

TO-DO LIST

TOURNAMENT COURTS/PAVILION (HOME EVENTS)

- 1) As soon as Tournament Director releases schedule, determine the number of cans of balls needed for the event and make sure they are available to you. See Gary or whoever is in charge of balls. We typically change to new balls after every 2 matches on each court. Mark all ball cans with court number and match starting time. Put balls out on courts for first match before starting time. Make sure balls are collected after two matches and new balls placed on courts. The person scoring usually puts out new balls and collects used ones. Keep used balls for designated reuse.

IMPORTANT: KEEP BALLS IN A CONTROLLED TEMP LOCATION UNTIL BRINGING TO COURTS.
Never store in a garage.

- 2) Check with Tournament Director that schedule will be blown up and printed out for use as scoring board. Secure scoreboard to fence before players arrive.
- 3) Secure a person responsible for timing matches and sounding horn for beginning and end of play. That person can also usually be the score keeper on the main scoreboard. Have someone available to help them if needed. Get the horn out of storage room and make sure a good magic marker is available. As noted earlier, the scorer will typically also put out the new balls every two matches and collect used ones.

- 4) Prior to matches starting (usually the night before or early the day of) make sure that nets are tensioned properly and set to the correct height on each court. The net cord tension should be around 400 foot lbs, which is closely approximated by unhooking the net strap at the base, then tensioning the net cord to 39" at the center. Then reconnect the net strap at the base, and adjust strap as needed to 36" at the center. **Empty all trash baskets attached to nets on all courts.**

This typically takes about 30 minutes to do all 3 courts properly, including blowing off courts.

- 5) Use the blower from the storage room to remove dust, dirt, and debris from all the courts in the morning (or prior evening) BEFORE players begin showing up.
- 6) If it has rained or is raining, secure help to clear courts with squeegees prior to play.
- 7) Make sure chairs for spectators have been placed behind courts 2 and 3. Put six chairs behind each court. Also split the tables in serving area into two long rows with six chairs on both sides of each row. Put out trash bins that are kept in storage area. Wipe down tables and chairs.
- 8) At completion of event, wipe down tables and make sure all chairs and tables are back in their original arrangement and put away all extra chairs that were put out. Empty trash bins and serving box trash bin. Return bins to storage areas.
- 9) Blow off gathering area with blower. Make sure to put blower battery on charger when finished for the day. Take photo of scoreboard, remove from fence and place empty board in storage area along with horn and markers.