DIRECTIONS FOR COMPLETING

**REGISTRATION FORMS**

**(Captain’s Only)**

Step 1: Complete the form “Captain Information Sheet.”

1. Write the name of your local league in space next to AREA/District. **(Do not write the name of your team or your facility.)**
2. Write your team’s level in the space next to NTRP Level.
3. Place a checkmark next to the appropriate gender.
4. In the player’s column, write the name of the captain on the first line. If the original captain is not the acting captain for the Section Championships, list acting captain’s name. **Enter all players by last name first.**

Step 2: The Team Registration Sheet is just those player who you believe are going to be signing up, this is just a method of double checking that players have signed up online correctly.

Step 3: Please mail the following documents (Captain Information Sheet, Team Registration Sheet and $100 Deposit Check) to:

**USTA Southwest**

**Attention: Liz Murrieta**

**7010 E. Acoma Drive, Suite 201**

**Scottsdale, AZ 85254**

Step 4: You can also fax the documents to me:

 (480)289-2701 Attention: Liz Murrieta

Deadline for Team Entry: April 20th, 2015

CAPTAIN’S CHECK-OFF LIST

1. Directions for completing registration.
2. 2015 Tennis Captain Information Sheet.
3. 2015 Tennis Team Information Sheet.

**Return the following with your entry:**

 \_\_\_\_\_\_ 2015 Captain Information Sheet

\_\_\_\_\_\_ 2015 Team Information Sheet

\_\_\_\_\_\_ Refundable deposit check: $100, securing/confirming team commitment (made out to USTA Southwest).

\*New Southwest Regulation:

*All teams advancing to Section Championships shall be required to submit a fully refundable $100 security deposit (in form of a check) with the Team Registration Form. Security deposits shall be fully refunded to teams who complete all Section Championship matches immediately following their last match. Teams that withdraw twenty-two (22) days or more in advance of the start of the tournament will be reimbursed the full security deposit and entry fee. Teams that withdraw within twenty-one (21) days or fewer of the start of the tournament and posting of the draw will forfeit their security deposit and entry fee. Teams that withdraw once the draw is posted will forfeit their security deposit, entry fee AND are subject to a grievance filled by the Section League Coordinator.*

Deadline for Team Entry: April 20th, 2015

*USTA SOUTHWEST*

*40& Over Championships*

*Captain Information Sheet*

**District /Area**:

**Team Number:**

**Level**:  **Men**: [ ]  **Women**: [ ]

**Captain Name**:

# **Address:**

**Cell Phone**:

**Home Phone:**

**Work Phone:**

**E-mail**:

*Team Information Sheet*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Area/District: |       |  |  Team NTRP Level: |        |
|  |  |  |  |  |  |  |  |
| Team Number: |       |  | Women: | [ ]  |  | Men: | [ ]  |

**\* List Captain’s Name first, followed all other players (Last, first)**

|  |  |  |
| --- | --- | --- |
|  | LAST NAME\* | FIRST NAME\* |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |
| **9** |  |  |
| **10** |  |  |
| **11** |  |  |
| **12** |  |  |
| **13** |  |  |
| **14** |  |  |
| **15** |  |  |
| **16** |  |  |