

Island Country Club **Tips for Open Tennis Coordinators (2016)**

Scheduling Conflict- If you are unable to serve on the day assigned, please swap. Find another player on the list, record the change on the sheet in the Club House *notify the Tennis Chair Lynn Verhey at lverhey@radonc.ucsf.edu* . Also contact Lynn if you cannot find a substitute.

Weather Conditions- If doubtful, call the Clubhouse an hour before starting time to find out if the courts will be open for play. The head groundskeeper makes this determination and the Clubhouse will let you know if courts are open. All players are expected to check with Clubhouse on their own.

Arrival Time - Be at the courts early (at least 15 minutes) to register players in the order they arrive. Remember, only the first 24 are guaranteed playing time so you should get there first.

When you Arrive at the Club - Get the Open Tennis materials from the Clubhouse including three containers of tennis balls, the ICC Open Tennis Worksheet, pencils (*hopefully with eraser*), and the horn. Then start to register players on the Worksheet. Afternoon Open Tennis is from 2:00pm to 5:00 pm. Morning Open Tennis is from 9:00am to 12:00noon and must end by 12:00 noon as courts are watered from 12:00 noon to 1:00pm.

Register Players in Order of Arrival - Register players (*please include last names*) in order of arrival on the Worksheet – *this is* particularly important in July and August when the number of players may exceed the 24 maximum The first 24 are guaranteed playing time – normally 1 ½ hours. Later arrivals may only play if one or more of the original 24 depart early.

Player Sign In - All players (including Members) must sign in at Club House before playing. Coordinators should determine that each player is either an ICC member or shows a visitor's card indicating payment of the Open Tennis fee for that day (\$15 for 2013). Circle M (for Member) or G (for Guest) on the Sign In Worksheet . *Only flat soled tennis shoes should be worn on the courts.*

Managing Many Players– With 24 players, this permits each player 1 ½ hours of court time. With 18 players each should normally get two hours of court time. If the number is between 18 and 24, try to give earlier arrivals preference to play the extra half hour. Though not a rule, in general, the first twelve should play first in order to accommodate any who arrive early because they want to leave early.

Assigning Matches– Aim for balance in assigning foursomes. Pairings based simply upon order of arrival will rarely accomplish this objective. Balance players with different skill levels in some matches and players with equal skill levels in others. When you have a large group of players, to achieve balance it is sometimes necessary to have someone sit out for 60 rather than 30 minutes. (This will often happen when you schedule players from the first twelve to play with players from the second twelve). Explain your reason in advance. It is the polite thing to do. *Plus you will likely get a reminder if you forget.*

Worksheet Scheduling Tips - When you sign in players, indicate any likely early departures on the Worksheet. As play progresses, it can also help to enter a hash mark in the “# of sessions” column (far right of worksheet) so you can more easily track the total court time of each player. Also, even with small groups, please complete the Worksheet and turn it in at Clubhouse. The Tennis Committee will use *these* attendance stats for its planning.

Friday 2:00 to 5:00 Open Tennis in *July and August* . This is a smaller version (for now, *only courts #2 and #3 and a normal maximum of 16 players*) of Sunday and Wednesday Open Tennis.

May and October Ad Hoc Coordination - In mid May and all of October, no Coordinators are assigned. Instead, players organize their own matches. The first player to show up should take over and others assist if asked. With small groups, it sometimes makes sense to plan matches longer than 30 minutes. ***A period of 45 minutes will often permit players to complete a match.***

Tip for First-time Coordinators - If this is your first time, the best way to learn how to coordinate a session of Open Tennis is observe another Coordinator player before your first assignment. And you can ask a member of the Open Tennis Committee or any other long time player to assist you. If possible first time Coordinators are assigned for June and Sept when turnout is smaller. *Or to Friday PM Open Tennis.*

Worksheet Schedule Methods. Enter in the appropriate column two sets of partners, one set indicated with two A's and the other set with two B's. For example, in the "Simple Method" (see below) Roger and Serena are paired to take on Venus and Rafael.

OPEN TENNIS WORKSHEET

Court #2

Roger A

Venus A

Serena B

Rafael B

Playing Coordinators are OK- Coordinators can also play. Whether or not you choose to play will depend on the circumstances, the turnout, and your experience. It's your call.

Closing Up at the End of the Session - Gather up the balls and Open Tennis materials (*particularly the completed worksheet*) and return them to the clubhouse. Write any suggestions on the back of the Worksheet. Be sure that the courts have been swept and cleared of personal belongings, ball cans, and close the gates.

Under 16 of Age - *players must meet at least two of the following three criteria: a) demonstrate that they are a 3.0 level player or higher; b) be accompanied by a Member "sponsor" who assumes responsibility for their level of play and their decorum. Please consult with the Club House in advance. (Tennis Committee; revised 5/20/20130)*