

Metroplex Tennis League (MTL)
A Program of the Maureen Connolly Brinker Tennis Foundation
Roster Preparation - New Teams

1. Fill out your team roster by listing all team members, including yourself and your co-captain. (Roster Form is included in this packet.) Include an e-mail address for yourself and your co-captain. Include complete name, email, and primary phone number for each member of your team (most communication for MTL is done by email). Your team roster cannot exceed 18 players.
2. Include each player's USTA rating if she has one, MTL level if she has played MTL before, or TCD level if she plays TCD. This information is used to place your team in the league in the appropriate level.
3. Your team **may be** required to play a placement match on August 10 to assist in your placement within the MTL. If a placement match is required for your team, and you fail to play in the match, your team will not be permitted to play in the league.
4. **Check with the tennis pro at your facility, concerning court availability.** If your home courts are available to your team on every Saturday, from September 7 through November 9, you need **not** fill out the Court Availability portion of the form. (Court Availability form is included in this packet.) If your courts are not available to your team on any of those Saturdays, fill out the Court Availability form, listing unavailable dates. Every effort will be made to accommodate those dates. Also please provide driving instructions to your facility, which will be entered on the website.
5. Once you have assembled your proposed team roster, please forward that preliminary roster either by email to gailproffitt@gmail.com or by regular mail to Gail Proffitt, 1914 Quail Ridge Drive, Garland TX 75040, as soon as possible. This will enhance the correct placement of your team. The **final roster and payment** for your team should be brought to the New Captains' meeting on August 3, 2:00 pm, Brookhaven Country Club. Prepare one check made out to the Metroplex Tennis League for your entire team. The fee for each player is \$12.00 for the season.
6. You will be able to add up to a total of 18 players to your team until October 4.
7. The captain or co-captain must bring all forms and the check to the New Teams Meeting. **Your roster and fees must be submitted by August 3, 2:00 pm, Brookhaven Country Club, or you will not be allowed to play in the league.**
8. **Team placements will be played on August 10.**
9. Team schedules and league requirements will be available on-line August 27 at the website, www.metroplextennis.org.

This is going to be another great season. We will see you at the Brookhaven Country Club on Saturday, August 3, 2:00 pm, for the New Teams Meeting.

Metroplex Tennis League New Team Roster

Please Print or Type

Facility/Club Name: _____ Team Name: _____
 Desired Level of Play in MTL: _____
 TCD/USTA/Metro: _____

Captain: _____ Co-Captain: _____
 Primary Phone: _____ Primary Phone: _____
 Secondary Phone: _____ Secondary Phone: _____
 E-Mail Address: _____ E-Mail Address: _____

Team Members (Listed alphabetically, including captain and co-captain)

	Last Name	First Name	Email	Primary Phone	LEVEL: USTA/TCD/MTL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

Total Dues: _____ Total Dues Attached: _____

Metroplex Tennis League Court Availability/Driving Instructions

If you have any Saturdays that your courts are unavailable for use during this season, please note them below.

Facility Name: _____

Team Name: _____

Dates Courts are **not available**:

If the tennis pro at your facility has placed restrictions on the number of courts scheduled for MTL matches on the same Saturday, please note the restrictions below (Applicable only if you have multiple MTL teams playing at the same facility).

Driving Instructions to Your Facility: _____

Your Responsibilities as a Metroplex Tennis League Captain

Here is a summary of what you need to do as captain of your Metro team.

Before the Season starts:

1. Every captain must read and know the MTL rules, which are available on the website.
2. Each captain must her obtain home match times from the Home Team Pro and enter the team's match time by Tuesday before the season begins on the website by using the **Schedules** option on the **Admin** screen for each match played at home.

Before the Match begins:

1. Every home team captain, as a courtesy, should provide match times and directions to the visiting captain by 10 pm, Tuesday, prior to the scheduled match.
2. Every captain must ensure that the courts are available for at least two hours for the match.
3. Every captain must make sure that each court has new balls.
4. Every captain must have the team lineup on the scorecard prior to arrival at the site of the match.
5. If a MTL rule is to be waived, each captain must note the rule being changed on her scorecard and each captain must sign her name below the waiver notice on the scorecard.

Immediately After the Match:

1. Fill out the scorecard accurately and completely.
2. Have the scorecard signed by the captain of the visiting team.

As Soon As You Get Home:

1. If you are the home captain, submit the score on the Metro website by 6:00 pm, Monday, following the match. See the instructions in your captain's packet. Keep your scorecard in case of a discrepancy in the scores.
2. If you are the visiting captain, please review the scores on the website by noon, Thursday, following the match. If there is a discrepancy, please contact your level coordinator.