

Dear Volunteer Hut Commanders,

On behalf of the 81 Nationals Committee, we want to thank you for generously committing your time to help us run the 2016 APTA National Championship.

Please take a few minutes and look over the information below. Here you will find some useful information that will make your day run smoothly. However, if you can't find the answers here, do not hesitate to call Tiernan or Jane (contact information below)

We certainly hope you will join us at the event at some point over the weekend to watch the matches or participate in the various activities available. Again, thank you for your invaluable contribution.

Sincerely,

Tiernan Cavanna  
203-644-8772  
[tcavanna@me.com](mailto:tcavanna@me.com)

Jane Foster  
914-434-2642  
[janefoster@optonline.net](mailto:janefoster@optonline.net)

**YOUR MANTRA: “NO EMPTY COURTS & NO PLAYERS SITTING AROUND”**

1. Print out the draw and bring it with you along with your cell phone, iPad and charger.
2. Once you have arrived at the site and check the courts, heaters, bathrooms, supplies, please text or call your area captain to let them know you are set to go. Your shift starts 30 minutes before matches begin.
3. Get the players out on the courts! No empty courts and no sitting around.
4. Know the draw and be able to tell players where they are going next and when.
5. REPORT correct and complete scores promptly via live scoring website or to your area captain. Texting is preferable, but you can call or take a picture and text/email.
6. If you are unsure of the rules or if there are any disputes, please contact Tiernan or Jane immediately.
7. Once matches are finished, please take a picture of your draw and send it to your area captain.
8. Tidy up the hut and let your area captain know if you are short of supplies.
9. That’s it! Have fun and GET THE CORRECT SCORES IN ON TIME!

**Area Captain Contact Information and Live Scoring Passwords**

CLUBS	Area Captain	Cell	Email	Live Scoring ID	Password (case as shown)
Country Club of Darien	Jane Foster	(914) 434-2642	<a href="mailto:jenefoster@optonline.net">jenefoster@optonline.net</a>	CCDhut	5score
Apawamis	Jane Foster	(914) 434-2642	<a href="mailto:jenefoster@optonline.net">jenefoster@optonline.net</a>	CCDhut	5score
Aspetuck Valley Country Club	Leila Stuhr	(203) 233-8591	<a href="mailto:ewstuhr@hotmail.com">ewstuhr@hotmail.com</a>	ROXhut	4score
The Balliwick Club	Marie Magliano	(914) 671-8304	<a href="mailto:MNMAG@aol.com">MNMAG@aol.com</a>	GCChut	1score
Belle Haven	Jane Foster	(914) 434-2642	<a href="mailto:jenefoster@optonline.net">jenefoster@optonline.net</a>	CCDhut	5score
Burning Tree	Marie Magliano	(914) 671-8304	<a href="mailto:MNMAG@aol.com">MNMAG@aol.com</a>	GCChut	1score
Country Club of New Canaan	Joanne Hennessy	(847) 732-4051	<a href="mailto:HennJ@aol.com">HennJ@aol.com</a>	GCChut	1score
Coveleigh	Jane Foster	(914) 434-2642	<a href="mailto:jenefoster@optonline.net">jenefoster@optonline.net</a>	CCDhut	5score
Easton Racquet Club	Laura James	203-820-5968	<a href="mailto:elrbcjames@yahoo.com">elrbcjames@yahoo.com</a>	WBhut	2score
Greenwich Country Club	Marie Magliano	(914) 671-8304	<a href="mailto:MNMAG@aol.com">MNMAG@aol.com</a>	GCChut	1score
Field Club of Greenwich	Marie Magliano	(914) 671-8304	<a href="mailto:MNMAG@aol.com">MNMAG@aol.com</a>	GCChut	1score
Innis Arden	Marie Magliano	(914) 671-8304	<a href="mailto:MNMAG@aol.com">MNMAG@aol.com</a>	GCChut	1score
Italian Center	Leila Stuhr	(203) 233-8591	<a href="mailto:ewstuhr@hotmail.com">ewstuhr@hotmail.com</a>	ROXhut	4score
Lake Club	Leila Stuhr	(203) 233-8591	<a href="mailto:ewstuhr@hotmail.com">ewstuhr@hotmail.com</a>	ROXhut	4score
Manursing	Jane Foster	(914) 434-2642	<a href="mailto:jenefoster@optonline.net">jenefoster@optonline.net</a>	CCDhut	5score
Middlesex	Laura James	203-820-5968	<a href="mailto:elrbcjames@yahoo.com">elrbcjames@yahoo.com</a>	WBhut	2score
Milbrook	Marie Magliano	(914) 671-8304	<a href="mailto:MNMAG@aol.com">MNMAG@aol.com</a>	GCChut	1score
New Canaan Field Club	Joanne Hennessy	(847) 732-4051	<a href="mailto:HennJ@aol.com">HennJ@aol.com</a>	GCChut	1score
Patterson	Laura James	203-820-5968	<a href="mailto:elrbcjames@yahoo.com">elrbcjames@yahoo.com</a>	WBhut	2score
Rolling Hills	Leila Stuhr	(203) 233-8591	<a href="mailto:ewstuhr@hotmail.com">ewstuhr@hotmail.com</a>	ROXhut	4score
Round Hill	Marie Magliano	(914) 671-8304	<a href="mailto:MNMAG@aol.com">MNMAG@aol.com</a>	GCChut	1score
Roxbury	Leila Stuhr	(203) 233-8591	<a href="mailto:ewstuhr@hotmail.com">ewstuhr@hotmail.com</a>	ROXhut	4score

- Your area captain, which appears on your hut information sheet
- **PRINT OUT THE DRAW AND BRING IT WITH YOU** along with your cell phone, ipad, laptop charger and make sure you have access to live-score reporting or you can text scores to your area captain

### **1. Locate Supplies' Package in the Hut**

- Package of items listed below should be at your location when you arrive.
  - Your shirt (if you haven't already picked it up). Please wear it so that players can easily identify you
  - Sleeves of Balls
  - Bananas
  - Energy bars
  - Gatorade bottles
  - Water bottles

### **2. Familiarize Yourself with Draw Sheets**

- Look at draws to familiarize yourself with them. If you attended a training session, you should be comfortable to fill them out. If not, look them over to get familiar with the system.
- Think about what matches should play on which courts in advance (think about seeds, local players, etc).
- This tournament format is designed to provide every team with at least 3 matches to be played.

### **3. Found Any Mistakes in the Draws ?**

- If any mistakes are detected, please report to Tiernan or Jane IMMEDIATELY.

## WHAT YOU NEED TO DO

Once you show up to your designated hut, please do your best to check off all the following items to make sure facility is ready. Please arrive 30 minutes prior to the first match time. **Please contact your area captain (a text is preferred) to let them know you are onsite and everything is ready to go.**

### 1. Check Court Conditions

Turn heaters on, if any snow / ice / rain

\* If any assistance needed, contact your assigned club's maintenance immediately (refer to your club information sheet at the end of this package list)

### 2. Food, Drinks & Supplies

Display the energy bars & bananas

If any ice, place the gatorade and water bottles in a bucket of ice. If a fridge, place them in there

Keep the balls in a warm (room temperature) place

If any supplies are missing or you are running low, REPORT TO FAYCAL RHAZALI at 203-559-9844 .

### 3. Reminders to give to ALL Players

10-minute warm up

Have them check with you to see where and when their next match will be

REPORT SCORES via live scoring or by **TEXT** to your area captain promptly at the end of every match -

**REALLY IMPORTANT!!!**

Once scores are reported, tell both winners and losers where and when they play next - **REALLY IMPORTANT!!!**

Breaks between matches should be kept to a minimum (10 mins for 2-set matches & 20 mins for 3-set matches)

Lunch will be served at the main site, Country Club of Darien, from 11AM to 2:30 PM on Fri & Sat

### 4. Matches Format

All matches are best of 3 sets using regular scoring

12-point tie-breaker is played at 6-all (first to 7)

### 5. MATCHES & SCORE REPORTING - REALLY IMPORTANT!!!

#### 5.1. MATCHES

- Check ALL players in as they arrive
- If all players are NOT checked in by 10 minutes after the start of their match, REPORT TO TIERNAN OR JANE
- **Remember: No empty courts, no players sitting around**
- Send out the matches promptly
- Give two new balls for the **first** rounds, but ask players to bring them back when done. Keep the good used balls. After the first rounds, you should have enough used balls to give one used and one new ball per match
- A new ball may be given to the players if they request at the end of each set
- Keep a list of ORDER OF MATCHES to send out. Give priority to main draw play, but do send out back draw matches if main draw is backed up. Use your discretion
- Do not assume players will get on the court on time
- If any courts are open, look for players to send matches out
- Courts should only be empty if previous rounds are holding up the flow of the tournament
- In case of players' injuries, give them 10 minutes "medical" time out.
- In case of any disputes, do not get involved. Have the players contact Jane or Tiernan

#### 1.1. SCORES REPORTING

- Report scores after each match to your area captain via text, phone or email.
- When communicating the results to your area captain, use the following protocol to provide the following:
  - a) Name of the club you are calling from
  - b) Name of the draw and section you're referring to (i.e. quarters of main draw; semis of consolation, etc)
  - c) Winners' last names
  - d) Match score
  - e) AT THE END OF YOUR SHIFT, TAKE A PICTURE OF COMPLETED MATCHES AND TEXT OR EMAIL YOUR AREA CAPTAIN

### **Lost & Found**

- Contact Jane or Tiernan if a player leaves something behind

### **6. After All Matches Are Done**

Clean the facility (please make sure you leave the hut at least as clean as you found it)

PM Shifts: Please contact your area captain to let them know you are done. If there are any left over supplies, contact FAYCAL RHAZALI at 203-559-9844 or frhazali@hotmail.com.

## Hut Information

Facility	<b>Country Club of Darien</b>
Abbreviated Name	CCD
GPS Address	300 Mansfield Ave, Darien, CT 06820
Main Phone	Clubhouse Front Desk - (203) 655-9726 ext. 200
Contact Info	Maintenance (Property Manager) - Joe Phelan (203) 655-9726 ext. 226
Special Instructions	Hut is unlocked at all times. Access code is 5427, if needed. Locker rooms are available for use in the clubhouse.
Facility	<b>The Apawamis Club</b>
Abbreviated Name	Apawamis
GPS Address	2 Club Road, Rye, New York, 10580
Main Phone	(914) 967-2100
Contact Info	Harry Walsh at hlrwalsh@gmail.com or 914-473-1336
Special Instructions	None
Facility	<b>Aspetuck Valley Country Club</b>
Abbreviated Name	AVCC
GPS Address	67 Old Redding Road, Weston, CT, 06883
Main Phone	(203)226-4701
Contact Info	Max LePivert at mlepivert@aspetuckvalley.com or 914-216-9914 and for Maintenance or malfunctions please call Tom Costello - 203 414-4038
Special Instructions	None
Facility	<b>The Bailiwick Club</b>
Abbreviated Name	Bailiwick
GPS Address	12 Duncan Drive, Greenwich CT 06831
Main Phone	Pro Shop - 203-531-8480
Contact Info	<a href="mailto:robertbecker@gmail.com">Robert Becker at 203 – 600-5488 or robertbecker@gmail.com</a>
Special Instructions	Club will open and close facility, but hut commander must be there during matches
Facility	<b>The Belle Haven Club</b>
Abbreviated Name	BHC
GPS Address	100 Harbor Drive, Greenwich, CT, 06830

Main Phone	(203) 861.5353
Contact Info	Marco Grangeiro - mgpaddle@gmail.com or (914) 482-3580
Special Instructions	Courts 1 & 2 are together and court 3 is a standalone by the boathouse. Heaters' and lights' switches are attached to the courts. Will ask for the head of maintenance contact info for facility emergencies.?
Facility	<b>Burning Tree Country Club</b>
Abbreviated Name	BTCC
GPS Address	120 Perkins Road, Greenwich, CT, 06830
Main Phone	(203) 869-9004
Contact Info	Jack Waite - Jwaite@burningtreec.org, 561-756-1248 or paddle chair at Kevincountant@gmail.com
Special Instructions	Courts are located behind the pool directly across from the main clubhouse. Take the road perpendicular to the club house to the end. Bathrooms are located in the pool locker rooms across from the paddle facility. Enter through gate next to parking lot. Hut code is 315.
Facility	<b>The Country Club of New Canaan</b>
Abbreviated Name	CCNC
GPS Address	95 Country Club Road, New Canaan, 06840
Main Phone	(203) 966-3513
Contact Info	Marco Grangeiro at (914) 482-3580 or mgpaddle@gmail.com, Maintenance – Mike Roe(203) 966-2145 (greens@ccofnewcanaan.org) General Manager – James Connolly (203) 966-3513 (gm@ccofnewcanaan.org)
Special Instructions	Squash facility lockers may be used. Hut is always open. Heaters' and lights' switches are inside of the hut.
Facility	<b>Coveleigh Club</b>
Abbreviated Name	COV
GPS Address	459 Stuyvesant Av, Rye, New York, 10580
Main Phone	(914) 967-5900
Contact Info	Andrea Bonfigli 941-726-5864, andreabonfigli@hotmail.com or Paddle chair James Hedges: jameshedges@verizon.net
Special Instructions	Hut code 1933

Facility	<b>Easton Racquet Club</b>
Abbreviated Name	Easton
GPS Address	Wimbledon Ln, Easton, CT 06612
Main Phone	(203) 261-6469
Contact Info	Brian Quinn - 203-520-9709
Special Instructions	
Facility	<b>Greenwich Country Club</b>
Abbreviated Name	GCC
GPS Address	19 Doubling Road Greenwich, CT 06830
Main Phone	(203) 869-1000
Contact Info	Juan Arraya at 203-550-4083
Special Instructions	Locker rooms are available for use in the clubhouse. Hut is unlocked at all times.
Facility	<b>The Field Club of Greenwich</b>
Abbreviated Name	FCG
GPS Address	276 Lake Ave, Greenwich, CT, 06830
Main Phone	(203) 869-1300
Contact Info	Martin Bostrom at (203) 979-5931 or martin.bostrom@gmail.com
Special Instructions	Clubhouse is closed. Contact Tennis Pro Shop if you need further assistance. (203) 869-1309 Locker rooms are available for use at the clubhouse. NO jeans allowed in the clubhouse. NO cellphones, except in the parking lot. Hut is unlocked at all times.
Facility	<b>Innis Arden Golf Club</b>
Abbreviated Name	INN
GPS Address	120 Tomac Av, Old Greenwich, CT, 06870
Main Phone	(203) 637-6900
Contact Info	Maintenance/Head of Operations – Vincent O'Brien (914) 722-0060 or Dan Regan 912-572-1493 or danregantennis@gmail.com Tennis Pro Shop – Michaela Kratochvilova
Special Instructions	Parking is available in the main parking lot next to the Pool House facility. Paddle courts are located to the left of the clubhouse, across the street from the parking lot. Clubhouse and locker rooms are NOT available for use. Bathrooms are available by the paddle courts. Hut access code is 2-3-4 (one number at a time), then turn knob open



Facility	<b>The Italian Center</b>
Abbreviated Name	IC
GPS Address	1620 Newfield Avenue, Stamford, CT 06905
Main Phone	203-322-6941
Contact Info	Alex Dias is the pro and can be reached at diasalex@hotmail.com. Hank is the paddle chair and can be reached at harrydriver124@yahoo.com.
Special Instructions	The tennis shop is located by the courts and is available for resting, changing, bathrooms and refreshments. The lights and heaters can be controlled by the front desk @ 203-322-6941.
Facility	<b>The Lake Club</b>
Abbreviated Name	Lake Club
GPS Address	165 Thayer Pond Road, Wilton, CT, 06897
Main Phone	203-762-5600
Contact Info	Jack Shpunt - jshpunt@thelakexclub.org or 203-762-1647 or 203-417-5107
Special Instructions	Hut is open and located at the top of the hill past the tennis courts and shop.
Facility	<b>Manursing Island Club</b>
Abbreviated Name	Manursing
GPS Address	Manursing Way • Rye, NY 10580
Main Phone	(914) 967-6400
Contact Info	Tennis Shop: (914) 967-0286, George Wilkinson at 203-820-5502 or Gary in Maintenance at (914) 844-1483
Special Instructions	There are no locks or codes on the paddle hut. Heaters and lights are controlled inside the hut.
Facility	<b>Middlesex Club</b>
Abbreviated Name	MSEX
GPS Address	20 Echo Drive north, Darien, CT, 06820
Main Phone	203-325-3557
Contact Info	Claire Norton at (203) 829-3045 or clairenorton@sbcglobal.net
Special Instructions	Bathrooms are located inside the club house and the deck doors or court side doors will be open.
Facility	<b>Milbrook</b>
Abbreviated Name	Milbrook

GPS Address	61 Woodside drive, Greenwich, CT, 06830
Main Phone	203.869.4540
Contact Info	Maintenance (Property Manager) – Ed Nelson (203) 450-8948
Special Instructions	Parking lot by the paddle courts. Restrooms are across the street in the building with the outside patio. Locker rooms are available for use in the clubhouse. Hut is unlocked at all times.
Facility	<b>New Canaan Field Club</b>
Abbreviated Name	NCFC
GPS Address	164 Smith Ridge Road, New Canaan, 06840
Main Phone	203-966-6879
Contact Info	J. P. McConnell - 914-645-7595 or tennisandpaddlepro@gmail.com Men's Co-Chairs - Faustino Cortina and Dan Kloud. fcortina@me.com and dankloud@yahoo.com Women's Chair - Stacey Essex - ssessex@gmail.com
Special Instructions	There is no code to get in the hut, the door will be open. Bathrooms are downstairs and the switches for the lights and court heaters are next to each individual court. Please turn off all the lights and close the door when players leave.
Facility	<b>The Patterson Club</b>
Abbreviated Name	PAT
GPS Address	1118 Cross Highway, Fairfield, CT, 06824
Main Phone	203.259.5244
Contact Info	Scott Slobin at 203-526-7538 or SSlobin@thepattersonclub.com and Cesar Galindo in Maintenance
Special Instructions	Heaters are turned on inside the paddle hut--check the closet
Facility	<b>Rolling Hills Country Club</b>
Abbreviated Name	RLHC
GPS Address	333 Hurlbutt Street, Wilton, CT, 06897
Main Phone	(203)-762-4600
Contact Info	Xavier Proulx cell: 561-213-3248 Paddle Hut: 203-762-4625 or Racquet Chair: Mike McCormick: mbm2@optonline.net
Special Instructions	Hut will be unlocked and Xavier will be there if you need any assistance.
Facility	<b>Round Hill Club</b>
Abbreviated Name	RHC
GPS Address	33 Round Hill Club Road, Greenwich, CT, 06831

Main Phone	(203) 869-2350
Contact Info	Tennis Pro Shop for maintenance or assistance – (203) 622-5936
Special Instructions	Hut is unlocked at all times. Clubhouse is closed.
Facility	<b>Roxbury Swim and Tennis Club</b>
Abbreviated Name	Roxbury
GPS Address	240 Roxbury Road - Stamford, CT 06902
Main Phone	Tennis & Paddle Pro Shop - 203-329-8485
Contact Info	Connie Jones - csjones10@aol.com and the General Manager - Scott Bounty at 203-223-1897 or gm@roxburyclub.com or paddle@roxburyclub.com
Special Instructions	Door will be left open Nationals code is 1958*. Lights are on the courts, heaters are in hut in kitchen area on the wall. On a 1 hr switch. Can be turned off at any time.
Facility	<b>Rowayton Town Courts</b>
Abbreviated Name	ROW
GPS Address	33 Highland Avenue, Rowayton, CT 06853
Main Phone	NA
Contact Info	Brendan O'Brien email: brendan@bluestarsearch.com mobile: 917.331.5053
Special Instructions	The RPTA courts and warming hut are located behind the Rowayton Library and Community Center at 33 Highland Avenue, Rowayton, CT 06853. Hut Code is 2926. Bathrooms are in the library, which will be open.
Facility	<b>The Stanwich Club</b>
Abbreviated Name	SWC
GPS Address	888 North Street, Greenwich, CT, 06831
Main Phone	Front desk at club is (203) 869-0555
Contact Info	Chris (asst tennis pro) will be at the hut. His cell is (716) 338-3764. Maintenance/Property Manager – Scott Niven (203) 869-1812 General Manager – Gustavo De Leon (203) 869-0555
Special Instructions	Heater and lights are located outside between courts 1-2 and 3-4. Bathrooms downstairs inside the hut each have a shower.
Facility	<b>Silver Spring Country Club</b>
Abbreviated Name	Silver Spring - SS
GPS Address	439 Silver Spring Rd Ridgefield, CT 06877
Main Phone	203.438.2671

Contact Info	Robert Sommer at gm@silverspringcc.org
Special Instructions	The code is 1523 and then enter. There is a latch on the back that will enable entry without entering the code.
Facility	<b>Waveny - Town of New Canaan Courts</b>
Abbreviated Name	Waveny
GPS Address	677 South Avenue New Canaan, Connecticut 06840
Main Phone	Waveny Platform Tennis Courts is 203 594-3621
Contact Info	Contact Info: Platform Hut phone is 203 594-6321. Prmiary contact is Steve Benko (Stephen.Benko@newcanaanct.gov or cell is 203-943-9798) who will have an attendant on duty at the courts both days to open the lodge and assist with anything.
Special Instructions	Access to the courts is within Waveny Park on the road leading to the Lapham Community Center (Lapham road).
Facility	<b>Wee Burn Country Club</b>
Abbreviated Name	WB
GPS Address	410 Hollow Tree Ridge Road, Darien, 06820
Main Phone	203 655-1477
Contact Info	Anton Mavrin at anton.mavrin@gmail.com or (631) 889-5672
Special Instructions	Unlike most facilities, the parking is a 3 to 5 minute walk to hut. Park in main club parking lot and walk through golf shop breeze way, down first hole to courts. Heaters and light switches inside hut and it will be unlocked.
Facility	<b>Westchester Country Club</b>
Abbreviated Name	WCC
GPS Address	99 Biltmore Av, Rye, New York, 10580
Main Phone	914.967.6000
Contact Info	DJ Geatz at Djgeatz@wccclub.org or 914-798-5358 or paddle chair Warren Heller. wheller@crtlcc.com
Special Instructions	The paddle facility has a phone outside the door. security can help with anything you might need. you would need to call them to turn on heaters, open door if it happens to be locked.
Facility	<b>Weston Field Club</b>
Abbreviated Name	WFC
GPS Address	38 Ladder Hill Rd S, Weston, CT 06883

Main Phone	(203)227-8487
Contact Info	Marcela Rodezno (pro and contact person) - 1 803-614-8900
Special Instructions	None
Facility	<b>Wilton Riding Club</b>
Abbreviated Name	WRC
GPS Address	60 Riding Club Road, Wilton, CT, 06897
Main Phone	(203) 762-7615, paddle hut (203) 762-7614
Contact Info	Liz Cruz at 813-313-6305, lizmariacruz@gmail.com or paddle chair at frank Shipman: frank_shipman@yahoo.com
Special Instructions	Hut Code 1929
Facility	<b>Wilton YMCA</b>
Abbreviated Name	Wilton Y
GPS Address	644 Danbury Road, Wilton, CT, 06897
Main Phone	203-762-8384
Contact Info	Ron Gayda (rongayda@yahoo.com)
Special Instructions	The front desk of the Wilton YMCA can handle any issues and players can drive all the way to the rear to the courts.
Facility	<b>Woodway Country Club</b>
Abbreviated Name	Woodway
GPS Address	430 Hoyt Street, Darien, CT, 06820
Main Phone	203.322.1661
Contact Info	Amy Shay at (203) 919-6666 or amy_shay@icloud.com or Maintenance/Property Manager – Jamie Kapes (203) 621-4719 ext 12
Special Instructions	Bathrooms are located downstairs in the hut. Locker rooms are available for use at the clubhouse. Hut is unlocked at all times.