



2023 Coeur d'Alene Classic Pickleball Tournament Volunteer Guide

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Approved By Craig Wolff: – Board President 05/28/2023

Welcome

Welcome to the Inland Northwest Pickleball Club's (INWPC) premier tournament. Thank you for sharing your time to contribute to the success of the tournament and the club. INPWC has been hosting the tournament since 2015 and the event attracts over 400 players from across the country. We are extremely thankful and excited that you are a part of the tournament in beautiful Coeur D'Alene, Idaho.

Why Volunteer?

- You'll meet other pickleball enthusiasts.
- You will get to contribute to the success of the tournament.
- You'll witness firsthand tournament **EXCITEMENT!!!**

All INWPC volunteers will receive instructions specific to each area of duty. Shifts of 3 to 4 hours are usual, but you can volunteer for longer periods of time if you would like to each day.

Volunteer Expectations

- Arrive 15 minutes prior to the start of your shift.
- Check in at the volunteer desk at the start of your shift and check out at the end of your shift.
- Collect all materials and equipment you will need for your function.
- Please fulfill your volunteer time commitment, if for any reason you cannot please contact the volunteer coordinator.
- Familiarize yourself with the tournament layout (courts, restrooms, concession, registration etc.)
- Report any unsafe conditions to the Tournament Director
- If you have questions – please do not hesitate to ask!!!
- Have FUN!!!

Event Information

Dates: July 13-16, 2023

Tournament Location: Cherry Hill Park, 1718 N 15th Street, Coeur d'Alene, ID 83814

Tournament Director: Craig Woolff; email: inlandnwpc@gmail.com or cartwoolf@aol.com

Volunteer Coordination: Maxine & Kevin Whattam; email: inwpcvolunteer@gmail.com

Sanctioning Body:	USA Pickleball
Tournament Format:	Round Robin Doubles
Courts:	Outdoor, hardcourt surface, 18 courts with 3 practice courts during tournament
Levels:	3.0, 3.5, 4.0, 4.5, 5.0, skill level with 9 age divisions for men and women. 7 age divisions for mixed
Rules:	Events will be played in accordance with the IFP rules and regulations in effect at the time of the tournament.
Match Referee:	Available upon request
Equipment:	Equipment approved by the IFP only
Ball:	Selkirk Sport Competition Ball

Play Schedule

- Thursday, July 13 - Men's & Women's Doubles
- Friday, July 14 - Men's & Women's Doubles
- Friday, July 14 - Mixed Doubles
- Saturday, July 15 – Mixed Doubles
- Sunday, July 16 - Men's & Women's Doubles

Volunteer Position Descriptions

Tournament Operations

Announcers

Position summary Host for the competition event. Provide match information, tournament updates and general commentary.

Experience and Skills

- Outgoing personality; high energy.
- Strong interpersonal/communication skills.
- Clear and strong vocal ability; requires frequent speaking.
- Ability to “take charge”; be assertive, but tactful.
- Comfortable using a microphone and addressing a large crowd; vocally energetic.

Time commitment Half Day.

Opening Prayer and National Anthem (separate volunteer roles)

Position summary: Provide a short prayer prior on the first morning of the Tournament; sing the national anthem prior to the start of the first match.

Experience and Skills:

- Clear and strong vocal ability.
- Comfortable using a microphone and addressing a large crowd; vocally energetic.

Time Commitment: 15 minutes each morning prior to the start of the Tournament.

Welcome/Check-in Table

Position Summary: Welcome players to the tournament, check in players, hand out t-shirts and information packets. Manage activities associated with player/team check-In. Provide directions, assistance and general information to players.

Experience and Skills:

- Ability to “take charge”; be assertive, but tactful.

- General knowledge of facility and event layout is helpful.
- Strong interpersonal and communication skills.
- Ability to collaborate with others, work as a member of a team.
- Strong organizational skills.
- Attention to detail.
- Ability to sit for long periods of time.

Training None required.

Time Commitment: Mornings (6:30am-10am); Afternoons (10am-2pm)

Volunteer Table

Position Summary Manage all activities at the Volunteer Registration Table. Provide direction, assistance and information to event volunteers.

Experience and Skills

- Ability to “take charge”; be assertive, but tactful.
- General knowledge of facility and event layout.
- Strong interpersonal and communication skills.
- Ability to collaborate with others, work as a member of a team.
- Strong organizational skills & good attention to details.
- Self-directed individual.
- Ability to sit for long periods of time.

Training: Familiarization of volunteer positions and duties. Take direction from Volunteer Coordinator or Tournament Director.

Time commitment: Mornings (6:30am -11am); afternoons 11am-3pm, 3pm to 5pm)

Director Assistants

Position Summary: Support the Tournament Director as needed, may include verifying scores, entering scores into the computer, verifying information with game coordinators.

Experience and Skills:

- Attention to detail is critical.
- Ability to move about facility freely and without physical limitations.
- Ability to use a computer and mouse.

Training No training required. Takes direction from Tournament Director.

Time commitment: 4-hour time commitment – morning and afternoon shifts

Food Tent Coordinator

Position Summary: Coordinate all aspects of the food tent operations, including shopping for supplies within the designated budget, set up, pick up tableware from Club storage shed, food service and take down.

Experience and Skills:

- Attention to detail & good at record keeping.
- Self-directed individual.
- Ability to sit or stand (depends on nature of role) for long periods of time.

Training: None required. Generally, takes direction from Tournament Director or their delegate.

Time Commitment: Typically, morning to early afternoon over 4 days of the tournament

Food Tent Assistants

Position Summary: Provide food items to players and volunteers. This could include food and beverages.

Experience and Skills:

- Attention to detail & good at record keeping.
- Self-directed individual.
- Ability to sit or stand (depends on nature of role) for long periods of time.

Training: None required. Generally, takes direction from Food Coordinator and/or Tournament Director or their delegate.

Time Commitment: 4-hour shifts morning and afternoons

Court Management

Court Cleaning (pressure wash courts) & Court Set Up (pre-tournament)

Position Summary: Provide support for pressure washing/cleaning courts; and for setting up the nets prior to the start of the Tournament.

Experience and Skills:

- General knowledge of facility and event layout.
- Physical role involves bending, lifting, carrying equipment.
- Recommended to bring work gloves and wear closed toe shoes.

Training: None required. Will take direction from Tournament Director or designee.

Time Commitment: A couple of hours two days prior to the start of the tournament for pressuring washing courts (July 11) and a couple hours one day prior to the start for net setup (July 12).

Court Tear Down (post tournament)
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Position Summary: Provide support for taking down nets and general cleanup of the tournament site.

Experience and Skills:

- General knowledge of facility and event layout.
- Physical role involves bending, lifting, carrying equipment.

Training: None required. Will take direction from Tournament Director or volunteer coordinator.

Time commitment: A couple hours following the final match and awards ceremony on the last day of the tournament.

Game Management

Referee Coordinator

POSITION SUMMARY: Provide oversight and guidance to volunteer referees. Resolve any issues that may arise during games and with players. Referee the game in accordance with USAPA rulebook.

EXPERIENCE AND SKILLS NEEDED

- Completion of USAPA Referee Training
- Ability to train volunteers in USAPA rulebook.
- Attention to detail.
- Ability to communicate clearly and concisely.

TRAINING: Completion of USAPA Referee training.

TIME COMMITMENT: Prior to tournament for volunteer training and all 4 days of the tournament.

Referees

POSITION SUMMARY: Referee the game in accordance with USAPA rulebook.

EXPERIENCE AND SKILLS NEEDED

- Completion of USAPA Referee Training (this will be provided by the Club).
- Attention to detail.
- Ability to communicate clearly and concisely.

TRAINING: Provided prior to tournament start by the Referee Coordinator

TIME COMMITMENT: Half Day shifts, morning and afternoon.

Court Runners

Position Summary: Receive the baskets that contain the score sheet and balls from the Tournament Director. Go to the gate closest to the assigned courts, wait for the players to arrive and escort them to their court.

Experience and Skills:

- Organized and courteous
- Knowledge of the court layout and schedules
- Self-directed individual.

Training: Non required

Time commitment: 2 shifts morning and afternoon

First Aid

Position Summary Provide TLC and medical care as needed.

Experience and Skills

- EMT or Nurse or similar medical professional.
- General knowledge of facilities and event layout is helpful.
- Self-directed individual.

Training: Professional medical certification and/or license required– expect person to be on call as needed by Tournament Director.

Time commitment Typically all day.

Awards Coordinator

Position Summary: Organize the medals and awards each day, that will be awarded to first, second and third place teams. Set up, monitoring and takedown of the awards stand. Work with the photographer on taking pictures at the award stand. Create a list of the winners to coordinate with their picture.

Experience and Skills:

- Organized and courteous.
- General knowledge of facilities and event layout is helpful.
- Self-directed individual.

Training: None

Time commitment: All day

Photographer

Position Summary: Help capture the tournament action and fun to help document and provide future publicity opportunities.

Experience and Skills:

- Self-directed individual.
- Typically uses personal camera equipment.
- Ability to move about facility freely and without physical limitations.

Training: None required. Generally, takes direction from Tournament Director.

Time commitment: Half day.

A/V Crew

Position Summary: Provides audio-visual support for event. This may include helping to manage balance, the sound of Emcee.

Experience and Skills:

- Ability to collaborate with others.
- General knowledge and experience with A/V equipment.

Training: No training required. Generally, works with Emcee and Tournament Director.

Time Commitment: Typically, all day.

Volunteer Administration

Volunteer Coordinator

Position Summary: Responsible for overall coordination and recruitment of volunteers for the tournament. Pre-tournament responsibilities include updating the volunteer manual and spreadsheet, recruiting volunteers for the tournament for the various positions and times. During the tournament, ensure volunteers are present for various positions and functions, troubleshoot as needed. Post tournament, calculate volunteer hours and provide a report to the Tournament Director.

Experience and Skills:

- Ability to collaborate with others.
- General knowledge and experience working with volunteers.
- Organized and articulate.
- Ability to communicate clearly and concisely.

Training: No training required. Works with the Tournament Director.

Time Commitment: Pre-tournament, tournament and post tournament.

CDA Classic Pickleball Tournament Volunteer Sign in Sheet

Date _____

Name	Position	Check In Time	Check Out Time	Signature

