

## **PPPA Training and Education Round Robin Program** **On-site Coordinator Responsibilities**

"Thank you for volunteering to help coordinate the PPPA Training and Education Round Robin Program. As an on-site coordinator you are the face of the PPPA that our members will see on a weekly basis. When representing our organization, please keep our mission statement in mind: "To promote the sport of pickleball in El Paso County, Colorado, through education, training and amateur competition."

### **Before the round robin begins:**

1. Contact your SignUp Genius Coordinator and decide who will print the official sign in roster and bring it to the courts. Make sure you understand how the sign-in roster works. Is everyone listed confirmed to play? Which people are alternates (if any) who will only play if there are no shows? Update the sign-in roster as people cancel at the last minute so it is accurate at check-in time. The SUG coordinator may need to text updates to the On-site person if the On-site person prints the roster and brings it to the round robin.

\*Please note that in one or more groups the SignUp Genius Coordinator and the On-site Coordinator are the same people, so this level of coordination is unnecessary. All the following requirements must still be met.

2. Inspect the courts for safety making note of any damage found on the courts that needs to be addressed. Send this information to your SUG coordinator and to the Director of Education and Training, Dan Lovelace.

3. Hang up the court reserved signs.

- If people are playing on the courts specified for our use in the Memorandum of Understanding politely ask them to move to a different court. If they refuse, ask them to let you know when they are done with the court(s). Use a different court until that one is available. We cannot force anyone to move off the ones designated for our use.
- If there are not enough courts to hold the full round robin, the people listed last on the official sign in roster must be advised that they will not be able to participate in the round robin since they were the last ones to sign up.

4. Hang up the Printed Sign-in Roster for player check-in by 1:30pm.

A printed roster is more accurate and easier to read. It is also much quicker and more hygienic to use at check-in rather than having each player handle the sheet, write in their name, and pass it to the next person in line to fill in. If the sign-in roster is already numbered, all the players must do is check off their names. Otherwise, they or you will need to write their player number on the sheet.

5. Use the official roster to verify that everyone who plays has a reservation and is in attendance.

Reasons we perform a check-in:

- To ensure that only PPPA members participate in the RR program.
- To ensure that each PPPA member is in the RR group for this RR.
- To ensure that each PPPA member only plays in one RR per week.
- To ensure that players who are ineligible due to rules violations are not allowed to play. (**e.g., No-shows are banned for one week.**)
- To do our best to ensure each of the over 800 round robin members has an equal opportunity to participate.
- To determine the total number of people on site and available to play.

6. Write in anyone you allow to play who did not have a reservation on the sign-in sheet. Print clearly so the SUG Coordinator can read the names easily later.

7. At the cutoff check-in time, 1:50, make a note on the roster of anyone who did not show up who was listed on the roster. They will not be allowed to play the following week.

8. Post the player rotation sheets for the correct number of players no later than 1:55pm.

### **During the round robin:**

1. Monitor the level of play of participants:

- Intercede if anyone is playing in an unsafe manner.

- Encourage players to move up or down to a different group if their level of play is not compatible with most of the people in the group. Do this privately!
- Keeping in mind that this is a training and education opportunity, answer any questions that arise and coach if this seems appropriate.

2. Monitor the progress of each game. Games should not exceed approximately 15 minutes. Some ways to accomplish this are as follows:

- Time the games. At the 12-minute mark, players who are still playing are told to go to rally scoring. Then at 15 minutes, all games cease.  
or
- Allow players to play until there are only one or two courts still playing. Then instruct those players to go to rally scoring. Ensure they complete their games promptly.

The intent is to keep the round robin moving. We do not want most people to be forced to stand around for long periods of time waiting for four people. Keep in mind that for recreational round robin it is win by one, not two.

3. Schedule a break halfway thru if conditions warrant one.

4. Monitor playing conditions for safety.

5. Cancel the round robin if conditions become unsafe - too wet, too hot, too cold, lightning within 6 miles, etc. Keep in mind that the PPPA cannot sponsor the round robin if it puts player safety at risk. Players can still choose to continue playing if they so desire. They will be doing this at their discretion and on their own.

6. If there is an injury during play, capture as much information as possible without invading the person's health privacy rights. Pass it on to the SUG coordinator and the Director of Training and Education for follow up.

7. Create an atmosphere where all our players are able and willing to encourage friendly, fair, and fun play and competition. Ensure you are familiar with basic rules and able to resolve conflicts based on these rules - serving, line calls, etc. keeping in mind this is recreational play. Welcome players who have moved up to a higher level and assist them in adapting and learning to promote an open, friendly learning environment where all our members can thrive.

8. If there are any disputes you cannot easily resolve, get the names of all involved and the issues and forward them to the SUG coordinator and the Director of Training and Education for follow-up.

#### **At the end of the round robin:**

1. Collect all the Round Robin equipment: court reserved signs, player rotation sheets, the sign in roster.
2. Gather up anything valuable that your players left on the courts (jackets, hats, phones, etc.) Take them with you and contact the players yourself or pass on the information about the items to your SUG coordinator to get them back to their owner. If they remain unclaimed, turn the items over to the Lost and Found Chairperson.
3. Take a picture of the sign in sheet and text it to your SUG coordinator(s). They will use this to follow up with no shows and ensure they are aware that they will not be permitted to play the following week. They will also verify the people allowed to fill in were members of the PPPA. On-site coordinators will be notified of anyone they allowed to participate who was not eligible to ensure they are banned from playing in the future.

Information you should have available includes the following.

1. The name and address of the courts where you are hosting the round robin.
2. The name, phone number and email address of your SUG Coordinator.
3. The name, phone number, and email address of the Director of Training and Education.

Equipment you should have with you includes the following:

1. A cell phone in case you need to contact emergency services or another coordinator.
2. A basic medical kit for the treatment of minor injuries.