

### **Flag Duty Instructions:**

Arrive at Greenhill courts by 6:30 p.m.

Out of the DRC box make yourself a name tag. You need to set up a court assignment sheet and a guest sign up sheet.

**Court assignment sheet** -- Pull out 1 blank court assignment sheet from inside the pink “court assignment” plastic box. Put the number of each court in one of the boxes at the top of each court. We are assigned courts 3-10. When members sign up on a court, be sure to ask if they are “Pay As You Go (PAY)” or “Prepaid (PPD)” members. In the “Code” column mark either PAY or PPD next to their name. Collect \$3 from PAY members and indicate amount paid in the “Fee” column. At the end give the completed sheet to the DRC Vice President or available DRC officer at that time. **(NOTE: You will be given a current list each week of all paid members indicating whether they are PAY or PPD members so you can use this as a check list).**

**Guest sign up sheet** – Pull out 1 blank guest sign up sheet from inside the blue “guest sign up” box. Ask all guests to sign the sheet. Ask 1<sup>st</sup> time guests to fill out the sheet completely including their level of play. First time guests are guaranteed to play and play for free. First 4 guests on the list are guaranteed to play; collect \$5 from each guest that plays. First time guests and 1<sup>st</sup> 4 guests can be assigned to courts immediately with members since they are guaranteed to play. At the end give the completed sheet to the DRC Vice President or available DRC officer at that time.

### **Greeter Duty Instructions:**

Arrive at Greenhill courts by 6:30 p.m.

One of the most important functions for a DRC member is to perform greeter duty. Our club's growth and survival depend on the way we make our guest welcome. Make yourself a name tag. Be sure guests have a red name tag. Greet all guests. Make them feel welcome. Ask how they found out about DRC. Explain membership procedures – attend 3 DRC tennis events and they can apply for membership. Invite them to warm up with another member. Invite them to attend after-tennis social for drinks and food.

### **Flag and Greeter Duty Assignments**

If you are unable to be at Greenhill on the appointed date for duties, please contact **Dianne Davis** (972-239-3594) prior to your assigned day so alternative arrangements can be made.

<b>Date</b>	<b>Flag Duty</b>	<b>Greeter</b>
3-Apr	Paul Britton, Lanelle Lively	Brent Blackmore
10-Apr	Steve Jensen, Cheryl Acres	Rita Dubester
17-Apr	Jewel Redford, Don Watson	Lynn Erickson
24-Apr	Debbie Elkins, Pat Bowring	Charles Cox
1-May	Jim Gunn, Judy McCallum	Barbara Shefferly
8-May	Gail Profitt, Tom Wagner	Bill Griffis
15-May	Pat Gaulding, Ed Brenner	Bill Eidt
22-May	Claudia Helget, Dick Lethe	Ann Devore
29-May	Paul Britton, Charles Campbell	Francy Renz
5-Jun	Steve Jensen, Lucy Wall	Mike Sims
12-Jun	Jewel Redford, Larry Bax	Noreen Janick
19-Jun	Debbie Elkins, Tim Smelzer	Curtis High
26-Jun	Jim Gunn, Al Carter	Bev Cox
3-Jul	Gail Profitt, Carl Cogdill	Gary Rayburn
10-Jul	Paul Britton, Kathy Newman	Carl Heller
17-Jul	Claudia Helget, Jack Griffiths	Nils Mikkelsen
24-Jul	Paul Britton, Anne Marceau	Tom Jean
31-Jul	Steve Jensen, Kathy Murphy	Diane Davis
7-Aug	Jewel Redford, Lanelle Lively	Eva Baer
14-Aug	Debbie Elkins, Brent Blackmore	Cheryl Acres
21-Aug	Jim Gunn, Don Watson	Buddy Leftwich
28-Aug	Gail Profitt, Will Napper	Roxanne Milton
4-Sep	Claudia Helget, Barbara Shefferly	June Presser
11-Sep	Paul Britton, Lynn Erickson	Sherry Wells
18-Sep	Steve Jensen, Ann Devore	Charles Cox
25-Sep	Jewel Redford, Judy McCallum	Harley Mimura