



## PICKLEBALL ORGANIZER RESPONSIBILITIES HOPE CHURCH WINTER 2024-2025

Organized pickleball play will take place from Monday to Thursday 12:45 p.m. to 3:30 p.m. at Hope Church gym, Hale St. Newburyport.

There will be three sessions

Session 1: November 12th to December 19th 2024

Session 2: January 6th to February 27th 2025

Session 3: March 3rd to April 17th 2025

### ORGANIZER TIME COMMITMENT

- There will be 4 organizers for each session (and 2 substitutes) A different organizer for each day of the week M-Th.
- The organizer is committing to organize on their chosen day for the full session, but at a minimum should be able to be present for at least 80% of their session
- Each organizer chooses the day on which they will organize
- The organizer arrives for 12:45 p.m. on their chosen day of the week and leaves by 3:30 p.m.
- An organizer may volunteer for one or two sessions (we would like to give the opportunity to as many people as we can).
- Organizers may be any level player (green, yellow or orange)
- Organizers will play on their organizing day

### ORGANIZER COMPENSATION

In return for organizing play, the volunteer will receive FREE registration for the session in which they wish to participate.

Substitute organizers will receive a refund for the cost of the day on which they organize.

## ROLE & RESPONSIBILITIES

In order to ensure play occurs smoothly, each Volunteer Organizer is in charge on the day they are registered. Volunteer Organizers have the following responsibilities, which they perform with the help of players:

- Use a key fob to enter the gym area
- Return the fob to Adult Recreation at the end of the session
- Assign someone to let people in as they arrive (the gym door may not be propped open).
- Get nets, balls, rotation posters, pens and timers from the storage cupboard
- With assistance of players, put the nets up.
- Designate the GREEN, YELLOW AND ORANGE courts
- Display the three play rotation signs (one each for green, yellow and orange courts)
- Give each group of 8 on each court, a timer to monitor their rotation system
- Ensure that each group of 8 assigns numbers to players so that they can begin their rotation promptly.
- Timers set for 10 minutes
- Start play on time at 1:00 p.m. and end punctually at 3:15 p.m.
- At 3:15, disassemble nets and place them and other equipment in the storage cupboard
- Provide simple first aid equipment from the storage cupboard (band-aids, ice packs, alcohol pads, etc.) **BUT DO NOT TREAT INJURIES.**
  - If needed, call 911 for a paramedic to come. And then call Newburyport Recreation and Youth Services 978-465-4434 to inform staff.
- BE THE LAST TO LEAVE AND ENSURE THE GYM DOOR IS CLOSED.
- Inform Joe Pauline at Adult Recreation ([Jpauline@newburyportma.gov](mailto:Jpauline@newburyportma.gov) or 978-465-4434) of any of the following:
  - Injuries which prevented a player from continuing play
  - Conflicts that escalated
  - Any concerns about equipment or materials that need to be replaced.
  - Any participant behavior that you deem inappropriate.