

2019 Mid Atlantic Regional Pickleball Tournament

Wed 9/19/19 to – Sun 9/22/19

Volunteer Positions

1. Court Taping – 12 people

Lead - Steve Boswell

Schedule: Wed 9/18 1pm – 5pm Thurs 8-12pm (if needed) – 12 people

We will have to tape 27 courts this year. There will be 16 courts on the back sections and 9 on the front. Much of the work will be done prior to the week of the tournament. We hope to have all the courts measured with lines marked to make it easier to lay the tape. Courts will need to be taped in time for clinics and play at 10 am Thursday 9/19.

2. Player Bags/gift - 6 People

Lead -

Schedule: Thurs 9/19 8am – 1pm - 6 people

Players gift will be water bottle. There will be player bags that will need to be stuffed prior to player registration. Players also had the choice to purchase SSIPA shirts and we will have to arrange SSIPA shirts for players that ordered them. There will be player 1st server bands in each bag. The 500 bags have been donated by Pickleball Central. There may be some other things for the bags.

Place all items on rolling shelves to be moved to check in booth when needed.

3. Event Set up - 12 People

Lead – Mike Lane

Schedule: Thurs 9/19 8am – 12pm 12 people

This team will set up all the tables for tournament operations, referee station, raffle tables, check-in and vendor areas.

- Setup all nets in preparation for practice after courts are taped.
- Hang banners for both Gold/Silver sponsors and Court sponsors.
- Hang court numbers for each court.
- All nets and bags to be tagged with court number and bags put away in storage.
- Rena's banner along with Onix Banner on court 1.
- Would prefer not to place banners or court numbers on the nets but be on wall behind net.
- Nets need to be up by 10am for clinic's and Ambassador RR
- Set up monitors in the SC for players to see court assignments and which teams will be called up next. Ensure we have electrical where needed.
- Set up PA System which we will use for all announcements.
- Set up and test all radio's for referees and key personnel.

4. Vendor set up/assistance/massage tables – 8 People

Lead – Michele Smith

Schedule: Setup Thur 9/19 3 people

2.5 hr shifts – Total 4 people each day

Help Vendors setup on Thurs and work any issues they may have.

This year we will have our own Pickleball Rocks Vendor table that we will manage.

May have one or two small 10 net setup in the vendor area as a demo area for our paddle sponsors.

We may have a massage table. We need to get the set up.

5. Ambassador Round Robin Coordinator – 2

Lead : Kristen Meyer

Schedule: Thursday 9/19 – 9am – 12pm

There is an Ambassador Round Robin scheduled for Thursday 9/19 10am-12pm. There are 28 players and will have 7 courts. The games will be limited to a time limit of 12-15 minutes. Need people to help check them in and run the tournament.

6. Onix Clinic – Check in - 2

Lead:

Schedule: Thursday 9/19 9-10am 1pm-2pm

Need to check in people for the Onix clinic. They will sign up and pay prior to the tournament. We may be able to allow people to sign up that day if the clinics are not full.

7. Player Check-in - 12+ People

- Lead

Schedule: Setup Thurs 9am – 12pm – 3 people to organize setup

Check-in Process: Thur 1pm – 4pm 3 people

Fri 7:30am – 10am 4 people

10am – 1pm 4 people

1pm – 3pm 2 people

Sat 7:30am – 10am 4 people

10am – 1pm 4 people

1pm – 3pm 2 people

Sun 7:30am – 10am 3 people

10am – 1pm 2 people

1pm – 3pm 2 people

Due to the number of players we have, check in begins on Thursday during practice this year so it won't be so hectic on Friday morning.

Help players at check in table for the tournament using laptop. Everything will be done using the laptop, check-in, shirts sizes, etc. All players will receive a tournament gift and some players will also get a SSIPA shirt if they paid for it in advance.

Players will need to also check in on the each day of their scheduled matches but don't have to sign waivers or receive bags/gift.

8. Raffle Table – 10 People

Lead – Audrey Connery/Sue Miller

Schedule: Fri/Sat 8am – 4pm – 2 person working 2.5 hr shift – Total 6 people each day

We will be selling raffle tickets for many of the donated items (paddles, bags, etc) to collect money for our charity. We will display the items and put buckets in front of each item so people can choose the items they would like to go for.

This job will sell tickets, manage raffle ticket displays, manage raffle ticket buckets, and manage raffle money.

Need to finalize cost of tickets (example 3 for \$5, 10 for \$10, 60 for \$20).

Need buckets for tickets and tables.

Need to decide if show everything on the first day or different one's each day.

9. Snacks/Fruit – 3 People

Lead – Terri Loving

Schedule: Fri/Sat/Sun 8am – 3pm 1 person working 3 hour shifts

Manage the snacks and fruits for players.

Make sure it is stocked and refilled as needed.

Need to make sure we have enough for each day. May schedule times to refill so we have snacks left at end of day.

10. Referee

Lead Laura Patterson

Schedule: Fri/Sat/Sun 7:30 – 6pm

Since this is a USAPA Sanctioned event all matches must have a referee. Many players are volunteering to referee on the Pickleballtournaments.com web site as they register for the tournament. For people volunteering to referee matches, they will be paid \$5 for each completed match. If they are a certified Referee, they will be paid \$7.

Once you sign up to referee, Laura will contact you as we get closer to the tournament to work out your schedule for the tournament.

11. Referee Table– 6 People

Lead Laura Patterson

Schedule: Fri/Sat/Sun 8am – 6pm 2 people working 3.5 shift – Total 6 people each day

We will need refs for all matches. Laura Patterson is a certified Referee and Referee trainer. We'll assign someone on each shift to work with Laura at the referee/Score table. Once a new match is assigned a court, the score sheet is given to the Referee table. They will assign a referee, and give the sheet, 2 balls, radio and arm bands to the referee. The court assignment, bracket and players will be announced by the announcer. Players will meet the referee at the court. Once the match is over,

the referee will return the clipboard, scoresheet, balls and radio to the referee table. They will check for accuracy and once approved, the referee will be paid for the match. One person will be in charge of the money and payment. We will need to maintain a paper copy of the brackets posted for players to see. May have to go to the court if necessary, to assist in any way needed.

12. Announcers – 5 People

Lead Scott Jobes

Schedule: Fri/Sat/Sun 7:30am – 6pm 1 person working 2.5 hr shift – Total 5 people

We will need people to announce the matches over the PA system using a microphone. This is just to announce matches each day.

This person will work closely with the referee table.

We will announce players for each match, court number and referee. Referee will pick up scoresheets, balls and meet the players at the court.

13. General – 5-10 People

Lead:

Schedule: Fri/Sat/Sun

These would be volunteers in the Sports Center to help guide people or answer questions. “Where’s court number 2?” “Where can I see the upcoming matches?” etc.

This team should also be able to help out anywhere we need them.

14. Wheelchair Coordinator –

Lead: Randy Waddell

Schedule – Thurs – Sunday

We will have a wheelchair division this year. We want to help make this as easy for them as possible. We’ll have someone who will be helping them on when they will be playing, where to store their wheelchairs while playing and sports wheelchairs overnight. Be responsible for air compressor if a wheelchair player needs to inflate tires.

15. Lunch – 3 people

Lead – Terri Loving

We are planning on providing lunch for our volunteers each day of the tournament. Details are not finalized.

16. Rules Committee – Full

Lead Jim Loving, Laura Patterson

Assist with the rules if there are any technical questions that come up. Go onto a court to render a decision if needed. (Volunteers need to be very familiar with all the USAPA rules). We will be bringing bound copies of the most current rules and list of illegal paddles that cannot be used for tournaments.

17. Court Monitor –

Lead:

Schedule:

Friday 8am – 12pm 4 people needed

Friday 12pm – 5pm 4 people needed

Saturday 8am – 12pm 4 people needed

Saturday 12pm – 5pm 4 people needed

Sunday 8am – 12pm 4 people needed

Sunday 12pm – 5pm 4 people needed

Court monitors will be assigned to 3-4 courts. They will be out on the courts watching to see if there are any issues. Examples are: Need head ref for ruling, Injury requiring EMT/Trainer, maintenance to court, etc. Their responsibility is to relay need to Operations. They will also use measuring sticks to measure nets between matches to ensure height is correct.

18. Event Tear Down – 12 People

Lead: Mike Lane

Schedule: Sunday 3pm – 6pm 10 people needed

After Tournament is completed help put away banners, nets, tables. Most of the tape will need to be pulled up. Some work may be done as the tournament is winding down. Do not pull up tape unless instructed to do so. We will be using borrowed nets so we need to be careful how we label each net and know where it goes.