay $35 and sign a waiver BEFORE playing a match. MTC will be making a stronger effort to monitor outside players once the season begins to make sure they have paid their fees and signed their waivers.
9. Team Practices MUST BE APPROVED by the GM. To “Qualify” as a team practice, you need 8 players and can reserve two back courts at an approved (non-conflicting) time.
10. Anything other than an approved team practice requires non-MTC members to sign in as guests and either they or their hosting member needs to pay the $10 guest fee. I want to emphasize that the $35 team fee for Non-MTC members does NOT get them a 3-month membership to play at MTC whenever they want to…
11. Please instruct your players that they MUST play a 10-point tiebreaker in lieu of a 3rd full set in ALL matches EXCEPT 4:30PM WEEKEND matches.

**Tennis Committee Liaisons:**

M3.0/M3.5 – Kent Castle and George Jackson

M4.0 – Jody Osterweil and Rob Ahearn

M4.5/5.0 – Mark Plaskon and Jeff Birkenseer

W3.0- Janet Bosnich

W3.5- Amy Taylor and Corliss Saland

W4.0- Jennifer Holmes and Jamie Papadimos

W4.5- Amy See