

FACILITIES/MAINTENANCE

- Contact all facilities as far out as possible to request the use of the courts. Make sure they know how many days the courts will be needed
- Find out if there will be a charge for using the courts.
- Find out who will be responsible for snow removal – the club or the tournament committee.
- If the courts are not going to be used at all or for fewer days than originally anticipated, inform the club.
- At least a month prior to the tournament check all courts that are to be used for screen tightness. Deck safety (i.e. bare spots) should also be examined.
- Create a Facility Information sheet for each facility to be put into its Hut Box. This should include the following information:
 - Entry codes, if applicable.
 - Location of light and heat switches for the courts.
 - Phone number of facility maintenance, if applicable.
 - Locker room availability.
 - Trash removal at end of day and who will be responsible to lock the hut.
- Make sure the facility knows the first and last match time on each day. If the hut will be locked and there is no code, make sure the hut will be unlocked at least 40 minutes before the first match.
- If it is a public facility with no maintenance crew, line up volunteers for early morning snow removal if needed. Know where the shovels/brushes are kept.

Numbers on each court makes it easier for the hut commanders.