

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

Sites

- Secure lighted sites as required by the size of the tournament
- Submit to SLC site information for championship website
 - Addresses
 - 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
- 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
 - Player gift (provided by USTA MS)
- Provide local volunteers to assist with team check-in
- 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