****

**2022 Pickleball Alberta Provincial Championships – Committee Descriptions**

**Administration** – this committee will assist the tournament director with the budget and staying within this budget. They will also ensure that we have all insurance in place (through PC and the City). Administration will work with other committees to determine cash float requirements and will communicate those needs to the Club Treasurer (if this position is not taken on by the Club Treasurer). Any funds made at any of our special events will be collected by the Administration team and given to the Club Treasurer. At the end of the tournament, they will work with the Sport and Event Council on an impact study (very easy).

**Community Support** – this committee will work with the tournament director to assess where we could have other not-for-profit/charitable agencies come in and work cooperatively with us. The committee would then reach out to these organizations to get their support. Committee members would be on-site when the Community Support groups are at the tournament to ensure that they have everything they need to get their jobs done.

**Draw Committee** – this committee will be responsible for learning the Tournament Brackets software to input all the ongoing results at the tournament which will then generate all the games at the event. Training will be provided and is not onerous. They will work closely with the MC/announcer and the Officiating committees. Several volunteers will be needed for this to ensure that there are always a minimum of three committee members on-site. The chair of this committee will work with the Tournament Director to submit final tournament results. Computer skills are a must.

**Event Planning** (Gaye Stewart will Chair this Committee) – this committee will be responsible for planning any major activities that take place outside of the actual tournament. It is my hope that the MHPC can organize an event for players and volunteers for either the Friday or Saturday night and possibly a beer gardens to take place onsite throughout the tournament itself. The latter may have to be something we look at for future events but would like to explore its possibility this year.

**Facilities** (Bob Gardiner will Chair this committee) – the facilities committee will be responsible for ensuring that the facilities are all in order and ready to play on. They will work with the tournament director and other applicable committees to create a site plan outside of the facility itself. They will need to work with the city to ensure that all mowing around the area has been done, that any underground lines have been flagged, and that we have access to power and water. The facilities committee will be responsible for hanging and removing any signage applicable to the tournament only. This committee will need to find volunteers to locate, set up and take down (as needed) the bleachers and any required outside tents, tables and chairs etc.

**Food Services** (Rod Lutz will Chair this committee) – this committee is responsible for working with the Food Services chair to line up the Club BBQ and to find Food Trucks for the duration of the event. They will also be responsible for assisting with finding food donations and working the BBQ. One or two members of this committee may need to take the Food Safe course.

**Fundraising/Sponsorship** (Brenda Lea MacPhail will Chair this committee) – I will chair this committee but would love to have a couple of individuals assist me with identifying possible donors and even making potential donor calls. I have a few great ideas in mind but with everything else going on, it's sometimes nice to have people making sure we are all staying on track here. We will have a tournament specific donor package that we can use to go into the community with. Sponsor recognition at the tournament and post tournament will be the responsibility of this committee as well.

**Lost and Found** – this is a very easy committee and would be ideal for a few couples to take on. The Lost and Found will be located within the registration tent. We need to have someone onsite to manage this space so that the registration people do not have to be interrupted to answer queries about this. It would mean setting up a table each day and having the announcer make periodic announcements about items that have been found. Then at the end of the day, packing up left over items for safety and displaying them again the next day. Unclaimed items will be donated to charity.

**Maintenance** (Blaine Lutz will Chair this committee) – we have found a chair for this committee, but he will need helpers. We need folks to help clean courts daily, empty garbage cans, clean the aisle ways of any debris etc. There will need to be a couple of people on-site during all tournament operating hours.

**Marketing and Communications** – this committee will develop a marketing plan, will work with the media, and will be responsible for making social media posts before, during and after the tournament.

**MC/Announcer** (Tom Rooke will Chair this committee) – this committee will be responsible for opening the tournament each day and for announcing games throughout the day. They will also need to make any special announcements and promote our tournament and court sponsors on a scheduled basis. This committee will work closely with Protocol.

**Medals** – the actual medals are the responsibility of Pickleball Alberta so they will be ordered and delivered to us by them. We will need a committee that can organize the medals each day and have a list of volunteers to help present the medals. This committee will work closely with the Draw Committee for the timing of the medal presentations and with the Photography committee to ensure that photos are being taken. It is the hope that we will have a medal display rack and a new podium for this tournament. This committee will work with the Tournament Director to achieve this goal.

**First Aid** (Rachel Klok will Chair this committee) – this only requires one to two volunteers who have good contacts in the Health Services Community. We need to always have trained personnel on-site in case of any injuries or accidents. There will be a First Aid tent that these people can hang out in and there will be first aid supplies along with a Defibrillator Machine. This committee will be responsible for finding the appropriate personnel, setting up a schedule, making sure we have proper first aid kits (the club does have some, but they may need to be updated), creating a reporting sheet and completing it in case of any accidents/injuries, making a poster with the facility address on it and posting a number of them around the facility in case of a major emergency and finding a defibrillator and setting up a training session for a few persons on this prior to the tournament.

**Officiating** (Don Knutson will Chair this committee) – we will have a referee-in-chief (RIC) at this tournament who will oversee most things referee based including referee fees, referee and Line Judge training, referee supplies, and referee software. There will also be a local chair that will attend all meetings and work hand in hand with the RIC. The chair of this committee will need to order the starting server wrist bands. This committee is responsible for the Referee tent and keeping snacks and beverages here for the referees. They will need to let the Facilities chair know how many tables and chairs are required in the tent.

**On-Site Fundraisers** – at the 2019 Showdown in the Hat in had a game going on with a draw for some prizes at the end of the tournament. It didn’t raise significant funds but was a fun addition to the event itself. This committee will need to come up with a couple of ideas and a schedule of volunteers to run the events.

**Parking** (Brad and Loretta Pollard will Chair this committee) – this committee will be responsible for meeting with City officials or Big Marble Go Centre personnel to establish a plan for parking, obtain barriers, find safety vests, get signage made and establish a schedule of volunteers to man the gates. They will also work with the TD to make a list of tournament priority parking personnel and have passes made for these individuals.

**Photography** – we will need to always have photographers on-site. They will be responsible for taking pictures (or videos) of the games, candid shots and the medal presentations. They will then work with the Marketing and Communications chair to ensure that pictures are sent to the media and placed on social media. There will be a dedicated space for the photographers to sit in the Volunteer Tent so that they can look at the schedules and determine where to be when. This committee will be responsible for finding the photographers and making a schedule for them. A USB with all the photos taken will be submitted to the Tournament Director at the end of the event.

**Player Lounge** – this committee will work closely with the Tournament Director and the Facilities committee to find the appropriate location for the Player Tent Lounge and to have the proper number of tables and chairs available. They will need to establish a hydration station within this tent and setout snacks and coffee each morning and refresh this throughout the day. These supplies for this area will be sourced by the Fundraising/Sponsor committee. There are also funds in the budget to utilize for this area. Volunteers on this committee will need to keep the area clean and sanitized.

**Protocol** – this committee will work closely with the Tournament Director to ensure that all donors, sponsors and VIP’s are invited and recognized at the event. They will develop a list of businesses and individuals that need to be recognized each day throughout the day and with what frequency so that the MC/announcer can be aware of this need. This committee will also establish the opening ceremonies for each day including the singing of our national anthem and the recognition of VIP’s and sponsors that may be in attendance. It will be at the discretion of this committee to determine if all volunteers should be recognized be it with an arm band or with a t-shirt.

**Registration** (on-site) – this committee will work closely with the Tournament Director and the Registration Website chair. They will be responsible for checking in players each day (including checking their eligibility identification). Committee members will also hand out the player registration packages. It is suggested that there always be three to four volunteers on-site.

**Registration Website** (Marco Jansen will Chair this committee) – maintain all information on the pickleballbrackets.com website as required. Be prepared on the registration opening dates to handle all concerns/issues that may arise. This person will work closely with the Tournament Director and the creator of the website.

**Security** (Keith Edwards will Chair this committee) – this is a one-person position. This individual will need to work with the Tournament Director to determine the hours required for on-site security. They will then need to hire the security and submit the bill for payment to the Administration Chair.

**Silent Auction** – this committee will be responsible for finding volunteers to go into the community to gather donations for the silent auction. A letter for this has already been drafted. They will then need to set-up and take down the silent auction each day (bidding sheets are also already created), contact the winning bidders, collect payment, establish pick-up or delivery options and turn all funds and completed silent auction sheets into the Administration Chair. This committee will also be responsible for always having someone on-site to be overseeing the silent auction area.

**Souvenirs, T-shirts, Player Bags** – I am currently trying to find a sponsor for the t-shirts and if I can, we will provide a t-shirt to all players. If not, we will take orders for t-shirts at the time of registration and players will have to pay for them if they want one. This committee will need to work with the t-shirt company in getting the order in and approving the details to be placed on the shirt. This committee will also be responsible to finding items for the players bags and then getting them ready for the registration committee. If deemed necessary, this committee can also source souvenirs that we as a club can then sell at the tournament.

**Technology and Communications** (Chris Friesen will Chair this committee) – this is a very important committee and will work with the MHPC Board of Directors and the Tournament Chair to ensure that we have wi-fi on-site and that all monitors and computer systems are up and running.

**Tourism** – this is a one-person job. This person will mainly be a liaison between Tourism Medicine Hat, the Accommodation Association and the MHPC. We want to ensure that they are all aware of our tournament and that they assist us in the promotion of it. We also want to have “host hotels” established for our players.

**Tournament Director (TD)** – that will be my role and I will oversee all the committees as well as potentially chair a couple of others. The TD is ultimately responsible for many of the decisions leading up to the tournament as well as those that need to take place during the run of the event. I will stay in constant communications with all Committee Chairs, and they will then pass along the information to their committee members.

**Vendors** – most of the tournaments that I have been to over the years, along with our own Showdown, has had vendors at it. It is a great addition to the event and creates some excitement. This committee will be responsible for creating a database of potential vendors (I have this started), working with the TD to come up with a price for space, creating a contract (I will assist with this), calling the potential vendors to sign them up, and working with the Facilities Chair to have tents available if required (most vendors will have their own).

**Volunteer Coordinator** – finding enough volunteers for this event is going to take some doing. We obviously hope that most of our members will take an active role, but we will also need people from outside of the club to assist us. I have some databases from other large sporting events, and I know that some of these people would be happy to take on minor roles to assist us. Calling to find volunteers and assigning them to appropriate committees will be a major function of this group. There will be a volunteer tent on-site where volunteers can meet, get refreshed and sit between assignments. It will be at the discretion of this committee, in consultation with the Tournament Director, to determine if all volunteers should be recognized be it with an arm band or with a t-shirt and what volunteer recognition will be undertaken (volunteers at the Nationals were entered into daily draws for donated gift cards).

**Disclosure** – duties of these committees may expand or diminish as we move along. Since this is the first-time we have held a tournament of this magnitude, things can easily change and evolve.

**Note –** All committee chairs will be expected to provide a final report upon completion of the tournament and submit said report to the Tournament Director within two weeks of the end date of the tournament