

About Tournament Volunteer Activities, Responsibilities and Your Contact

- Tables/Chairs Setup – Your Contact: Wes Elder
 - Assist with 12 tables/21 chairs setup under the PBC gazebo.
 - Assist with Parking Control (see Section Labeled Parking Lot Control & Traffic Control)
 - Assist with clean-up (during the tournament and after the tournament)
 - Assist with breakdown of tables/chairs & store in PBC closet)

- Parking Lot & Traffic Control – Your Contact: Dean Barnes
 - Vehicle Parking Duties will be according to where Dean sees a need to have volunteer(s) in the parking lot area or at the entrance of parking lot to communicate via walkie talkie parking space availability.
 - There will be two patrol cars with flashing lights to slow down traffic approaching the event from both directions. They are not allowed to assist in parking control.
 - Dean will share more details.

- Player Check-In – Your Contact: Janet Reynolds
 - You will Check-in Players according to spreadsheet given to you at the Check-in Table
 - You will provide the 1st Player to sign-in to their court, a bag containing: 2 balls, score sheet, clipboard, and pencils.
 - Direct Players to their designated courts.
 - Your contact person will share with you the process flow to share with players for filling out scoresheets and returning them to the **Match Score Entry** table.