

TENNIS AUSTRALIA



You're gonna love it!

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15 July, 1999

LETTER
 SENDER TO KEEP
 SV2412437

Mr Noel Callaghan
 State Coach
 Tennis NSW
 PO Box 21
 Paddington NSW 2021

Dear Noel

Please find enclosed your Manager's kit for the 16&Under tour of Germany.

This kit comprises the following information:

- Guidelines for Manager's of Overseas Tours
- Financial Accounting Forms
- Sexual Harrassment Guidelines
- Travel Itineraries for all players participating on this tour
- Player Profiles with medicals
- Tour Tips as sent to each player

I have also enclosed your Qantas Airticket which includes a voucher for your Hertz rent-a-car which will be ready for pick-up on your arrival at Stuttgart Airport. You may be required to pay a small fee when picking up this vehicle.

I have organised for AUD6000 to be made available (in Deutschmark) at the ANZ Branch in Double Bay early next week.

I hope you enjoy the tour and please contact me if you require any further information.

Kind regards


 Christine Finnegan
 Player Development Coordinator