

2025-2026

Contract Renewal Instructions - **TENNIS**

1. Please email your Contract Renewal information **BY FEBRUARY 15th** to:

- COLTSNECKRACQUETCLUB@AOL.COM
- In the email **SUBJECT LINE** please enter “Tennis Contract Renewal”
- Attach to the email a **COMPLETED** Contract Application
- All forms are available in the club and can be downloaded from our website COLTSNECKRACQUETCLUB.NET under the “Adult Tennis” menu

2. Please provide the following information in the body of the email:

- Type of contract “TENNIS”
- DAY of the week and TIME OF DAY (please specify am or pm)
- Contract Captain’s full name, email address and phone number
- List of **ALL THE PLAYERS** in your group that will be responsible for paying. Include their email, phone number, and the portion of their payment due (examples: “equal”, “full spot”, “half spot”, specific \$ amount, etc.....)
- If you, as Contract Captain, will be paying the entire amount of the deposit and contract balance, please let us know.
- Any questions you may have regarding the contract.

3. Additional information:

- All invoices/payments will be processed through CourtReserve. **There are NO Membership or credit card fees on CourtReserve**
- Please make sure your players have a membership and payment profile on CourtReserve using this link:

<https://app.courtreserve.com/Online/Portal/Index/9713>

