

All Volunteers

All volunteers will attend a short training session (1 hour zoom) and receive training materials prior to the training.

Please bring your own portable chair if you have one.

We will provide light morning and light lunch food. Please supplement with your own snacks if needed.

Wear sun protection and bring plenty hydration fluids.

Time slots are 4 hour shifts including breaks. Contact Cynthia Gin (cynthia@fostercitypickleballclub.org) if you want to sign up and need some adjustment to shift length. We prefer if volunteers can fulfill the whole shift, but if you can attend most of it, we can check what works for both parties. Of course, we always welcome volunteers who can sign up for multiple shifts and/or days.

Day of Tournament Setup and Breakdown (each day)

Morning shift:

- Unload supply vehicles
- Inspect temporary courts and patch up taped lines if necessary. Tape to stay down until tournament ends.
- Set up portable pickleball nets. Measure proper net height.
- Set up tables, pop-up tents, and chairs.
- Hang up banners
- Set up podium for medal ceremony.

Afternoon shift:

- Load supply vehicles
- Breakdown portable pickleball nets.
- Breakdown tables, pop-up tents, and chairs.
- Take down banners
- Breakdown podium
- Load supply vehicles

On-Court Assistants

Stationed at the courts (can sit on inside bench, stand or sit at a gate or patrol outside perimeter)

Check oncoming players to ensure they know the format they are playing (2/3 to 11pts or 1st to 15 pts); that they are playing on the proper court.

Intercept players when they complete their matches to verify accuracy and completeness of their scorecards. Help them correct if necessary. All parties initial the card. Send the players with the verified scorecard to the Scoring Desk.

Act as gatekeeper. Monitor who should be on the court and who should not. Allow only players who have been assigned a court. Keep courts free of spectators, pets, players not in the tournament, and players in the tournament who have not been assigned a court.

Casually monitor warmup time before start of matches. If necessary, remind players they are exceeding allowable warm up time.

Tournament Desk**CHECK IN & SWAG DISTRIBUTION.**

Perform check-in of players arriving for their first match. Using pickleballtournaments.com software on provided iPad/tablet. Have player sign a paper copy Waiver and Release if missing. Update the player in the system. Check-in volunteers are responsible for guarding security of tournament electronic devices.

From a pre-printed list of player names and their t-shirt sizes, verify that player is checked in and ordered a T-shirt. Mark off the player's name on the list. Pull the size that the player ordered. No swapping of sizes allowed. Gather other swag and hand to player.

Act as Player Information Desk to field player questions (when's next match, restrooms, report problems, etc.)

Back up to Scoring Desk and Scoreboard Keeper.

SCORING DESK. Intake scorecards and check for correctness and completeness. Have player correct if necessary and approve the scorecard [by initialing upper corner – winner's side up]. Submit scorecard for data entry by back office crew.

Act as Player Information Desk to field player questions (when's next match, restrooms, report problems, etc.)

Back up to Check In and Scoreboard Keeper.

SCOREBOARD KEEPER. Post scores and court numbers on the public Score Board (contains draw sheets for all matches). Post them accurately on the Score Board. Keep the Score Board up to date as possible. Handwriting must be legible and ability to write in small print.

Post scores for completed matches. Post court numbers for matches about to start.

Act as Player Information Desk to field player questions (when's next match, restrooms, report problems, etc.)

Back up to Check In and Scoring Desk.

Back Office Tournament Desk

Operate software that generates match pairings and court assignments, calculation of scores to determine medal winners. Print scoresheets for each match. Enter scores from completed matches. Dispatch players to their next match and court assignment. Requires knowledge of tournament software and tournament operations.

Back Office Tournament Desk Intern/Assistant:

Trains and/or assist in Back Office Tournament Desk functions. Tournament experience helpful.

Volunteer Services Support

Pick up pre-ordered food or call in the order for pick up.

Maintain and keep tidy volunteer break area and food table

Pre-Tournament Setup

Assemble medals

Sort swag for distribution

Tape the courts, including dinking courts

Referees

Armando and Jason to provide training.

Shifts: Morning medal rounds, Afternoon medal rounds

Contact Armando Leigh at fcpb2020@gmail.com for job details.