**2023 Vermont Recreation and Parks Association Pickleball Tournament**

**Volunteer Positions and Responsibilities**

**Tournament Venue Director (TVD)**

*Number needed*: 1 (or more if this is split into 2 shifts.)

The Tournament Venue Director reports to the Regional VRPA Tournament Director. These two volunteers will communicate with one another regarding all tournament issues.

***Prior to the tournament***-The TVD will communicate any special rules that are unique to their venue (ie. special parking instructions so sun does not glare off of windshields, issues with a permanent fixture that might affect play, etc.) to the Regional VRPA Tournament Director so that those rules can be added to the VRPA State Tournament Rules sheets.

***Day of the tournament***-The TVD will ensure that all of the volunteers have shown up and that they know their responsibilities. The TVD will hold a short meeting prior to each category of play to inform players of the tournament rules from the tournament Rules sheet. It is the responsibility of the TVD to enforce the rules of the venue, the VRPA State Tournament, and the USAPA.

The TVD will record the court score sheets onto the official standings sheet for the tournament. If this responsibility has been delegated to a registration volunteer, then the TVD should assist and ensure that correct score reporting has occurred and been communicated.

***During the tournament***- The TVD has the ultimate decision making responsibility regarding rule interpretations, violations, or disputes in games. The TVD is responsible for the smooth operation of the tournament by supporting volunteers working that day whenever they are available. The TVD will inform the winners of when and where they will be playing in the state tournament. If there are prizes to be awarded, the TVD will hold a short award ceremony.

***After the tournament-*** The TVD should forward all of the court score sheets and official venue score sheets to the VPRA Regional Tournament Director. The TVD should also communicate any issues that occurred and their remedies, if any. The TVD should also provide any suggestions on ways to improve the Regional Tournaments so that we may have even more success in future events. TVD’s will also be asked to be a member of the VRPA Tournament Committee for the following year.

**Registration Check-in**

*Number needed*: at least 1 or 2 per shift

These volunteers are to check in each team member. They will verify the age information (if required by the tournament.) Registration volunteers should instruct the participants of the location of facilities’ amenities as well as where and when the team will be playing their first game. Registration volunteers should also ask if the participants have read the VRPA Venue Tournament rules as these rules may change from venue to venue.

If gift bags or participation prizes are available, the registration staff will issue those as participants check in. Registration staff should notify the Tournament Venue Director if there are any no shows so that the schedules can be changed or monitored.

**Court Coordinator**

*Number needed*: 1 per court per shift

These volunteers are in charge of the court scoresheets and proper communication to teams of where they are to play. Coordinators will receive a clipboard with the court schedule on them. Coordinators will announce the game to be played on their assigned court.

***Prior to the start of the game***- they will determine side or serve for the start of the match by using coin toss or odd/even hidden fingers. They will also issue 2 tournament balls for play.

***During play***- coordinators are to ensure that teams change ends at the midpoint of the games. They may shag balls of the opportunity arises.

***After the game-*** the coordinator is to record the score on the score sheet clipboard and have a person from one of the teams initial the score on the sheet. The balls used in that game should be collected as well. The coordinator is to then communicate to the teams who and where they will be playing next.

After the next game starts, the coordinator should report the score to the registration desk / tournament Director for official recording.

**Ball Shagger**

*Number needed*: 1 for each end of the court if room permits.

These volunteers are not necessary but are a huge time saver if the games are being held on venues that have a lot of open space. Note- to get people to volunteer, let them know that if they wish to get a great seat to watch matches, this is the place to be!!! As ball shaggers are technically tournament officials, they must remain unbiased and cannot cheer for one team or another. As usual, ball shaggers are not referees and are not to be asked about rule interpretation or line calls. They can, however contact the Tournament Director if issues, disputes, or disruptions occur.

**Set up Assistant** (Not required but really nice to have.)

*Number needed*: As many as you can get.

It is always nice to have people help move all of the equipment needed to run these tournaments. They should report to the Tournament Director(s) of the registration staff.

**Take Down Assistant** (Not required but really nice to have.)

*Number needed*: As many as you can get.

It is always nice to have people help move all of the equipment needed to run these tournaments. They should report to the Tournament Director(s) of the registration staff.

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**Recommended Equipment List for VRPA Tournaments**

Note- this is not a comprehensive list. If there are other items deemed necessary, they will be added. Items on this list will not necessarily be provided by the VRPA. Tournament Directors should coordinate obtaining these items from volunteers and donors or borrow the items needed.

* Canopy w/ wind screen (used for registration table and shade for first aid.) 1 or more.
* Chairs for volunteers- most volunteers bring their own.
* Folding Tables
* Clipboards and pens
* Cooler with water or drinks in them.
* Yardstick- used to measure nets and draw lines on the white boards.
* Squeegees (3) and a broom (in case of inclement weather.)
* Towels (can be used to dry a court or put on a windshield as sun shade to prevent glare onto courts.)
* Electric Leaf Blower (if venue will need swept off periodically.)
* Sunscreen
* Easel stand
* Dry Erase Board and Markers
* USAPA 2023 Rulebook
* 10 foot pickleball net for warmup (if space permits.)
* Banners from sponsors or VRPA
* First Aid Kit
* Zip Ties and Duct Tape for boards or banners
* Knife and/or scissors
* Bungee cords to hold board or easel in place on windy days.
* Trash Cans and trash bags.