Meet with Sport Rec Advisor from your university/college.

Know the rules of reimbursement, travel and other information the school will need from you.
  * This could include specific paperwork, receipts or signed documents for each tournament.

Attend the TOC Pre Season Webinar hosted by TOC Coordinator Susan Hochstatter

Gather player email, phone, graduation year, t-shirt size and skill level.

Create a budget that best fits where you will be traveling and what tennis materials you will need for practice. (tennis balls, food, gas, hotel etc.)

Rank your teams based on player performance and the NTRP rating system

Create your teams.
  * Team A, B, C etc.
  * 6 - 8 per team is a good number to insure everyone will play.

Create an account on the TOC Sports Illustrated Play registration site.
  * Most will get the account info from the past leader so that you will not have to create a new one.

Register for regional tournaments.
  * Each tournament registration closes the Monday before the tournament is held.
  * If you can not attend more then one regional tournament set up dual matches with other TOC clubs near you. Captain’s info given upon request.

Delegate small tasks if the work load is too much.

Document your community service hours and bonus points throughout the season.
(Due end of May)