

## Mississippi Championship Host Responsibilities

### Hotels

- Contract with area hotels to provide room blocks for nights of event and special rates
- Submit to State Coordinator (SLC) hotel information for championship website
  - Cut off dates
  - Rates
  - Street address
  - Phone number
  - Reservation instructions
  - Link
  - Driving Directions to/from main site to/from host hotel for captains' packets and website

### Sites

- Secure lighted sites as required by the size of the tournament
- Submit to SLC site information for championship website
  - Addresses
  - driving directions
  - any site specific information (such as a club rule on dress code)
- Insure that sites are adequately maintained for league championship play
  - Chairs/benches on court for players
  - Courts are free of debris
  - Squeegees on site in case of rain
  - Internet access, preferably wireless at main site for staff
  - Printer access at main site for staff
- Make arrangements for back-up (indoor if available) courts in case of inclement weather. Have directions available.

### Local Volunteer Staff

- Provide local volunteers to assemble team bags
  - T-shirts
  - Local information
  - Local winner awards (these will be shipped to facility. SLC will provide host with list of local winning teams. Each player on local winning teams receives an award in their team bag.
- Provide local volunteers to assist with team check-in
- SLC will need to meet w/volunteers prior to check-in to go over check-in procedures. This meeting can be done at whatever time is convenient for the local committee.
- Provide local volunteers to run sites
  - SLC will need to meet w/volunteers to go over site desk procedures. This meeting can be done at whatever time is convenient for the local committee the day of check-in. All volunteers do not have to be present. Volunteers that begin the day can go over procedures with the next shift and so on.
- Provide local volunteers to monitor any consumables at sites such as water, ice, and fruit and replenish as needed.

### Player Amenities

- Provide water, fruit, and ice at all sites
- Provide area information concerning restaurants, shopping, attractions, etc.
- Provide player T-shirt or gift (T-shirts are common but a gift of equal value is acceptable)
  - Provide design including all logos and text for SLC/USTA approval
  - SLC will provide an estimate of size requirements 7-10 days prior to event. Please notify SLC if sizes are needed sooner