

Required Submittals to Tennis Committee

The Ruby Forest HOA requires the following items to be completed and submitted to the Board at least 2 weeks prior to the start date of each league season. No courts can be reserved for practice or match play until a team has submitted all of the required information and fees. The person listed as the team captain on the league websites is responsible for making certain the Board gets the appropriate information.

Required items:

1. Send email to courtreservations@rubyforest.net. You will be sent an Excel spreadsheet that must be completed and returned to the above email address.
2. If playing in an ALTA league, include the ALTA roster confirmation number in the roster spreadsheet.
3. All applicable non-resident fees must be paid. Adult fee is \$25 per season; Checks must be made out to Ruby Forest HOA. If a non-resident is mailing a check directly the address is PO Box 367, Suwanee, GA 30024. Make sure the check is mailed in time to arrive at least 2 weeks prior to the start date for the appropriate league.
4. Once the completed roster and all non-resident fees have been submitted, the Captain will receive the pass code for the www.reservemycourts website.