



Pickleball Canada Western Regional Championship



Host Committees' Mandates and Expectations February 2022

Facilities:

The Facilities Committee will facilitate and coordinate the preparation of the International Trade Centre (ITC) to host the PCWRC.

Duties:

- To develop an athlete centred plan to prepare the ITC for the event
- To participate with Evraz personnel in developing a “quick response” team for issues that may occur during the event
- To identify and acquire needed supplies and equipment for the event
- To ensure acceptable technology services are available (wi-fi, internet, power, lighting, etc)
- To develop procedures to set up before and take down after the event
- To develop policies to manage spectators in a safe and secure manner
- To develop policies related to waste management, recycling, litter, court housekeeping and repairs
- To assemble teams of volunteers to oversee the facility, respond to issues and overcome problems before, during and after the event
- To implement cost control measures that are balanced with the needs of the participants and other stakeholders
- To respond to the requirements outlined in sponsorship/funding agreements for seating, access, special VIP expectations
- To plan for access/space for media for interviews, camera space, streaming access without impacting the on-court play
- To develop a daily summary of any issues needing resolution beyond the mandate of the Committee and provide it to the appropriate Host Committee Chairpersons

Operations:

The Operations Committee manages to activities during the PCWRC by providing timely, accurate services to participants, coaches, officials and referees.

Duties:

- To develop a plan that provides for a reliable infrastructure during the daily operations of the event
- To identify info-technology needs and equipment to effectively manage the event
- To interact with Evraz staff to develop a “quick response” team to resolve issues during the event
- To develop back up plans in the event of unstable technology, loss of power, telecommunications, so the event is not delayed or paralyzed.
- To identify and implement a scheduling and tracking system (i.e. Pickleball Brackets) to provide for timely results for matches, events and medal standings during the games
- To assist the Volunteers Committee so volunteers understand and can operate the technology tools in use at the event to assist participants and spectators follow the activities each day
- To develop a daily summary of any issues needing resolution beyond the mandate of the Committee and provide it to the appropriate Host Committee Chairpersons

Volunteers:

The Volunteers Committee ensures that sufficient volunteers are recruited, oriented, trained, assigned and recognized for their contribution.

Duties:

- To meet with Host Committee Chairpersons to identify various committee volunteer needs (skills and numbers) to develop a plan to recruit a supply of volunteers for the event (including pre and post requirements)
- To develop an orientation and training plan/manual for use to assist volunteers in understanding pickleball, the event, their roles and expectations
- To communicate expectations to volunteers
- To develop a schedule for volunteer assignments for the event and ensure volunteers understand times and locations
- To oversee a volunteer staging area where volunteers receive their assignments, directions and questions
- To ensure volunteers receive nutrition, adequate rest, water and shelter as may be needed
- To respond and resolve any issues between volunteers, participants, other stakeholders and spectators during the event including a process to escalate problems when they occur
- To provide for volunteer appreciation during the event and recognition after the event
- To provide a working environment that encourages volunteers to consider continuing to volunteer for both pickleball and community events in the future

- To develop a daily summary of any issues needing resolution beyond the mandate of the Committee and provide it to the appropriate Host Committee Chairpersons

Officials:

The Officials Committee ensures that sufficient officials are recruited, oriented, trained, assigned and recognized for their contribution.

Duties:

- To develop a plan to recruit a qualified supply of officials (referees, line judges, off court support) for the event
- To develop a back-up plan for officials' availability in the event of illness or injury
- To develop an orientation and training plan/manual for use to assist officials in understanding the event, their roles and expectations
- To communicate expectations to officials on a daily and on-court basis
- To develop a schedule for officials' assignments for the event and ensure they understand times and locations
- To oversee an officials staging area where they receive their assignments, directions and questions
- To ensure officials receive nutrition, adequate rest, water as may be needed
- To respond and resolve any issues between officials, participants, other stakeholders and spectators during the event including a process to escalate problems when they occur
- To provide for officials' honorariums and recognition after the event
- To provide a working environment that encourages officials' positive contribution for pickleball events in the future
- To develop a daily summary of any issues needing resolution beyond the mandate of the Committee and provide it to the appropriate Host Committee Chairpersons

Hospitality:

The Hospitality Committee manages the protocol requirements of the PCWRC including ceremonies, social events, and hosting for the enjoyment of the participants, spectators, dignitaries and other stakeholders to showcase Saskatchewan hospitality.

Duties:

- To develop a grouping of "greeters" to meet incoming participants, dignitaries, sponsors and spectators by making them feel welcome and responding to questions
- To equip greeters with identification (badges/vests) so event attendees can locate them easily
- To ensure greeters are aware of the basic rules of pickleball, the various locations of activities within the venue (vendors, courts, washrooms, trade show, media, VIP locations, bleachers, etc) so they can direct people during the event
- To assist visitors with suggestions for after event activities (restaurants, entertainment, Casino, tours, other sports, public pickleball courts)

- To manage a sales force of raffle (50/50, silent auction) sellers to maximize revenues for the event
- To work with the Finance Committee to develop controls, reporting and cash management for raffle proceeds
- To ensure the photographer(s) know about the status of key matches, medal presentations so important moments of the event are captured
- To ensure the media recognize the role of the host photographer(s) and honour the event's needs to capture events for future use
- To support the Communications Committee's needs to respond to sponsor/funder expectations with special attention and quick responses
- To assist in sustaining a positive approach during the event with volunteers, stakeholders etc so a good impression is left with guests of the event
- To develop a daily summary of any issues needing resolution beyond the mandate of the Committee and provide it to the appropriate Host Committee Chairpersons

Transportation:

The Transportation Committee will assist participants, officials, dignitaries and special guests in navigating to travel to and from the event to the host hotel, airport nearby camping facilities.

Duties:

- To establish a presence at the host hotel (Atlas Hotel) to be able to guide guests, participants and spectators as to how to locate the ITC, other activities in Regina, routes to the airport, etc,
- To develop a schedule of pick-up/drop off times for on court officials so they are available at the event in advance of assigned matches
- To assist attendees in understanding the available parking space at Evraz, RV parking areas and entry and exit gates (especially during the July 23rd 500pm Rider game)
- To provide parking volunteers with identification (badges, vests, etc.) so they are visible to vehicles looking to attend the event
- To develop a specific response process (dedicated text/cell number) to raise issues quickly without leaving their assigned area
- To ensure volunteers receive nutrition, adequate rest, water and shelter as may be needed
- To respond and resolve any issues between volunteers, participants, other stakeholders and spectators including a process to escalate problems when they occur
- To develop a daily summary of any issues needing resolution beyond the mandate of the Committee and provide it to the appropriate Host Committee Chairpersons

Communications:

The Communications Committee will develop positive media relations, manage traditional and digital communication channels, advertising, special events, merchandising, sponsor fulfillment and VIP relations.

Duties:

- To develop a media plan to work with traditional and digital media to promote the event
- To ensure the PRI website has up-to-date information
- To acquire and manage the on-site communications/public address system for announcements for matches, events, emergencies, etc.
- To identify volunteers for “in-venue” announcements during the event
- To create, distribute and monitor media coverage of the event
- To interact with sponsors and funders to ensure they are aware of event details
- To manage the fulfillment of sponsorship agreements
- To attract new sponsors and funders in advance of the event
- To assist vendors in meeting their needs for trade show involvement
- To develop a daily summary of any issues needing resolution beyond the mandate of the Committee and provide it to the appropriate Host Committee Chairpersons

Medical:

The Medical Committee provides a safe and healthy environment for the PCWRC through timely, professional medical services.

Duties:

- To develop policies/procedures to delivery medical care to tournament participants, coaches, officials, volunteers and spectators
- To identify and secure needed medical equipment/supplies for the event
- To support the Host Committee related to medical care, public health, nutrition etc.
- To manage the schedule of medical volunteers to ensure medical services are available throughout all hours of the event
- To develop a daily summary of any issues needing resolution beyond the mandate of the Committee and provide it to the appropriate Host Committee Chairpersons

Finance:

The Finance Committee will adhere to best business practices in providing effective and cost-efficient administration and financial services that enable the PCWRC to achieve its overall objectives.

Duties:

- To provide an accurate budget for the event
- To monitor revenue and expense needs
- To provide timely and accurate financial reporting

- To manage cash flows to be able to respond to unexpected needs
- To comply with regulatory rules
- To provide risk management guidance
- To develop a “post event” recap of the financial results of the event