

Volunteer Job Descriptions

Registration Desk

Registration starts on Friday.

We will need the heaviest staffing during the first few days of check-in.

After that, we can probably manage with 2 people until the day after doubles starts. Then none.

After the first few days with full staffing, we might consider posting check-in hours, so that we don't have to man a desk where nobody's checking in...

Or we might consider using these folks as sort of a concierge, in which case we'd need someone there most of the day and into the late evening.

2 for actual check-in – A-M + N-Z (to check participants in, pull their ID tags, etc.)

3 helpers (to handout packets, teeshirts, make changes to ID tags, selling extra guest meal/drink tickets, etc.)

Tournament Desk

4-wall matches may start as early as Sunday afternoon (depending on number of participants) and will continue through the following Sunday.

We will need full staffing from before the first match every morning until past the last match every night (club closes - everyone out by 11pm).

First shift will get consolation matches going, then will help set up for the day - move equipment from storage to desk, fill out match cards, fill out whiteboard.

Last shift will finish up for the night, post final match scores, fill out first match cards and whiteboard for next morning matches, move equipment to storage.

2-3 persons at the tournament desk at all times - can switch off making new cards, posting scores, coordinating refs, etc.

First Round Referee

First matches of the day begin at 6:30 AM and require a volunteer referee & should only be about an hour

Runners

job is to deliver match cards to refs, replace broken balls, monitor Gatorade and water, bus trash (maybe), etc.

no runners needed for consolation matches

runners needed from first regular matches every morning until end of final matches every night

If matches start on Sunday, we will need runners, but not likely for the whole day.

2 runners – one for courts 1-6 and one for courts 7-10

2 runners – one for 1-wall court in East Gym and one for 1-wall courts in West Gym.

oard, etc.
ge, etc.