

PROGRAM COORDINATOR GUIDELINES

PURPOSE:

The purpose of scheduling programs such as drop-ins, ladders, lessons, round robins, reciprocal play, and social play is to provide a variety of opportunities for club members to play, compete, learn, socialize, and have fun in an organized setting.

REQUIREMENTS:

A scheduled program must have a coordinator(s) who is the contact person for the potential participants and is responsible for leading the group in the scheduled program.

Courts are requested through the board member responsible for scheduling. Please note, courts requested should be based on average participants, not maximum participants.

COORDINATORS MUST:

- Check in all participants, verifying badges and sign-in (if there is no monitor).
- Verify courts needed per participants for that day and attach a “program sign” on the courts needed. “Program signs” are in the green mailbox, marked coordinator. “Program signs” are returned to the mailbox at the end of the program. Note: any “program sign” posted on a court must coincide with the schedule on the bulletin board. No “program sign” should be posted on an open court.
- Re-verify each round the number of participants and thus the number of courts needed.

If there are more participants than courts scheduled, rotation will take place. An open court may be used (if not being used by other players). A “program sign” cannot be put on that court. So that court’s availability could change from round to round. (An open court is any court that is not scheduled for a program or currently being used).

If there are less participants than courts scheduled, the extra courts should be released for open play (do not put a “program sign” on that court). If a scheduled court is released for open play and then needed, the players using that court shall be notified. When their game is finished, they will leave the court. Then the court becomes part of the scheduled activity (a “program sign” will be put on the court).

All programs must be organized and easily identified. (All on and all off).